

Dear bidder,

Norwegian Refugee Council (NRC) welcomes you to the tender notification of 291393, BUSINESS MANAGEMENT TRAINING FOR BAGHDAD.

NRC is an independent, humanitarian, non-profit, non-governmental organization, which provides assistance, protection, and durable solutions to refugees and internally displaced persons worldwide.

NRC promotes and protects the rights of people who have been forced to flee their countries or their homes within their countries. It is the only Norwegian organization that specializes in international efforts aimed at this target group.

The Norwegian Refugee Council invites you to submit a bid in (USD) in light of providing consultancy services on **DEVELOPMENT OF DIGITAL AND BUSINESS MANAGEMENT TRAINING MODULES AND DELIVERY OF TRAINING OF TRAINERS FOR MASTER TRAINERS ON THE MODULES** in specific areas mentioned in the geographical scope within **Baghdad governorate as per the ToR,**

ref. Number IRAQ-RFQ-046-2022

If your company is interested in participating in the tender it requires online registration in the web-based eSourcing system CTM. It is free to register as a user in the system, and once the company is created, you will obtain access to all of the current and future tenders notifications implemented by NRC through the system.

After registration, you get access to all tender package, For registration instructions, please check the Supplier Bid Guide attached with this tender Notice

PARTICIPATION:

Follow the below instructions when you want to participate in one of NRC's tender procedures:

Log into the system, read the access conditions, and click **Accept**. Be aware that when you click accept, you have not submitted bid response, but have just accepted that you have been given access to the tender package.

By accepting you will get access to all the relevant material and you will be able to download them.

Please note that the last date and time for submission is by **08/03/2022 at 23:59 Iraq time**. Otherwise, your application to participate in the tender will not be accepted by the NRC.

Offers must be submitted through the eSourcing system or to **Iq.bids@nrc.no (mailto:Iq.bids@nrc.no)** , and before the tender deadline expires. It will not be possible to submit your bid after the deadline or outside the eSourcing system.

Note: Both companies and individuals are welcomed to participate in the tender.

Manner of Submission

There are two ways for bid submission.

1. **Via e-Sourcing**

Please submit your quotation in accordance with the requirements detailed below by e-Sourcing system, following the below instructions:

- 1- The bidders can download the RFQ documents from "**Access documents**" from the system.
- 2- Collect the RFQ.
- 3- Fill the requested documents.
- 4- Upload your Technical proposal documents in "**Envelope 1 – Technical Documents**", The price shall NOT be mentioned in the technical bid.
- 5- Upload your financial proposal documents in "**Envelope 2 – Quotation Documents – Annex 4**".
- 6- After uploading the required documents, please check that the progress bar will show green color "**100% percent complete**".
- 7- Click on "**Submit Response**" button.

Note: For more information, please refer to the Supplier Bid guide.

NRC Iraq will follow the two envelop process for this procurement. Failure to comply with the above submission instruction will lead to supplier disqualification immediately.

Questions and Inquiry: Questions for the tender content and process must be made to the contracting entity via the Q/A message module inside the eSourcing system by clicking on "**Supplier questions and answers**", and then clicking on "**Ask Question**" button.

2-Via e-mail Submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

((mailto: iq.bids@nrc.no))

When Bids are e-mailed the following conditions shall be complied with:

- The RFQ number (IRAQ-RFQ-046-2022 shall be inserted in the Subject Heading of the email

- *Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains. The price shall NOT be mentioned in the technical bid.*
- o *The financial bid shall only contain the financial bid form, Annex 4.*
- o *The technical bid shall contain all other documents required by the tender, but excluding all pricing information*
 - *Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or Excel formats will result in the bid being disqualified.*

Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

The last date and time for submission is by 08/03/2022 at 23:59 Iraq time.

BID ACCEPTANCE:

NRC reserves the right to accept the whole or part of the supplier's bid.

NRC may, at its discretion, extend the deadline for submission of the bids, by notifying prospective suppliers in writing through the eSourcing system.

NRC is not bound to select any of the suppliers who submitted bids and does not bind itself to select the lowest price offer. The Contract will be rewarded to the supplier considered most responsive to the needs and most conforming to NRC general principles, including economy, efficiency, and best value for money.

OTHER INFORMATION:

All correspondence between potential bidders and NRC is through the system.

Please note that both the NRC's and the bidder's actions are logged in the system for audit purposes.

*For technical questions about the system, please contact [**iq.procurement@nrc.no**](mailto:iq.procurement@nrc.no) (***mailto:iq.procurement@nrc.no***)*

Sincerely,

NRC Procurement Department