



Quotation Request

To:	Service Providers	Date :	16/11/2022
From:	iMMAP	Procurement Request Ref:	IQ-161

OBJECT : Contracting Office Assistant/Driver for iMMAP in Basra

<i>Item description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Remarks</i>
Hiring Office Assistant/Driver with vehicle under a part time service contract for iMMAP in Basra to perform administrative and driving tasks.	1	Person	- Inclusive of fuel, 4X4 SUV vehicle, perdiem, vehicle and driver insurance, vehicle maintenance.

Additional specifications:

- Vehicle is required for tasks inside the city of Basra and for missions in the southern regions of Iraq
- See **Annex I** for detailed conditions responsibilities of iMMAP and the service provider
- Services are required for 4 hrs/day with possibility of requiring services for more hours, however, in this case iMMAP shall compensate the driver by giving time off on a day where services are not required.
- iMMAP shall interview the suitable candidates and assess their driving skills prior to commencement of the contract.

Payment conditions :

- Payment after delivery of services within 30 days
- Payment by bank transfer, cheque, or Hawala if the previous means of payment are not possible

Delivery place and terms of transportation:

- iMMAP office, located in Basra, Iraq
- Risks, insurance and cost related to the delivery of services to the above mentioned address will be the responsibility of the service provider

Minimum information to provide with Annex II (Bid Form)

- 1- Name, address, phone and contact person
- 2- CV of the proposed Office Assistant/Driver
- 3- Valid vehicle registration license
- 4- Company registration license and tax clearance certificate (Not applicable to individuals)
- 5- Delivery time (Availability date)
- 6- Unit price per month
- 7- Currency of the offer
- 8- Validity of the quotation (Minimum 90 days)
- 9- Date, stamp and signature.

To submit an offer

Response required before : 30 Nov 2022

Offer(s) to be sent to: amahdi@immap.org & ahayni@immap.org

Note: This quotation request is not an order and does not commit iMMAP on any obligation.