

Quotation Request



To:	Stationery Providers	Date :	22-Nov-22
From:	iMAP	Procurement Request Ref:	IQ-160

OBJECT : **Supply and Delivery of Office Stationery under FWA**

<i>Item description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Remarks</i>
Supply and delivery of office stationery for iMAP. See Annex I	12	months	The winner will be awarded a FWA for 12 months

Additional specifications:

- Interested bidders must fill in the Quotation Form (Annex I)
- The bidder must be able to provide at least 80% of the items listed in Annex I
- The bidder must submit business registration license if its a company

Payment conditions :

- Payment after delivery of correct amount of items and within 15 days after receiving the invoice
- Payment by bank transfer or cheque

Delivery place and terms of transportation:

- iMAP office, located at F12-14, Justice Tower Complex, Mosul Road, Erbil, Iraq
- Risks, insurance and cost related to the transportation of the items to the above mentioned address will be the responsibility of the supplier

Minimum information to provide along with the Quotation Form (Annex I)
1- Name, address, phone and contact person 2- Business registration license (applicable to companies only) 3- Delivery time or Ex stock + location 4- Unit price 5- Currency of the offer 6- Validity of the quotation (Minimum 90 days) 7- Experience with INGOs or UN organizations (Provide a list of clients and contact details for reference check purposes) 8- Date, stamp and signature.
To submit an offer
Response required before : 8 Dec 2022 Offers to be sent to: amahdi@immap.org & ahayni@immap.org

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