



## Quotation Request

|              |                                                      |                                 |          |
|--------------|------------------------------------------------------|---------------------------------|----------|
| <b>To:</b>   | Furniture and Office Equipment Providers             | <b>Date :</b>                   | 6-Jun-23 |
| <b>From:</b> | iMMAP                                                | <b>Procurement Request Ref:</b> | IQ-195   |
| <b>For :</b> | Provision of Furniture and Office Equipment Supplies |                                 |          |

### **OBJECT :**                                      **Quotation request for: Provision of Furniture and Office Equipment Supplies**

| <i>Item description</i>                                   | <i>Quantity</i> | <i>Unit</i> | <i>Remarks</i>                    |
|-----------------------------------------------------------|-----------------|-------------|-----------------------------------|
| Furniture and Office Equipment<br>See Annex I for details | -               | -           | Supplies are required in Baghdad. |

**Additional specifications:**

- High quality equipment shall be offered.
- All commodities offered in response to this RFQ must be new and unused.
- The per-unit pricing in quotations in response to this RFQ must be priced on a fixed price, all-inclusive basis, including delivery and all other costs.
- Offerors responding to this RFQ must submit the following:
  - Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
  - Contact information for at least three (3) references of past or present clients indicating the relevant commodities were sold.
- iMMAP shall have the right to visit the offerors to physically assess the supplies.
- iMMAP will inspect the items upon delivery, and reserves the right to reject receipt of each item if defects are detected or is not the same item as it was offered.
- See Annex I for details of each item.

**Payment conditions :**

- Payment after delivery and installation of supplies.
- Payment by bank transfer or cheque is preferred, if not possible, alternative payment means shall be considered.

| Minimum information to provide on/with the quotation                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1- Name, address, phone and contact person<br>2- Characteristics of the items offered (to attach documentation if relevant)<br>3- Business registration license<br>4- Unit Price in USD<br>5- Currency of the offer (USD)<br>6- Time needed for delivery and installation<br>7- Validity of the quotation (Minimum 30 days)<br>8- Date, stamp and signature. |
| To submit an offer                                                                                                                                                                                                                                                                                                                                           |
| <b>Response required before : 04:30 pm 14 June 2023</b> <b>Offers to be sent to: amahdi@immap.org</b>                                                                                                                                                                                                                                                        |
| <b>Note:</b> This quotation request is not an order and does not commit iMMAP on any obligation.                                                                                                                                                                                                                                                             |