



REQUEST FOR TENDER

Request for Tender No: RFT/FD/IQ/2-24

From: NEF Iraq

Date: Tuesday, January 9th, 2024

Subject: Procurement of Food /Lunch for Near East Foundation Iraq trainings/events in Anbar (Heet, Ramadi, Fallujah) , and Basra

The Near East Foundation Iraq office invites companies to submit sealed bids for the following items. Successful bidder shall be an independent service provider liable and able to provide all the items including delivery of the required food items at the locations specified by NEF. All arrangements will be the responsibility of the successful bidder.

The period of provision of required items would be between **January 2024**, to **January 2025**.

Specifications

S	Type of Meal and Refreshments	Price (IQD) per Meal Package	Weight volume of each quoted item
1	Saj Shawarma Chicken with Fries, Pepsi and Refreshments (Cookies, Pastry and Juice)		
2	Saj Shawarma Meat with Fries, Pepsi and Refreshments (Cookies, Pastry and Juice)		
3	Burger Chicken with Fries, Pepsi and Refreshments (Cookies, Pastry and Juice)		
4	Burger Meat with Fries, Pepsi and Refreshments (Cookies, Pastry and Juice)		
5	Kabab with Fries, Pepsi and Refreshments (Cookies, Pastry and Juice)		



Delivery location & Package: Three locations in Anbar (Heet ,Ramadi , Fallujah and its outskirts, villages and districts) and Basra . NEF will communicate the delivery dates, number of meals and locations of delivery via email at least Four day before the delivery date.

Kindly note the meals should be packages in good condition.

Interested bidders are to read this RFT carefully, print it, sign, and stamp all the pages and submit a quotation according to all the requirements. The deadline for submission of quotations is **Thursday, January 18th, 2024, at 15:00 (Iraq time)**. Companies that do not submit their quotation by this deadline will not be considered.

Your quotation should clearly indicate the following:

1. Currency of offer (IQD)
2. Final and best price (Inclusive of delivery)
3. Validity of the offer
4. Detailed specifications (Food items weight /volume with pictures for each item)

NEF may require additional missing information.

Conditions of quotation:

- **Payment will be made at the end of month after receiving an invoice, in IQD by an international bank transfer** or will pay in cash if wire transfer is not possible.
- **NO ADVANCE PAYMENTS.**
- **Payment would be made only for the delivered and ACCEPTED items, food not meeting the quality and hygiene standards would be rejected.**
- The successful bidder /contractor will not change the quoted price and it would remain same for the entire period of performance of the contract that would be signed with successful bidder.
- All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure the non-exploitation of child labor, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards.
- Vendors doing business with NEF will be screened before confirming an order or contract.
- All prices shall be quoted by the Bidder in **IQD**.
- Supplier Information on the quotation should include Company Name – Stamp – Address - Contact person - Contact phone number - E-mail
- NEF reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
- Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from NEF if you have been shortlisted.



- The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the NEF will not be responsible or liable for those costs.

Submission: Please submit your quotation either by email to: procurementiraq@neareast.org
Please write **Request for Tender No: RFT/FD/IQ/2-24** in the subject line **or in person in a sealed envelope at following address; 14 Ramdan St , Al Mansoor District , Baghdad**

Bidder Representative Name

Position

Signature

Date