



Quotation Request

To:	Security Training Providers	Date :	18-Jan-2024
From:	iMAP Inc.	Procurement Request Ref:	IQ-241
For :	Security Trainings		

OBJECT: Quotation request for: Security Training Provision

Item description	Quantity	Unit	Remarks
Course-1: Hostile Environment Awareness Training (HEAT) + First Aid	1	Course	Bidder to confirm minimum and maximum number of students allowed per each course
Course-2: Basic First Aid	1	Course	
Course-3: Defensive Driving and Radio Communication	1	Course	
Course-4: International Award in Delivering Basic First Aid Training (IADT) - Level 3	1	Course	
Course-5: First Aid Response and Stop the Bleed - Level 3	1	Course	

Additional specifications:

- Certificates to be awarded to the trainees completing the training
- Prices must be inclusive of provision of training venue and grounds allowing practical exercises
- Prices must be inclusive of provision of catering options (1 tea/coffee break & lunch break).

Course Contents to include but not limited to the followings:

- | | |
|--|--|
| 1- First aid and psychological first aid | 7- Safety and security mindset |
| 2- Personal safety and security | 8- Communications equipment |
| 3- Capture and captivity | 9- Behaviour under fire |
| 4- Threats in the field | 10- Fire safety |
| 5- Basic negotiations skills | 11- Unexploded ordnance (UXO) and improvised explosive devices (IED) threats |
| 6- Understanding how to build individual situational awareness in high risk environments | 12- Defensive driving |

Payment conditions :

- **Payment after delivery of the course**
- Payment by bank transfer, if not possible, by bank check
- iMAP Inc. considers CBI's rate of exchange USD to IQD and vice versa.

Requirements to be provided along with the quotation:

- Legal registration in KRI/Iraq (The provider shall prove their legal right to deliver trainings in Iraq)
- References or proofs of valid previous experience in the similar field (preferably with UN, INGOs, or international corporations)
- Profile or CV of the trainer(s) and qualifications (certificates, etc.)
- Profile of the company
- Training venue and practical exercises grounds details or pictures
- Valid bank account

Assessment Criteria	Weight
Valid legal registration	Pass/Fail
Validity of the quotations Minimum 90 days	Pass/Fail
Possession of a valid bank account	Pass/Fail
Former experience Proven experience of minimum 2-years in delivering similar courses	15
Training location (Classroom & Training Ground provision)	10
CV or profile of the trainer (13 marks for CVs demonstrating minimum 2-years in delivering similar courses, 7 marks for CVs demonstrating less than 2-years in delivering similar courses, 0 for CVs demonstrating less than 1-year experience in delivering similar courses)	13

Payment terms and means (10 marks for payment terms and means meeting iMMAP Inc. requirement, 0 for not meeting iMMAP Inc.'s requirement)	10
Language of the training (10 marks for tri-lingual training, 7 marks for bi-lingual, 5 marks for one language)	10
Training syllabus 1- First aid and psychological first aid 2- Safety and security mindset 3- Personal safety and security 4- Communications equipment 5- Capture and captivity 6- Behaviour under fire 7- Threats in the field 8- Fire safety 9- Basic negotiations skills 10- Unexploded ordnance (UXO) and improvised explosive devices (IED) threats 11- Understanding how to build individual situational awareness in high risk environments 12- Defensive driving	12
Financial Evaluation (Minimum offered price/Price being reviewed)*30	30

Minimum information to provide on the quotation	
1 - Name, address, phone and contact person 2 - Curriculum of the proposed courses (to attach documentation if relevant) 3 - Unit price per course Currency of the offer (IQD for payment inside Iraq, USD for payment outside Iraq. Supplier to specify location of company bank account) 4 - iMMAP Inc. will convert the quoted prices from USD to IQD using CBI's exchange rate. 5 - Language of the course (Bidders with ability to provide trainings in Kurdish, Arabic, and English will be favoured) 6 - Validity of the quotation (Minimum 90 days) 7 - Date, stamp and signature.	
To submit an offer	
Response required on or before: 25 Jan 2024	email: amahdi@immap.org

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