



Quotation Request

To:	Stationery Providers	Date :	12-Feb-24
From:	iMMAP Inc.	Procurement Request Ref:	IQ-24-013

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 iMMAP Inc. See Annex I	24	months	The winner will be awarded a FWA for 24 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

Payment conditions:

- Payment after delivery of correct amount of items and within 30 days after receiving the invoice
- Payment by bank transfer or cheque

Delivery place and terms of transportation:

- iMMAP Inc. office in 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 3 - Delivery time or Ex stock + location 4 - Unit price 5 - Currency of the offer IQD 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 : 25 Feb 2024
Offers to be sent to: amahdi@immap.org

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