

## Invitation To Bid for

**IRI2024-0005 (D) (Framework agreement for Hotel Accommodation in Erbil)**

### TENDER DOCUMENT

#### BACKGROUND

Islamic Relief began working in Iraq in 1997 and was one of the few international aid agencies that continued working there in 2003. Our major priority is to provide much-needed emergency support for displaced people, returnees, host communities, and refugees in Anbar, Baghdad, Mosul, Kirkuk, Ninawa, Salehaddin, Dohuk, and around Erbil. We are also helping people to get back on their feet – with more long-term development where it is safe to do so.

حول الإغاثة الإسلامية العراق، بدأت الإغاثة الإسلامية العمل في العراق في عام 1997 وكانت واحدة من وكالات المعونة الدولية القليلة التي واصلت العمل هناك خلال عام 2003. وتتمثل أولويتنا الرئيسية في توفير الدعم العاجل في حالات الطوارئ للنازحين والعائدين والمجتمعات المضيفة، اللاجئين في الأنبار وبغداد وكركوك ونيوى وصلاح الدين ودهوك وحول أربيل من أجل مساعدة الناس على مواجهة الظروف الصعبة و أيضاً القيام ببرامج تنموية طويلة الامد حيثما أمكن ذلك.

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Islamic Relief Worldwide (IRW), Iraq has received a grant from various donors for the implementation of the humanitarian aid operation in Iraq. Part of this operation is the provision of hotel accommodation services. Therefore, IRW Iraq intends to sign one or several framework agreements and requests you to submit price bid(s) for the service of hotel accommodation of the item(s) listed on the attached Bid Form Annex A 1.

تلقت منظمة الإغاثة الإسلامية عبر العالم (IRW)، العراق منحة من مختلف الجهات المانحة لتنفيذ عملية المساعدات الإنسانية في العراق. جزء من هذه العملية هو توفير خدمات الإقامة الفندقية. لذلك، تعتزم IRW العراق التوقيع على اتفاقية إطارية واحدة أو أكثر وتطلب منك تقديم عرض (عروض) أسعار لخدمة الإقامة الفندقية للعنصر (العناصر) المدرجة في نموذج العطاء المرفق، الملحق أ 1.

### 1. TENDER GENERAL CONDITION OF THE FRAMEWORK AGREEMENTS

- This ITB is launched to establish a framework agreement with the supplier (s) for the service of hotel accommodation for 24 months.
- An extension of up to 12 months is possible at the request of the purchaser and approval from the supplier.
- A purchase agreement is not binding IRW Iraq to place any purchase orders. IRW Iraq will place orders to the awarded supplier based on the agreement as per its requirement.
- IRW Iraq may choose to cancel the agreement if deemed necessary.
- IRW Iraq may choose to split the contract award to more than one service provider.
- IRW Iraq requires administratively qualified bidders to provide requested Hotel accommodation.
- This ITB is expected to result in Framework Agreement(s) with one or several successful Service Providers.
- A Framework Agreement is a type of agreement with terms and conditions under which procurement of goods or services can be affected over a specified period, but which places no obligation on IRW Iraq to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s).
- The Framework Agreement will be signed for a period of up to 24 months with the possibility of another 12 months extension subject to satisfactory performance, funding, and agreement by both parties by amending the Framework Agreement. The overall duration of the Framework Agreement shall not exceed 24 months.
- After entering into a Framework Agreement, IRW Iraq shall place bookings on a "need basis".



**Islamic Relief**  
Iraq Branch

Phone: +964 (0) 7502007315  
email: info@ir-iraq.org



International HQ: 19 Rea Street South  
Birmingham, B5 6LB/ United Kingdom

[www.islamic-relief.org](http://www.islamic-relief.org)  
Charity Registration:  
Baghdad 287830 / Erbil 1175-F

- The Service Provider shall confirm by return email within 48 hours (including any applicable discounts).
- IRW Iraq shall make award decisions based on the “lowest priced, most technically acceptable/compliant offer”.
- By signing the Work Order, the Service Provider is confirming that IRW Iraq may modify the number of participants within  $\pm 20\%$  tolerance and that there is a Free Cancellation Policy within seven days of the event.
- The Service Provider shall return the signed copy of the Work Order within 24 hours of receipt by email.
- IRW Iraq will review the quality of services and deliverables before the end of the first 12 months of the agreement. Subject to satisfactory performance and agreement by both parties, a 12-month extension may be agreed to at the same upper ceiling price, terms, and conditions. The maximum overall duration of the Framework Agreement will not exceed 24 months. The upper ceiling price will remain unchanged during the period of the Framework Agreement.

| Company file information                                           |  |
|--------------------------------------------------------------------|--|
| Complete Name of the Owner:<br>اسم كامل لصاحب الشركة:              |  |
| Company/Name :<br>اسم الشركة :                                     |  |
| Signature:<br>التوقيع :                                            |  |
| Date & Time:<br>التاريخ و الوقت :                                  |  |
| Contact Number / Address and phone number<br>العنوان ورقم الهاتف : |  |
| Company Stamp<br>ختم الشركة :                                      |  |



## 2. TENDER PRESENTATION

The offer shall be received at the address **Address: Erbil, Atconz compound, House No.: R2-70**. The quotation must be submitted in a sealed envelope labeled with your company AS below name and the reference **IRI2024-0005 (D) (Framework agreement for Hotel Accommodation in Erbil)**.

ITB No.: **IRI2024-0005 (D) (Framework agreement for Hotel Accommodation in Erbil)**

### TECHNICAL BID

Bidder Name:

The offer can be received via E-mail at: [tendering@ir-iraq.org](mailto:tendering@ir-iraq.org)

The offer shall be written in English.

The offer should be valid for 90 days after the deadline.

All responses will be opened by the Islamic Relief Worldwide, Iraq Procurement Committee and all Bidders will be notified of the results

## 3. TIMETABLE

| Line | Item                                                                                                                                                              | Time, date, and address as appropriate                 |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1    | ITB published                                                                                                                                                     | 06 March 2024                                          |
| 2    | Closing date for clarifications                                                                                                                                   | 27 <sup>th</sup> March 2024 At 4:00 PM Iraq Local Time |
| 3    | Closing date and time for receipt of bids                                                                                                                         | 07 <sup>th</sup> April at 4:00 PM Iraq Local Time      |
| 4    | Tender Opening Location                                                                                                                                           | IRW Country Office, Meeting Room                       |
| 5    | Tender Opening Date and time                                                                                                                                      | 08 <sup>TH</sup> April 2024 at 2:00 PM Iraq Local Time |
| 6    | Deadline for request for any clarifications from Islamic Relief via email address: or call the (Procurement Team): +964 751 839 6949<br><br>tendering@ir-iraq.org | 28 <sup>th</sup> March 2024 At 4:00 PM Iraq Local Time |



#### 4. VALIDITY OF BIDS

The offer should be valid for 90 days after the deadline.

يجب أن يكون العرض صالحاً لمدة 90 يوماً بعد الموعد النهائي.

#### 5. LANGUAGE OF BIDS

All bids, official correspondence between companies and IRW Iraq, as well as all documents associated with the bid request, will be in English.

جميع العطاءات والمراسلات الرسمية بين الشركات و IRW العراق، وكذلك جميع الوثائق المرتبطة بطلب العطاء، ستكون باللغة الإنجليزية.

#### 6. OWNERSHIP OF BIDS

IRW Iraq reserves ownership of all bids received. Therefore, bidders will not be able to stipulate requirements that their bids are to be returned.

تحتفظ منظمة IRW العراق بملكية جميع العطاءات المستلمة. ولذلك، لن يتمكن مقدمين العروض استرجاع مستلزماتهم.

#### 7. BID OPENING

1. IRW Iraq shall perform the bid opening through an internal bid opening committee and There is NO public bid opening.

1. ستقوم منظمة IRW العراق بفتح العطاءات، من خلال لجنة فتح العطاءات الداخلية، ولا يوجد فتح عام للعطاءات.

2. IRW Iraq shall inform the bid process through the email address that will be indicated on the bidder's submission document. No telephone communication is allowed.

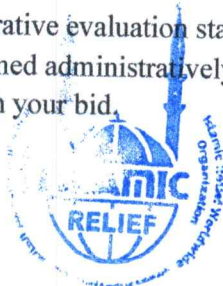
2. يجب على IRW العراق إبلاغ عملية تقديم العطاءات من خلال عنوان البريد الإلكتروني الذي سيتم الإشارة إليه في وثيقة تقديم مقدم العرض. لا يسمح بالاتصالات الهاتفية.

#### 8. AWARD AND WINNING

This framework agreement will be made based on star rate services and the lowest bid price in Annex A.1

##### A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. The documents listed below shall be submitted with your bid.



| # | Annex # | Document                                                   | Instructions                                                                                                                                          |
|---|---------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | A1      | Bid Form (Technical)                                       | Complete ALL sections in full, sign, stamp, and submit                                                                                                |
| 2 | A.2     | Bid Form (Financial)                                       | Complete ALL sections in full, sign, stamp, and submit                                                                                                |
| 3 | F       | Experience and References                                  | Complete ALL sections in full, sign, stamp, and submit                                                                                                |
| 4 | NA      | Company Registration                                       | Submit a copy                                                                                                                                         |
| 5 | NA      | Proof of experience in providing similar services to INGOs | Submit a Copy of the service contract or Job completion certificate for the provision of hotel accommodation services with at least 2 different INGOs |
| 6 | NA      | Company profile                                            | Submit a copy of the company profile showing the category of rooms and services offered                                                               |
| 7 | NA      | Tax Clearance Valid                                        | Submit a copy                                                                                                                                         |

If any information required during the administrative evaluation is not provided by the bidders, IRW may choose to request bidders to supply this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price information

### B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures, and specifications in the ITB without substantially departing from or attaching restrictions to them. If a Bid does not technically comply with the ITB, it will be rejected.

The technical criteria are divided into Hotel Capacity, Rules, and General Condition of the building and Safety as below:

#### I. Hotel Capacity, Rules, and General Condition

| #  | Essential Criteria                                                                                                                                                                             | Yes/No- Comment |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1  | Wi-Fi is Available in Rooms and Conference Hall                                                                                                                                                |                 |
| 2  | Conference Hall available with the capacity of 25, 50, and 100 participants and suitable for training, with all required IT equipment including but not limited to Projector and sound System. |                 |
| 3  | The capability of providing Breakfast, Lunch, Dinner, and Coffee Breaks. (provide Menu)                                                                                                        |                 |
| 5  | Accept payment every month.                                                                                                                                                                    |                 |
| 6  | 24/7 Receptionist who can speak English.                                                                                                                                                       |                 |
| 7  | Can book via email.                                                                                                                                                                            |                 |
| 8  | Free Cancellation.                                                                                                                                                                             |                 |
| 9  | The sanitary condition of rooms, Bathroom, Bedsheets, and towel                                                                                                                                |                 |
| 10 | Post payment arrangement                                                                                                                                                                       |                 |
| 11 | Payment will be made through bank transfer or by cheque                                                                                                                                        |                 |



## II. Safety Essential Criteria:

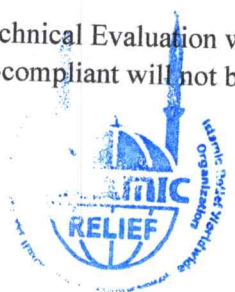
| # | Essential Criteria                                                                                                                                                                                 | Yes/No Comment |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1 | The building is of solid construction.                                                                                                                                                             |                |
| 2 | Emergency exits are marked and free from obstructions.                                                                                                                                             |                |
| 3 | Emergency fire response systems in place, e.g., site plan, emergency exits, serviceable fire extinguishers, alarm systems, clearly marked assembly area?                                           |                |
| 4 | Security/Guards 24/7 at the front (Not armed) and display good access management                                                                                                                   |                |
| 5 | CCTV cameras record activity around the perimeter and entrance of the hotel.<br>Cameras should be in the hallways of each floor and monitored 24/7.                                                |                |
| 6 | Rooms have solid doors, hinges exposed on the internal side, and an additional bolting system for staff to lock down in the event of a security situation.<br>Individual keys/cards for each room? |                |
| 7 | An allocated parking spot for a designated IRW vehicle to support staff while staying at the facility?                                                                                             |                |

## III. Evaluation

| A | Technical Weighing Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1 | Proof of experience in the provision of hotel accommodation Services to at least 2 different INGOs. Provide a copy of the service contract or Job completion certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10% |
| 2 | Technical Essential Criteria <ul style="list-style-type: none"> <li>The Hotel Capacity, rules and general condition</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 25% |
| 3 | Safety Essential criteria <ul style="list-style-type: none"> <li>The building is of solid construction.</li> <li>Emergency exits are marked and free from obstructions.</li> <li>Emergency fire response systems in place, e.g. site plan, emergency exits, serviceable fire extinguishers, alarm systems, clearly marked assembly area?</li> <li>Security/Guards 24/7 at the front (Not armed) and display good access management.</li> <li>CCTV cameras record activity around the perimeter and entrance of the hotel. Cameras should be in the hallways of each floor and monitored 24/7</li> </ul> Rooms have solid doors, hinges exposed on the internal side, and an additional bolting system for staff to lock down in the event of a security situation. Individual keys/cards for each room? | 25% |
| B | Financial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45% |

## C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.



## 9. TENDER PROCESS

### I. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

### II. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by IRW Iraq by the ITB requirements, before the specified date and time mentioned above. IRW Iraq will consider only those portions of the bids received before the closing date and time specified

All responsive Bids shall be written on the IRW Bid Form (Annex A.1 and A.2).

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation but excluding any pricing information.

All documents except Annex-A.1-Technical are to be placed in a sealed envelope, signed, and stamped marked as follows:

ITB No.: **IRI2024-0005 (D) (Framework agreement for Hotel Accommodation in Erbil)**

**TECHNICAL BID**

Bidder Name:

Only Annex-A.2-Financial is to be placed in a **sealed envelope, signed, and stamped** marked as follows:

ITB No.: **IRI2024-0005 (D) (Framework agreement for Hotel Accommodation in Erbil)**

**FINANCIAL BID**

Bidder Name:





IRI2024-0005 (D) (Framework agreement for Hotel Accommodation in Erbil) - Annex A.1 Technical Bid

| IRW to complete |                  |                                                                                                                                                                                        |        |                               | Bidder to complete                                       |                                                    |                                 |
|-----------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------|----------------------------------------------------------|----------------------------------------------------|---------------------------------|
| #               | Line Item        | Specification                                                                                                                                                                          | Unit   | Estimated Quantity for 1 year | Line item offered (refer to attached proposal if needed) | Star Rating (Define how many Stars your hotel has) | Capacity of the Hotel, Quantity |
| 1               | Room Booking     | Single Room (standard)with Complimentary Breakfast                                                                                                                                     | Night  | 1                             |                                                          |                                                    |                                 |
| 2               | Room Booking     | Single Room (standard) without Breakfast                                                                                                                                               | Night  | 1                             |                                                          |                                                    |                                 |
| 3               | Room Booking     | Double or Twin Room with complimentary Breakfast                                                                                                                                       | Night  | 1                             |                                                          |                                                    |                                 |
| 4               | Room Booking     | Double or Twin Room without Breakfast                                                                                                                                                  | Night  | 1                             |                                                          |                                                    |                                 |
| 5               | Room Booking     | Serviced apartment / Room                                                                                                                                                              | Night  | 1                             |                                                          |                                                    |                                 |
| 6               | Conference Hall  | "Capacity of 25 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (Wifi)<br>Microphone  | Day    | 1                             |                                                          |                                                    |                                 |
| 7               | Conference Hall  | "Capacity of 50 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (Wifi)<br>Microphone  | Day    | 1                             |                                                          |                                                    |                                 |
| 8               | Conference Hall  | "Capacity of 100 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (Wifi)<br>Microphone | Day    | 1                             |                                                          |                                                    |                                 |
| 9               | Conference Hall  | "Capacity of 200 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (Wifi)<br>Microphone | Day    | 1                             |                                                          |                                                    |                                 |
| 10              | Breakfast        | Breakfast<br>light food/meal. (menu to be attached to bids) with 750ml Bottled water and Hot water with Beverage (Teabag, coffee, milk, sugar, Milo etc)                               | Person | 1                             |                                                          |                                                    |                                 |
| 11              | Lunch and Dinner | Lunch and Dinner (plated)<br>Standard menu with protein (menu to be attached with bids) with 750ml bottled water and 50cl softdrink                                                    | Person | 1                             |                                                          |                                                    |                                 |



|    |                  |                                                                                                                                                                                                 |        |   |  |  |  |
|----|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---|--|--|--|
| 12 | Lunch and Dinner | Lunch and Dinner (Open Buffet)<br>Standard menu of atleast 5 different dishes with protein,vegetable salads and fruits(menu to be attached to bids) with 750ml bottled water and 50cl softdrink | Person | 1 |  |  |  |
| 13 | Tea Break        | 1st Teabreak<br>Atleast 2 different snacks to be served (Variety of snacks to be listed in menu-) with 750ml bottled water , hot water with beverage(teabag,coffee,sugar,milk, mlo etc)         | Person | 1 |  |  |  |
| 14 | Tea Break        | 2nd Teabreak<br>Atleast 2 different snacks to be served (Variety of snacks to be listed in menu-) with 750ml bottled water and 50cl soft drinks                                                 | Person | 1 |  |  |  |

#### IRW to complete

|                                                                |         |                                                          |  |
|----------------------------------------------------------------|---------|----------------------------------------------------------|--|
| Max. completion time required (days after contract signature): | Direct  | Completion time offered (days after contract signature): |  |
| Destination (if applicable):                                   |         | Destination offered (if applicable):                     |  |
| Minimum bid validity period required:                          | 90 days | Bid validity period offered:                             |  |

#### Bidder to complete

|                                                                                                       |  |                 |               |
|-------------------------------------------------------------------------------------------------------|--|-----------------|---------------|
| Additional comments to bidders:                                                                       |  | Company Name:   |               |
| 1. Wi-Fi in bedrooms and common areas.                                                                |  | Contact Person: |               |
| 2. Laundry service.                                                                                   |  | Address:        | Phone number: |
| 3. Conference Hall available and suitable for training, with all required IT equipment, Sound System. |  | Email Address:  | Date:         |
| 4. Capability of providing Breakfast, Lunch, and Dinner.                                              |  |                 |               |
| 5. Coffee Breaks.                                                                                     |  |                 |               |
| 7. Pay by invoice after completion of service.                                                        |  |                 |               |
| 8. Contract Manager available to liaise with.                                                         |  |                 |               |
| 9. 24/7 Receptionist who can speak English.                                                           |  |                 |               |
| 10. Can book via email.                                                                               |  |                 |               |
| 11. Free Cancellation.                                                                                |  |                 |               |

#### Safety :

1. The building is of a solid construction which is considered to be resistant to earthquake damage.
2. Emergency exits are clearly marked and free from obstructions.
3. Emergency fire response systems in place.
4. Security/Guards 24/7 at front.
5. CCTV cameras recording activity around the perimeter and entrance of the hotel. Cameras should be in the hallways of each floor.
6. Rooms have solid doors. Individual keys/cards for each room.

|                                                     |  |  |  |
|-----------------------------------------------------|--|--|--|
| Signed by a duly authorized company representative: |  |  |  |
| Title:                                              |  |  |  |
| Print Name:                                         |  |  |  |
| Stamp of company                                    |  |  |  |

*[Handwritten signature in blue ink]*



IRI2024-0005 (ID) (Framework agreement for Hotel Accommodation in Erbil) - Annex A.2 Financial Bid



IRW to complete

Bidder to complete

| #  | Line item        | Specification                                                                                                                                                                              | Unit   | Quantity required | Line item offered (refer to attached proposal if needed) | Unit Price |
|----|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|----------------------------------------------------------|------------|
| 1  | Room Booking     | Single Room (standard) with Complimentary Breakfast                                                                                                                                        | Night  | 1                 |                                                          |            |
| 2  | Room Booking     | Single Room (standard) without Breakfast                                                                                                                                                   | Night  | 1                 |                                                          |            |
| 3  | Room Booking     | Double or Twin Room with complimentary Breakfast                                                                                                                                           | Night  | 1                 |                                                          |            |
| 4  | Room Booking     | Double or Twin Room without Breakfast                                                                                                                                                      | Night  | 1                 |                                                          |            |
| 5  | Room Booking     | Serviced apartment / Room                                                                                                                                                                  | Night  | 1                 |                                                          |            |
| 6  | Conference Hall  | "Capacity of 25 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (W/fi)<br>Microphone      | Day    | 1                 |                                                          |            |
| 7  | Conference Hall  | "Capacity of 50 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (W/fi)<br>Microphone      | Day    | 1                 |                                                          |            |
| 8  | Conference Hall  | "Capacity of 100 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (W/fi)<br>Microphone     | Day    | 1                 |                                                          |            |
|    | Conference Hall  | "Capacity of 200 Participants<br>With all needed equipment including but not limited to:<br>Video projector and Screen and Flip chat stand board<br>good internet (W/fi)<br>Microphone     | Day    | 1                 |                                                          |            |
| 9  | Breakfast        | Breakfast<br>light food meal. (menu to be attached to bids) with 750ml Bottled water and Hot water with Beverage (Teabag, coffee, milk, sugar, Milo etc)                                   | Person | 1                 |                                                          |            |
| 10 | Lunch and Dinner | Lunch and Dinner (plated)<br>Standard menu with protein (menu to be attached with bids) with 750ml bottled water and 50cl softdrink<br>Lunch and Dinner (Open Buffet)                      | Person | 1                 |                                                          |            |
| 11 | Lunch and Dinner | Standard menu of atleast 5 different dishes with protein, vegetable salads and fruits (menu to be attached to bids) with 750ml bottled water and 50cl softdrink                            | Person | 1                 |                                                          |            |
| 12 | Tea Break        | 1st Teabreak<br>Atleast 2 different snacks to be served (Verity of snacks to be listed in menu-) with 750ml bottled water, hot water with beverage (teabag, coffee, sugar, milk, milo etc) | Person | 1                 |                                                          |            |
| 13 | Tea Break        | 2nd Teabreak<br>Atleast 2 different snacks to be served (Verity of snacks to be listed in menu-) with 750ml bottled water and 50cl soft drinks                                             | Person | 1                 |                                                          |            |

Sub-total

Any other costs (please specify)

*[Handwritten Signature]*



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                                                          |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | Total Price                                                              |  |  |
| IRW to complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | Bidder to complete                                                       |  |  |
| Required time of completion (days after contract signature): Or Purchase Order                                                                                                                                                                                                                                                                                                                                                                                                              | 2 days  | Completion time offered (days after contract signature/ Purchase Order): |  |  |
| Minimum bid validity period required:                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 90 days | Bid validity period offered:                                             |  |  |
| Currency of Tender:                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | IQD     | Currency                                                                 |  |  |
| Additional comments to bidders:                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | Company Name:                                                            |  |  |
| 1. Wi-Fi in bedrooms and common areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         | Signed by a duly authorized company representative:                      |  |  |
| 2. Laundry service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         | Title:                                                                   |  |  |
| 3. Conference Hall available and suitable for trainings, with all required IT equipment, Sound System.                                                                                                                                                                                                                                                                                                                                                                                      |         | Date:                                                                    |  |  |
| 4. Capability of providing Breakfast, Lunch and Dinner.                                                                                                                                                                                                                                                                                                                                                                                                                                     |         | Print Name:                                                              |  |  |
| 5. Coffee Breaks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         | Stamp of company                                                         |  |  |
| 7. Pay by invoice after completion of service.                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                                                          |  |  |
| 8. Contract Manager available to liaison with.                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                                                          |  |  |
| 9. 24/7 Receptionist who can speak English.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |                                                                          |  |  |
| 10. Can book via email.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |                                                                          |  |  |
| 11. Free Cancellation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |                                                                          |  |  |
| <b>Safety :</b><br>1. The building is of a solid construction which is considered to be resistant to earthquake damage.<br>2. Emergency exits are clearly marked and free from obstructions.<br>3. Emergency fire response systems in place.<br>4. Security/Guards 24/7 at front.<br>5. CCTV cameras recording activity around the perimeter and entrance of the hotel. Cameras should be in the hallways of each floor.<br>6. Rooms have solid doors, individual keys/cards for each room. |         |                                                                          |  |  |

