



REQUEST FOR TENDER

Request for Tender No: TR/PR/ IQ/3-24

From: NEF

Date: Thursday, March 14th, 2024

- **Subject:** Printing a visibilities (Printouts) item to Near East Foundation

The Near East Foundation Iraq office invites your company to submit an offer for the following item.

Specifications & Quantity:

#	Description	Unit	Price per Unit (IQD)
1	Roll-up Banners with Design 85cm*200cm (High Quality) with design	PCS	
2	Print One Page A4 Thickness High Quality for handbook, booklet with design A4	Page	
3	Print one page (A4 80 GSM) with design	Page	
4	Print Sticker A4 one-page high quality with design	Page	
5	Print one page A4 brochure high quality heavy weight with design	Page	
6	Print A5 notebook 50 paper high quality that should include logos on the cover and on all pages with design	PCS	
7	Vest with logo high quality	PCS	
8	Business Card high quality	PCS	
9	Pens with logo	PCS	



10	Ethics and Complaints cards	PCS	
11	Business Card	PCS	
13	Corporate award shield 35 cm	PCS	
14	ID high quality with design	PCS	
15	Stamps	PCS	
16	Picture 40x60 cm	PCS	
17	Picture with frames or wooden background 40x60 cm	Pcs	

Delivery location: NEF – Address will be provided to the selected bidder with Purchase Order. Interested bidders are to read this RFT carefully, print it, sign, and stamp and submit a quotation according to all the requirements. The deadline for submission of quotations is **Monday, March 25th, 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. Total price (including delivery cost and VAT)
3. Final price (after deduction of discounts)
4. Delivery date
5. Validity of the offer
6. Detailed specifications

Conditions of quotation:

- **Payment will be made within 10 working days after receiving a proper invoice, in IQD by an international bank transfer** will pay in cash if wire transfer is not possible.
- 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 on anti-corruption due diligence 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.
- NEF may increase or decrease the required quantity at the time of purchase order, delivery time will be mutually agreed upon if the quantity is increased.

Submission: Please submit your quotation by email to: procurementiraq@neareast.org Please write **Request for Tender No: TR/PR/ IQ/3-24** in the subject line. **Or by hand with closed envelop to NEF Office at Baghdad Al Mansour , 14 Ramdan St Al-Mansour, AlAmerat 609/1/21**

Bidder Representative Name

Position

Signature

Date