

Request for Quotations (RFQ)

RFQ Number: 1118_FY24 Sep-RFQ-5

Issuance Date: 23 September 2024

Deadline for Offers: 7 October 2024

Description: RFQ for Travel and Event Management Agency

For: USAID-funded Iraq Civil Society Activity (ICSA) -Tafa'aol

Funded By: United States Agency for International Development (USAID)
Cooperative Agreement No. 72026723CA00001

Implemented By: Counterpart International Inc.

Number of anticipated awards: Multiple

Section 1: Instructions to Offerors

1. **Introduction**: The Iraq Civil Society Activity (ICSA)– Tafa'aol Project is a USAID program implemented by Counterpart International in Iraq. The goal of Tafa'aol is to strengthen citizen engagement and participation in the public sphere, as well as to strengthen and expand the capacity of civil society organizations for representing the interests of citizens and advancing community development. As part of project activities, the ICSA Tafa'aol requires the service of Travel and event management service.

The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc services of booking domestic flight tickets, accommodations, events & meeting venue, catering (meal and refreshment), printing and other event management services. As a result of this RFQ, the (ICSA)– Tafa'aol Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the (ICSA)– Tafa'aol Project to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next 12 months. The Vendor shall furnish the supplies/services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for supplies/services ordered through ordering documents issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00PM Baghdad time on 7 October 2024 by email sent to procurement.iraqcsa@counterpart.org. Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late and will be considered only at the discretion of Counterpart.
3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 PM local Baghdad time on 30 September 2024 by email to procurement.iraqcsa@counterpart.org. Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the (ICSA)– Tafa’ aol Project. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in IQD. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
6. **Delivery:** The delivery location for the items described in this RFQ is Iraq - Baghdad. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
 7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in

accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Iraq

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

8. **Taxes and VAT** The Tafa'aol Project is exempt from cooperating country taxes, duties, and VAT. As such, all prices must be presented exclusive of any taxes, duties, and VAT.
9. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and it is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Qualifications and Approach	Ability to provide services for 24 hours a day emergency service, as well as for services during weekends and official holidays where emergency travel service is required.	10 Points
	Financially stable – annual report, audited financial statement or bank statement of the firm to be provided.	10 Points
	Maintains facilities of on-line booking/airline reservations, in-plant domestic ticketing and ticket printing, online booking tool.	10 Points
	Safety and Security: (Must meet criteria mentioned in Section 3 of this RFQ-Security Department may also conduct a site visit and will provide their feedback accordingly.	10 Points
	Authorized and has access to Iraqi Airways booking system.	15 Points
	Quality of accommodation and venue services, the vendor must provide examples of hotels they have previously contracted. The quality and rating of the hotels offered in the quotation should be comparable to or match the level of those provided in the examples.	10 Points
Total Points – Technical Qualifications and Approach		65 Points
Past Performance	Company Background and Experience – Maintains a good track record in serving international organizations, embassies, and multinational corporations; list of corporate clients should be provided.	20 Points
Total Points – Past Performance		20 Points
Cost proposal	Companies are requested to submit their best and final offered price. The cost will be evaluated to identify best value determination of the required service. The cost offered shall be locked in by the Travel Agent for the duration of the contract.	15 Points
Total Points – Cost proposal		15 Points
Total Points		100 Points

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Counterpart reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various Vendors, if in the best interest of the (ICSA)– Tafa’aol Project.
- Counterpart may cancel this RFQ at any time.
- Counterpart may reject any and all offers, if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the (ICSA)– Tafa’aol Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, the (ICSA)– Tafa’aol Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Counterpart’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The (ICSA)– Tafa’aol Project anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the (ICSA)– Tafa’aol Project will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least 12 months. The Vendor shall furnish the

supplies/services described in any ordering documents issued by the (ICSA)– Tafa’aol Project under the BPA. the (ICSA)– Tafa’aol Project is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.

- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

Counterpart mandates that all domestic flight tickets be exclusively booked with Iraqi Airways.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- ☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- ☐ Official quotation, including specifications of offered Services (see Section 3 for example format)
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details)
- ☐ Past Performance: List of 5 or more past assignments, specifying the name of client, donor project, duration, a brief description of services provided, and client contact information.

Section 3: Specifications and Technical Requirements

Background: Counterpart International (ICSA)– Tafa’ aol Project in Iraq intends to award one or multiple Blanket Purchase Agreements (BPAs) for a period of twelve (12) months for the provision of Travel and Event Management services with qualified Travel and Event Management agency.

Objective and requirements:

BPA(s) with qualified Travel and Event Management would cover the provision of booking domestic flight tickets via Iraqi Airways for staff members, consultants and participants attending meetings and workshops as well as booking of accommodation, venues and provision of catering. Additionally, the qualified Travel and Event Management would cover all event management requirements e.g, printing of event materials, translation service and AV equipment, etc.

- a. Travel and Event Management agent shall provide services for 24 hours a day emergency service, as well as for services during weekends and official holidays where emergency travel service is required. One of the Travel Agent(s)’s employees shall always be reachable by phone.
- b. Much of the official events must be organized on short notice, thereby placing a premium on efficiency and rapid communication in handling all event-related matters.
- c. Travel and Event Management agent shall update Counterpart (ICSA)– Tafa’ aol Project on every booking changes.
- d. Travel and Event Management agent shall only act on travel requests for official travel submitted by the responsible staff of Counterpart (ICSA)– Tafa’ aol Project.
- e. Travel and Event Management agents must assign personnel to handle ICSA events arrangements.
- f. Travel and Event Management agent shall provide an information service to notify ICSA and the traveler of such events as airport closings, canceled or delayed flights as well as of local political or safety conditions which may affect travel to any particular destination.
- g. All information pertaining to Counterpart staff to include their identity, travel itinerary, etc. shall be kept strictly confidential.
- h. Security and Safety of accommodation and venues:
 - The facility must have security upgrade (perimeter walls, steel access, and gates)
 - The facility shall utilize proper and consistent access control procedure specifically checking for weapons and explosive devices carried by person/vehicles entering the premises.
 - The facility shall employ early warning systems such as CCTV monitoring angles of approach to the property.
 - The facility shall be located so as to have an adequate standoff from the main road to ensure minimal injury to personnel inside the building in the event of a traditional vehicle-borne Improvised Explosive Device (IED) detonation outside the location
 - The facility shall utilize properly trained armed security guards on the premises to repel a direct armed attack on the venue, thus buying time for personnel in the venue to access safe rooms and or emergency exits.
 - The facility shall comply with applicable fire and safety codes and regulations.

- The facility must have a secured parking garage that can accommodate suburban utility vehicle (SUV)
- i. Accommodation and venue facility must be cleaned, sanitized and follow generally accepted food safety standards.
- j. **Accommodation:** Vendor shall provide accommodation (single rooms and double rooms) based on the number of guests requiring rooms. Both double rooms and single rooms shall be furnished with all required facilities such as good quality beds with mattresses and bedsheets, Wi-fi internet, TV with cable or satellite services, bottled mineral water, tea, heating, and cooling system, and any other amenities supplied to hotel's guests.
- k. **Conference Venue:** The facility must have conference/briefing halls, with tables and chairs, to accommodate a different number of people. The conference room must provide an overhead projector with screen, podium, microphone, and a sound system. Offerors are requested to provide maximum capacity for their conference facilities. Access for people with disabilities is highly preferred.
- l. **Training Room Space Requirements;**
 - Sufficient space in U shape, theater-style or roundtables for 20-50 participants.
 - Sufficient space for 3-5 breakout groups of up to 20 people each for large conferences.
 - For the small workshop, space is needed for 5 breakout groups of 5 peoples (need NOT have separate rooms, but sufficient space for separate working groups)
 - Full uninterrupted power supply
 - Heating and Cooling air conditioning
 - Screen
 - Flipcharts and markers
 - Strong signal for high-speed wireless internet
 - One large whiteboard
 - One Projector screen

Technical Proposal Format and Content: The offeror shall structure the Technical Proposal to meet the evaluation criteria, as follows:

The expertise of Firm/Organization – this section should provide details regarding agency employees structure and experience of agency, the list of projects/contracts (both completed and ongoing) which are related or similar in nature to the requirements of the RFQ.

Financial Stability – Financial statement of the agency.

Iraqi Airway authorization: Since this BPA requires the flights booking exclusively on Iraqi Airways, offer's should provide authorizations of access to Iraqi Airways booking system.

Quality of Accommodation and venue: the vendor must provide examples of one or two hotels in the project's area of operation (Ninawa, Anbar, Wasit, Muthanna, Najaf, Duhok, Sulaymaniya and Basra as well as in the Baghdad and Erbil. The quality and rating of the hotels offered in the quotation should be comparable to or match the level of those provided in the examples.

Services Pricing

The table below contains the list of services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format.

This solicitation is not for one-time bulk delivery. Tickets and reservations will be requested over a twelve (12) month period by the Counterpart Procurement Department.

Domestic Air Tickets

Counterpart understands that using a fixed price for flight tickets is challenging due to seasonal price fluctuations and availability. Therefore, Air tickets should only be booked on Iraqi Airways. **Please specify the charges** that your company will apply in addition to the original ticket price provided by Iraqi Airways. Our staff may verify these prices before booking each trip."

Vendor Charge per ticket	IQD
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Accommodation, Venue and Catering.

Requirement	Quantity	Unit	Price in IQD
Erbil province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Erbil province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Erbil province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Erbil province-Accommodation for Single room (including breakfast)	1	Per person	
Erbil province -Accommodation for Double room (including breakfast)	1	Per person	
Erbil province -lunch buffet type	1	Per person	
Erbil province- Lunch (meal type)	1	Per person	
Erbil province - Dinner buffet type	1	Per person	

Erbil province - Dinner (meal type)	1	Per person	
Erbil province - coffee break with snacks	1	Per person	
Naniwa province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	1	Event/day	
Naniwa province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Naniwa province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Naniwa province-Accommodation for Single room (including breakfast)	1	Per person	
Naniwa province -Accommodation for Double room (including breakfast)	1	Per person	
Naniwa province -lunch buffet type	1	Per person	
Naniwa province - Lunch (meal type)	1	Per person	
Naniwa province - Dinner buffet type	1	Per person	
Naniwa province - Dinner (meal type)	1	Per person	
Naniwa province - coffee break with snacks	1	Per person	
Wasit Province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Wasit Province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Wasit Province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Wasit Province -Accommodation for Single room (including breakfast)	1	Per person	
Wasit Province-Accommodation for Double room (including breakfast)	1	Per person	
Wasit Province -lunch buffet type	1	Per person	
Wasit Province-lunch (meal type)	1	Per person	
Wasit Province -dinner buffet type	1	Per person	
Wasit Province -dinner meal type	1	Per person	
Wasit Province- coffee break with snacks	1	Per person	

Anbar Province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Anbar Province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Anbar Province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Anbar Province -Accommodation for Single room (including breakfast)	1	Per person	
Anbar Province-Accommodation for Double room (including breakfast)	1	Per person	
Anbar Province -lunch buffet type	1	Per person	
Anbar Province-lunch (meal type)	1	Per person	
Anbar Province -dinner buffet type	1	Per person	
Anbar Province -dinner meal type	1	Per person	
Anbar Province- coffee break with snacks	1	Per person	
Muthanna province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Muthanna province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Muthanna province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Muthanna province -Accommodation for Single room (including breakfast)	1	Per person	
Muthanna province-Accommodation for Double room (including breakfast)	1	Per person	
Muthanna province -lunch buffet type	1	Per person	
Muthanna province-lunch (meal type)	1	Per person	
Muthanna province -dinner buffet type	1	Per person	
Muthanna province -dinner meal type	1	Per person	
Muthanna province- coffee break with snacks	1	Per person	
Basrah province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	

Basrah province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Basrah province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Basrah province -Accommodation for Single room (including breakfast)	1	Per person	
Basrah province-Accommodation for Double room (including breakfast)	1	Per person	
Basrah province -lunch buffet type	1	Per person	
Basrah province-lunch (meal type)	1	Per person	
Basrah province -dinner buffet type	1	Per person	
Basrah province -dinner meal type	1	Per person	
Basrah province- coffee break with snacks	1	Per person	
Baghdad, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Baghdad, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Baghdad, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Baghdad -Accommodation for Single room (including breakfast)	1	Per person	
Baghdad-Accommodation for Double room (including breakfast)	1	Per person	
Baghdad -lunch buffet type	1	Per person	
Baghdad-lunch (meal type)	1	Per person	
Baghdad -dinner buffet type	1	Per person	
Baghdad -dinner meal type	1	Per person	
Baghdad- coffee break with snacks	1	Per person	
Najaf province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	1	Event/day	
Najaf province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	

Najaf province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Najaf province-Accommodation for Single room (including breakfast)	1	Per person	
Najaf province -Accommodation for Double room (including breakfast)	1	Per person	
Najaf province -lunch buffet type	1	Per person	
Najaf province - Lunch (meal type)	1	Per person	
Najaf province - Dinner buffet type	1	Per person	
Najaf province - Dinner (meal type)	1	Per person	
Najaf province - coffee break with snacks	1	Per person	
Duhok province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	1	Event/day	
Duhok province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Duhok province, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Event/day	
Duhok province-Accommodation for Single room (including breakfast)	1	Per person	
Duhok province -Accommodation for Double room (including breakfast)	1	Per person	
Duhok province -lunch buffet type	1	Per person	
Duhok province - Lunch (meal type)	1	Per person	
Duhok province - Dinner buffet type	1	Per person	
Duhok province - Dinner (meal type)	1	Per person	
Duhok province - coffee break with snacks	1	Per person	
Sulaymaniya province, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	1	Event/day	
Sulaymaniya province, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Event/day	
Sulaymaniya province, renting a venue hall with a capacity of approx. 75-100 guests including all audio &	1	Event/day	

video display backup equipment, I.T to attend the audio and video equipment at all time			
Sulaymaniya province-Accommodation for Single room (including breakfast)	1	Per person	
Sulaymaniya province -Accommodation for Double room (including breakfast)	1	Per person	
Sulaymaniya province -lunch buffet type	1	Per person	
Sulaymaniya province - Lunch (meal type)	1	Per person	
Sulaymaniya province - Dinner buffet type	1	Per person	
Sulaymaniya province - Dinner (meal type)	1	Per person	
Sulaymaniya province - coffee break with snacks	1	Per person	
Cancellation cost with 24 hours or more notice before check in.	1		
Cancellation cost with less than 24 hours' notice before check in.	1		
Cost to change the date of booking with more than 24 hours advance notice	1		
Cost to change the date of booking with less than 24 hours advance notice	1		

Printings and Event Management Services.

Requirement		Quantity	Unit	Price in IQD
Printing of colored A4	Size: A4 (21.0 x 29.7 cm) Paper Quality: 250 GSM, glossy finish. Color: Full color (CMYK)	1	PAGE	
	Size: A4 (21.0 x 29.7 cm) Paper Quality: 170 GSM, glossy finish. Color: Full color (CMYK)	1	PAGE	
	Size: A4 (21.0 x 29.7 cm) Paper Quality: 150. Color: Full color (CMYK)	1	PAGE	
	Size: A4 (21.0 x 29.7 cm)) Paper Quality: 100. Color: Full color (CMYK)	1	PAGE	
roll-ups	• Size: Standard 85 x 200 cm • Material: High-quality vinyl or polyester. • Color: Full color (CMYK). • Stand: Durable, retractable stand with carrying case. • Finishing: Hemmed edges, secure attachment to stand.	1	Ea	
	• Size: Standard 85 x 200 cm • Material: Fabric, flame-retardant. • Mounting: Grommets or pole pockets for easy installation. • Design: Seamless, high-resolution graphics.	1	Ea	

Printing of backdrops	• Material: Fabric, flame-retardant. • Mounting: Grommets or pole pockets for easy installation. • Design: Seamless, high-resolution graphics.	1	MTR	
	• Material: vinyl, flame-retardant. • Mounting: Grommets or pole pockets for easy installation. • Design: Seamless, high-resolution graphics	1	MTR	
Printing of Popup display backdrop by meter	• Material: high-quality fabric, flame-retardant. • Mounting: Aluminum pop-up stand, highly lightweight & portable. sets up in minutes. • Design: Seamless, full-color printing with high-resolution graphics	1	MTR	
Notebooks	A5 paper, With logo printed and watermark	1	EA	
Notebooks	A5 paper	1	EA	
Renting a Bouquet of Artificial Flowers	Small-size bouquets used for decoration purposes	1	EA	
	Medium-size bouquets Used for decoration purposes	1	EA	
	Large-size bouquets Used for decoration purposes	1	EA	

Renting a Bouquet of Natural Flowers	Small-size bouquets used for decoration purposes	1	EA	
	Medium-size bouquets Used for decoration purposes	1	EA	
	Large-size bouquets Used for decoration purposes	1	EA	
Flags	Fabric, 1.5 Meter W* 1 Meter H + pole + base	1	EA	
	Polyester, 1.5 Meter W* 1 Meter H + pole + base	1	EA	
Pen With logo printed	Printing USAID and Counterpart logos	1	EA	
Pen		1	EA	
Badges (Laminated + neckless robe)	• Size: Standard 85 x 54 mm or custom size. • Material: Durable, laminated paper • Color: Full color (CMYK). • Lanyard Attachment: Pre-punched holes or clips for lanyards. • Personalization with attendee names, location, seat number, and organization name.	1	EA	
Renting Registration boards	Electronic registration boards	1	DAY	
Renting Panel chair by day	Good quality and comfortable formal chairs for panels and debates	1	DAY	
Renting Panel table by day	Good quality and comfortable formal table for panels and debates	1	DAY	
Renting table name display holder	good quality with the names of participants printed	1	DAY	

Printing Packages (or folders) With logo printed and pocket	Packages are self-contained A4 Files	1	EA	
Hire an Instant translator (Arabic-English)		1	DAY	
Hire an Instant translator (Kurdish-English)		1	DAY	
Hire an Instant translator (Arabic-Kurdish)		1	DAY	
Renting Translation booth + mixer		1	DAY	
Renting Translation headset	Renting of one headset for one day	1	DAY	
Renting projector	a Full HD high-quality (HDTV (16:9) or Widescreen (16:10) projector or higher with a Screen	1	DAY	
Renting Sound system + installation	- Professional audio mixer. - Ambient speakers with capacity of 500 Watt or higher. - Handheld wireless microphones for speeches 2 Headset microphones for hands-free operation 4 High-quality, low-noise microphones with good battery life	1	DAY	
Renting High-quality LED Screen + installation for 1 Day	High Resolution: High-quality screens to ensure sharp and clear images. Small Pixel Pitch: to ensure higher pixel density and a smoother, more detailed image. High Brightness: to ensure that the display is visible even in bright ambient light conditions.	1	MTR	
Photographer Video + Photos	edited photo	1	Ea	
	edited video 2-3 min	1	Ea	

	edited video 4-5 min	1	Ea	
Renting a Flipchart for 1 day	A1 paper	1	Ea	
Renting Podium		1	Ea	

Delivery time (after receipt of order): _____ calendar days

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Counterpart ICSA Tafa'aol
T4-22-5, Quarter Empire Diamond
Erbil-Iraq

Reference: RFQ no. 1118_FY24_Sep-RFQ-5

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm's principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or ICSA Tafa'aol project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____