

IRAQ COUNTRY OFFICE REQUEST FOR BID

**for bids above 5000K for purchases of goods*

Date: **16 Oct 2024**

No. of pages including this page: **3+2**

PR Reference No: **PRIQ24119**

Subject or Title: **Framework Agreement for Hotel service**

Search for Common Ground (Search) is an international non-profit organization whose mission is to transform the way the world deals with conflict away from adversarial approaches, toward cooperative solutions. In partnership with (Varriouse Doner), SFCG undertakes (Various PROJECT) in (Iraq), requiring (Hotel service as attached list #1).

Dear [Company Representative], on behalf of Search for Common Ground (Search) we kindly request a quotation for the attached list of [Hotels Service - Scope of Work], expressed in [IQD].

Questions / Clarification Requests:

Should you have questions about this quotation request, please contact us via email at xxxx.

Response Deadline: Quotations must be provided no later than	31 October 2024
Source Selection Criteria: • Registration. • Tax Clearance. • Best Price & Offer. • Flexibility. • Certification (Health.ISO,BMn and Fire). • The quality of the Services. • Special Offer.	
Quotation Validity: • The Quotation should be valid for [12 Months(One Year)and amend as applicable] from the request for quotation (RFQ) due date. If this is not possible, please indicate your best quote validity time frame. • The Quotation includes, but is not limited to cost, pricing, terms and conditions, service levels, and all other information. If your company is awarded the contract, all information in the RFQ and negotiation process is contractually binding.	
Price Offer: • Price must include any discount terms and transportation and insurance costs, if	

applicable	
Partial Quotation: • Search for Common Ground will consider a partial quotation. – amend as appropriate	
Payment Terms: Search for Common Ground intends to award a firm fixed-price purchase order or contract as a result of this RFQ. Payment terms are to fall within 30 days from delivery and acceptance of the ordered goods at the specified location. If this is not possible, please quote your best payment terms.	
Scope of Work: A Service list attached (List -Hotels Service - Scope of Work)	
Delivery Location and Terms:	Erbil-Iraq
Delivery Timeline:	Upon to the request(Purchase Order) during 2025
Others:	This request to get a fixed cost of Hotel services in the list attached for one year during 2025.
Submission Instructions: Quotations must be submitted: Interested companies should submit their offers in two sealed envelopes, placed inside one main sealed envelope. : • One envelope for the Technical Proposal (including Administrative and Technical Information). • One envelope for the Financial Proposal (including a filled list of hotel services, scope of work, and/or special offers) The Tender shall be submitted by Hand personal delivery against receipt at the following address: To: Logistics and Admin Officer, Logistics Department Address: Villa 206, Italian Village1, Erbil, Iraq Deadline: No later than 31 October 2024 - 16:00 Iraqi time You are required to submit signed and dated offers on your company letterhead. In case of submission in a sealed envelope, the outside of the envelope must clearly note the RFQ reference number. We will not be held responsible if an envelope sent without a legible RFQ reference number is mistakenly opened and thus disqualified. Note: Please sign and stamp every single page of RFQ pages, including attachments.	
Terms and Conditions : • Issuance of this RFQ does not constitute an award commitment on the part of the Search for Common Ground, nor does it commit Search for Common Ground to pay for costs incurred in the preparation and submission of a bid. • Attached files are an integral part of this RFQ, including any costing sheets, extra	

specifications and requirements.

- By submitting the valid offer to this RFQ you accept to adhere to RFQ and Terms and Conditions.
- **Search for Common Ground** may contact bidders to confirm the contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

False Statements in the Bid:

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments. False statements in bids constitute grounds for immediate termination of the agreement with the vendor. **Search for Common Ground** takes fraud, misstatements, falsification, manipulation, alteration of facts and/or documents very seriously. It has a zero-tolerance policy and may choose to take legal action in case of misrepresented disclosures by contractors.

Conflict of Interest Disclosure:

Bidders must disclose any past, present or future relationships with parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in **Search for Common Ground** having to re-evaluate the selection of a potential bidder.

Right to Select/Reject

Search for Common Ground reserves the right to select and negotiate with the firms it determines, at its sole discretion, to be qualified for competitive proposals, and to terminate negotiations without incurring any liability. **Search for Common Ground** also reserves the right to reject any or all proposals received without explanation.

Reporting of Fraud & Unethical Behavior:

To report fraud and unethical behavior:

- **Contact:** Peshtkir Hızır, Country Director, +9647502021987
- **Report to:** phizir@sfcg.org



Exhibit B-1 SCOPE OF WORK

Hotel Name:			Pricing to be filled by the Hotel in Iraqi Dinar		
No.	Service Description	Unit	Remark	Old Price price (IQD)	New Price (IQD)
1	Single Standard Room	Per Night			
2	Double Standard Room	Per Night			
3	Single Standard room with Extra bed	Per Night			
4	Double Standard room with Extra bed	Per Night			
5	VIP Suite	Per Night			
6	Single Standard Room (Early check-in or late check-out)	Per Night			
7	Double Standard Room (Early check-in or Late check-out)	Per Night			
8	Standard conference room for 1-30 people , equipped with(<i>air conditioning, lighting, sound system, flipchart stand, and optional table and chair arrangement</i>).	Per Day			
9	Standard conference room for 31-60 people , equipped with(<i>air conditioning, lighting, sound system, flipchart stand, and optional table and chair arrangement</i>).	Per Day			
10	Standard conference room for 61-100 people , equipped with(<i>air conditioning, lighting, sound system, flipchart stand, and optional table and chair arrangement</i>).	Per Day			
11	Standard conference room for more than 100 people , equipped with(<i>air conditioning, lighting, sound system, flipchart stand, and optional table and chair arrangement</i>).	Per Day			
12	Breakfast (for non-residents)	Per Person			
13	Lunch (Buffet)-Refreshment	Per Person			
14	Lunch (Meal)-Refreshment	Per Meal			
15	Coffee Break (Buffet)	Per Person			



17	Dinner (Meal)	Per Person			
18	Dinner (Buffet)	Per Person			

Exhibit B-2

#	Other Service	Yes/Or No	Remark
1	Air Conditioning System (Heating and Cooling throughout the entire hotel)		
2	Standby Generator		
3	Free Car Parking/Capacity?		
4	Capacity of the Hotel (Number of rooms)		
5	Free Internet Service		
6	Photocopying Services		
7	Transportation Service		
8	Computer Printer		
9	Payment is due within 30 days of the invoice date		
10	Hotel Star Rating		
11	Willing to sign a contract for at least one year month with fixed prices		

INSERT VENDOR FULL NAME

Signature – Vendor

Title:

Stamp: