

EXPRESSION OF INTEREST (EOI)

For Provision of Event Management and Logistics Services Issued by Mosul Space

Reference: MS-EOI/250801-01

Date of this Call for Expression of Interest (EOI): 05-Aug-2025

Closing Date for Receipt of EOI: 16-Aug-2025

ABOUT MOSUL SPACE

[Mosul Space](#) is a foundation working on innovation, entrepreneurship, and technology sectors. We are building youth skills in Mosul through access to our makerspace, co-working area and training courses, and incubation programs. We are promoting entrepreneurship and technology in our community to develop the private sector. Social cohesion is promoted through our social activities and the Mosul Space makerspace develops digital manufactured and electronic products.

1. Introduction

Mosul Space invites qualified service providers to submit Expressions of Interest (EOI) to be considered for a Long-Term Agreement (LTA) to deliver event management and logistics services in support of our programs in Iraq. Services may include venue arrangements, catering, transportation, hotel bookings, staff travel, and related logistics.

2. Scope of Services

Interested service providers must be able to deliver one or more of the following services:

- Venue rental (small and large capacities)
- Catering (coffee breaks, lunch, and special dietary requirements)
- Transportation (car rental with drivers, staff travel support)
- Hotel booking and reservations (Mosul, Erbil, Baghdad)
- Event planning and decoration
- Provision of daily workers
- Branding, signage, and event setup
- Other logistics and event management services as requested

3. Eligibility Criteria

Service providers must:

- Be legally registered and authorized to operate in Iraq.
 - Have proven experience in event management and logistics.
 - Demonstrate financial and operational capacity to deliver services.
 - Accept payments through bank transfer, or checks
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4. Submission Requirements

Companies can show their interest by sending email with title of “MS-EOI/250801-01 - LTA-Logistic and Event Management” including theses files:

1. **Company Profile** (including years in operation and areas of expertise).
 2. **Copy of Business Registration Certificate.**
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5. Evaluation Criteria

EOIs will be evaluated based on:

- Experience and track record (20%)
 - Range and quality of services offered (30%)
 - Price competitiveness (30%)
 - Compliance with submission requirements (20%)
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6. Submission Deadline and Address

- **Deadline:** 16-Aug-2025
 - **Submission Email:** info@mosulspace.org
 - **Subject Line:** “MS-EOI/250801-01 - LTA-Logistic and Event Management”
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7. Important Notes

- This EOI does not constitute an offer by Mosul Space.
- Only shortlisted companies will be contacted for the next stage (Request for Quotation / Signing of LTA).
- Mosul Space reserves the right to reject any application without providing reasons.