



Request for Proposals for
Hotel Services - Erbil
September 24th, 2025

Dear Sir/Madam,

You are invited to submit a proposal for iMMAP Inc. with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) for provision of hotel services for iMMAP Inc. in Erbil, Iraq.

iMMAP Inc is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP Inc. has promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes.

We anticipate that the bidder whose proposal suggests the best services in response to the requirements set forth in this RFP will be selected by October 23rd, 2025. We will notify all bidders whether they are rejected or unsuccessful although responsive.

We thank you for your effort, and interest in iMMAP Inc. in advance.

INTRODUCTION

1 Background

iMMAP Inc. supports humanitarian actors to solve operational and strategic challenges. Our pioneering approach facilitates informed and effective emergency preparedness, humanitarian response, and development aid activities by enabling evidence-based decision-making for UN agencies, humanitarian cluster/sector leads, NGOs, and government operations.

1.1 Scope of Services

iMMAP Inc. invites bidders to provide hotel services for iMMAP Inc. in Erbil, Iraq.

2. Contract

Framework Agreement from November 1st, 2025 – October 31st, 2026

A Framework Agreement is not binding iMMAP Inc. to process any Purchase Orders. iMMAP Inc. reserves the right to award an FWA to one supplier or multiple suppliers.

3. Proposal Submission Process and Timeline

Issuance of this RFP in no way constitutes a commitment by iMMAP Inc. to award a contract. iMMAP Inc. reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

4. RFP Coordinator

Written questions must be directed, via email, to amahdi@immap.org.

5. Proposer Inquiries

iMMAP Inc. will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. iMMAP Inc. reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP Inc.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at amahdi@immap.org on or before **October 2nd, 2025**, as specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Only **the RFP Coordinator** has the authority to officially respond to a proposer's questions on behalf of iMMAP Inc. Any communications from any other individuals are not binding to iMMAP Inc.

6. Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	September 25, 2025
Deadline for receiving proposer inquiries	October 2, 2025
Responses to proposer inquiries due	October 5, 2025
Proposal submission deadline	October 12, 2025
Announce award of "Successful Proposer"	October 23, 2025
Contract signature	November 1, 2025

NOTE: IMMAP Inc. reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

7. Proposal Submission

Proposal must be submitted before the above-mentioned deadline to the following email: amahdi@immap.org. Any other proposal submission modality will not be considered. Proposals received after the submission deadline will not be considered.

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

8. Proposal Design

1. Proposal Package

Bidder's proposal packages **must** contain the following:

- Annex I – Certification Statement
- Annex II – Technical & Pricing Proposal
- Annex III – Bank Account Information
- Valid Registration license
- Tax Clearance Certificate
- Hotel Profile (To include: Accommodation details, Booking and Reservation information, Facilities and Services, Photos and virtual tours, Local attractions and transportation, etc.)
- Copy of Contracts/FWAs or POs as proof of Previous Experience, at least 3.
- Booking and Cancellation Policy

2. Cost of preparing proposal

iMAP Inc. is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract with iMAP Inc. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMAP Inc.

9. Desirable Qualifications of Proposer

- The service provider must be registered in KRI and/or GOI.
- The service provider should have the ability to perform task completely and without error.

10. Proposal Format

The proposer should submit a proposal as specified in Article – 8.1 which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to provide the services as described herein.

11. EVALUATION AND SELECTION

a. Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration. Risk mitigation procedures should also be provided. iMAP Inc. takes meeting duty-of-care obligations and compliance with the principles of ‘do no harm’ very seriously.

b. Evaluation and Review

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMAP Inc. reserves the right to award a contract based upon initial offers received.

The Technical proposal will be evaluated based on the following criteria:

Stage 1: Pass/Fail Criteria

#	CriteriaDescription	Evaluation
1	Does the Hotel have Business License/Registration Certificate in Kurdistan Region of Iraq?	Pass/Fail
2	Does the Hotel have a valid tax clearance certificate?	Pass/Fail
3	Is the Hotel located in Erbil Governorate?	Pass/Fail
4	Does the Hotel have a minimum of 30 rooms for letting?	Pass/Fail
5	Does the Hotel have a conference venue to accommodate a minimum of 50 participants?	Pass/Fail
6	Does the Hotel provide catering services (Lunch, Dinner, Breakfast, drinking water and complementary tea and coffee)?	Pass/Fail
7	Is the proposal valid for at least 90 days?	Pass/Fail
8	Does the hotel or the owner or hotel staff with PoA from owner have valid bank account?	Pass/Fail

Stage 2: Technical Evaluation Criteria

#	Criteria	CriteriaDescription	Score
1	Experience	Experience in providing conference services (20 points) (Please share 3 Purchase Order or FWA/Contract for the similar service with different clients/organizations in the past last 3 years)	3 POs/FWAs = 20 points 2 POs/FWAs = 15 points 1 PO/FWA = 10 points No PO/LTA = 0 point
2	Parking area	Does the hotel have a secured parking lot for at least 10 vehicles (10 points)	10 and more = 10 points Less than 10 = 5 point

3	Distance	Distance from hotel the Airport (5 points) Hotels have to provide their exact location/GPS (coordination)	Within 10 km = 5 points More than 10 km = 3 points
4	Cancelation	Flexibility for late free cancelation policy (5 points)	8 hours before event = 5 points 24- 48 hours before event= 3 points More than 48 hours before event= 1 point
	TOTAL		40 Points

Stage 3: Financial Evaluation

The financial proposal will be evaluated based on the following criteria:

Financial Proposal	Score
Overall price offered Prices must be offered in IQD	(Lowest priced offer / Price of the offer being reviewed) x 60
TOTAL	60

12. Announcement of Contractor

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for the final agreement. Unsuccessful proposers will be notified by email accordingly.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, a bid may be deemed "non-responsive" and thereby disqualified from consideration. iMMAP Inc. reserves the right to waive immaterial deficiencies at its discretion.

It is anticipated that the award will be made solely on the basis of these original quotations. However, iMMAP Inc. reserves the right to conduct any of the following:

- iMMAP Inc. may conduct negotiations with and/or request clarifications from any bidder prior to the award.
- While preference will be given to bidders who can address the full technical requirements of this RFP, iMMAP Inc. may issue a partial award or split the award among various suppliers, if in the best interest of iMMAP Inc.
- iMMAP Inc. may cancel this RFP at any time.
- iMMAP Inc. may reject any and all offers, if such an action is considered to be in the best interest of iMMAP Inc.
- Based on the past performance and registration letter, iMMAP Inc. reserves the right to disqualify any vendors who are not specialized in the mentioned FWA subject.

13. BIDDING CONDITIONS

This solicitation is subject to iMMAP Inc.'s standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply:

- a. Full payment will be made after completion of delivery and approved by technical committee of iMMAP Inc., subject to appropriate deduction for incomplete and delayed deliveries, Payment of goods/services will be done within 30 working days after taking over of the goods/services at the address as stated in the purchase order through bank transfer or check.
- b. Payment for purchase orders issued under any FWA resulting from this RFP will only be issued to the entity submitting the offer in response to this RFP and identified in the corresponding FWA award; payment will not be issued to a third party.
- c. Any award resulting from this RFP will be in the form of a Framework Agreement (FWA). iMMAP Inc. anticipates issuing a FWA (or multiple FWAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the FWA. When the need arises for the commodities/services described in the FWA, iMMAP Inc. will issue a purchase order to the FWA-holder. If there are multiple FWA-holders under this RFP, the purchase order will be issued to the FWA-holder that presents the best value for that specific order, based on price and delivery time. This FWA will have a minimum duration of at least 12 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by iMMAP Inc.
- d. The title to any goods/services supplied under any award resulting from this RFP shall pass to iMMAP Inc. following delivery and acceptance of the goods/services by iMMAP Inc. The risk of loss, injury, or destruction of the goods/services shall be borne by the bidder until title passes to iMMAP Inc.
- e. Only technically compliant bids will be considered in price evaluation or financial evaluation, and the most economical bid will be selected.
- f. Bidders shall provide relevant local legal registration documents and the most recent and valid tax clearance certificate.
- g. Prices must be submitted in IQD.
- h. Bidders must share bank account information.
- i. Approval by iMMAP Inc.'s security team is a mandatory requirement for eligibility. During the bid analysis period, iMMAP Inc.'s security team will conduct site visits to assess the proposed hotels. Any hotel not approved by the security team will be disqualified from the evaluation process and will not be considered for award.