

Request for Quotation (RFQ) – Venue & Catering

Date of issue: March 23, 2026

Closing date of ToR: April 5, 2026

1. About Shedo

Shedo is the next-generation Social Enterprise & NGO, which connects, equips, and champions women leaders across Iraq & KRI, and the international community working here. Think of SHEDO as a two-motor vehicle: the NGO engine powers community outreach and advocacy; the social-enterprise engine earns revenue through L&D, network services, consulting, and data dashboards. Both run on the same fuel—women's untapped potential.

Before we kept meeting brilliant women who “just needed a runway,” SHEDO now builds that runway end-to-end: A to Z project delivery that starts with needs diagnosis and ends with measurable social and economic returns—no hand-offs, no cold chains, just seamless impact.

2. Introduction to the Project

Building Modern Economy Inclusion for Women MSMEs in Iraq Program is implemented by Shedo as part of SPACE (Strengthening Participation, Peaceful Coexistence and Equality in Iraq). SPACE is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project's objective is to strengthen the economic participation of women in Federal Iraq by improving their access to formal financial services (access to finance/A2F). We will achieve this through a dual strategy of building women's financial capabilities and co-designing better, more transparent lending tools with Iraqi financial institutions.

3. Objectives of the Assignment

Shedo invites qualified hotels, conference centers, or event venues to submit a quotation for **Venue Rental and Catering Services** in Baghdad

4. Scope of Work: Specifications & Requirements

Vendors must be able to provide a comprehensive **"Full Package"** that includes the following:

A. Conference Hall:

- **Capacity:** suitable for **20–25 participants** comfortably.
- **Layout:** round tables/classroom/ U-Shape to facilitate group work.
- **Environment:** Well-lit, air-conditioned/heated, quiet, and accessible.
- **Power:** Continuous power supply (generator backup is mandatory).

B. Equipment & Stationery (Included in rental):

- High-speed Wi-Fi.
- High-quality Projector & Screen (HDMI connection).

- Sound system with at least 2 wireless microphones.
- 4 Flipcharts with paper stands and markers.
- Extension cords/power strips for participant laptops.
- Notebooks/white A4 papers and pens for participants.

C. Catering (Per Day):

- **Morning Coffee Break:** Coffee, tea, water, and a selection of pastries/biscuits and light snacks/fruit.
- **Lunch:** Open buffet or Set Menu (Salad, Main Course [Chicken/Meat], Rice/Sides, Dessert, Drink).
Must be high quality.
- **Continuous:** Water bottles on tables throughout the day.

D. Safety, Security & Accessibility (Crucial):

- **Safety:** The venue must be located in a safe, accessible neighborhood.
- **Accessibility:** The hall and restrooms must be easily accessible (ground floor or elevator access).
- **Amenities:** Restrooms must be clean, private, and located near the training hall.

5. Period of Assignment & Logistics

- **Contract Type:** Framework Agreement (Unit Price).
- **Duration:** Two policy roundtable events will be delivered in Baghdad, and each event will require one full day of venue and catering services. The exact dates will be confirmed at a later stage.
- **Validity:** This offer is valid for the duration of the framework agreement (until 1st May 2026).

6. Submission Requirements

To be eligible, the quotation must include:

- **Financial Offer:** Completed Annex A (Price Table).
- **Venue Photos** (for each city, if applying multi-city lots): Clear photos of the proposed hall and dining area.
- **Registration:** Copy of business registration/hotel license.
- **Menu Sample** (for each city, if applying multi-city lots): A sample lunch menu.

7. Evaluation Criteria

- **Price (70%):** Cost-effectiveness.
- **Venue Quality (30%):** Condition of hall, lighting, and suitability for workshops, including variety of food and standard of service.

8. Submission Details

Kindly send us all your questions & requests for clarifications if applicable, **no later than 5:00 PM (Baghdad Time) on April 2nd, 2026.**

- All proposals must be submitted by email no later than **5:00 PM (Baghdad Time) on April 5th, 2026.**
- Please send your complete proposal to: procurement@shedoiq.org
- The email subject line must be: **"ToR – Venue & Catering - Building Modern Economy Inclusion (BMEI)."**

9. Compliance

This procurement is part of a GIZ-funded project and will be managed in accordance with Shedo and GIZ procurement guidelines. All bidders must comply with Shedo's Anti-Corruption & Anti-Fraud Policy. The selected vendor will be subject to mandatory UN/EU/OFAC sanctions screening as required by Shedo's AML/CTF policy.

10. Annex A. FINANCIAL OFFER FORM

Kindly complete all sections of this form and submit it as a Word or PDF document.

All technical responses must be based on the vendor's independent analysis and professional judgment. The use of artificial intelligence (AI) cannot substitute for the vendor's own analysis or professional input.

Vendor Name: _____

City/Location(s): _____

Item	Description of Service	Unit	Est. Qty	Unit Price (IQD)	Total Price (IQD)
1	Full Day Conference Package (DDR) Includes: Hall Rental, Water, Projector, Sound, Flipcharts, Wi-Fi, etc.	Per Day	2		
2	Coffee Break	Per person	25 people		
3	Lunch	Per person	25 people		
			Grand TOTAL:		0.00

Bidder Authorized Signature & Stamp: _____

Note:

1. Estimated Quantity is for financial evaluation purposes only. Actual billing will be based on the actual number of attendees per day and the number of days.
2. Prices must be inclusive of service charge and taxes.
3. Billing is based on actual attendance, provided Shedo confirms the final number 48 hours in advance.