

Call of Express of Interest (EOI) for a tender Provision of Event Management Services

Project No. B300029

Project Name: GIZ Country Office Iraq

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a public-benefit federal enterprise that, on behalf of the German Government, supports many public and private sector clients in around 120 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

GIZ in Iraq is seeking qualified contractor(s) to provide comprehensive Event Management Services in both the Kurdistan Region of Iraq (KRI) and Federal Iraq (FI) to support various GIZ projects.

Objective

The purpose of this EOI is to identify eligible and experienced event management service providers to participate in the upcoming tender process. Selected companies will be included in a pool of service providers and may be awarded a Framework Agreement to meet GIZ's event management needs across Iraq.

The aim is to establish a one-year Framework Agreement, with the possibility of extension, for event management services including but not limited to:

- Planning and guest management
- Venue rental and setup (optional service)
- Catering services (optional service)
- Event equipment provision
- Printing of materials
- Interpretation and translation services
- Event personnel provision (team leaders, moderators, ushers, technicians, photographers, etc.)

Interested companies are requested to send a Letter of Interest with the following documents:

- Introduction of the firm/company
- A scanned copy of the license and registration that the company is able to work in Iraq and KRI.
- Bank data with all details from a local bank (Bank Name, Account Holder, IBAN).
- Provide an Affidavit that the firm has been neither blacklisted by any Government, semi-governmental institute, or private institute nor involved in any

litigation in the current or during the last two (2) years or a (self-disclosure).

- Annual turnover of the last three financial years.
- Valid tax clearance certificate
- Structure of the company and number of employees.
- Reference of similar implemented projects, including their values in the last three years.
- Provide the requirements per the attached assessment grid for checking the eligibility of companies.
- Provide a letter directed to GIZ exploring:
 - Your company is interested and will participate in the tender.
 - Full names of owner and representatives, with their signatures' samples.
 - The stamp samples

The technical information must be provided as follows:

- Reference on the experience with 3 years of proven experience in event management, including large-scale and high-visibility events.
- Reference on the experience in Iraq's context at least 3 previous clients
- Reference on the experience with international companies/INGOs/Banks

Interested companies must submit the above-mentioned documents and the full contact details of their company within the specified date,

This expression of interest is a market search for qualified suppliers and companies. GIZ keeps the right to the appropriate selection of the best-qualified companies/firms for future demand of the provision of chatbot creation Services and representation for the project mentioned above.

Interested companies must submit above mentioned documents via email to: iq_quotation@giz.de , in a proper digital filing order as the above-listed order by the owner of the company or an authorized representative. Otherwise, the company's interest will be considered non-responsive. The email subject must be named below with the deadline.

On 01.07.2026 at 05:00 PM
EOI - Event Management Services

Yours Sincerely,
Procurement and Contracting Unit
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
E procurement.iraq@giz.de
I www.giz.de