

Request for Quotation (RFQ)

RFQ #: IQ-4403-001

Date: 23 June 2026

Subject: Request for Quotation for Supply of Total Station Survey Instrument

The International Commission on Missing Persons (ICMP) invites your company to make a firm offer to the items listed in Annex 1 and as per the instructions indicated below.

This RFQ is sent out to a number of potential suppliers. ICMP reserves the right to reject quotations and accept others partially or in lots. Incomplete quotations which do not comply with our conditions will not be considered.

Additionally, ICMP reserves the right to cancel, modify, or suspend the procurement process, in whole or in part, at any stage, should donor approval not be obtained or should donor requirements change. Submission of a quotation does not constitute a commitment by ICMP to award a contract or to cover any costs incurred by the supplier in the preparation and submission of a quotation.

Contact procedure and deadline

All communication related to this RFQ shall be made through email only: procurement@icmp.int and Alin.rassam@icmp.int.

Please send your queries/quotation to this email and quote the RFQ number in the subject line (RFQ IQ-4403-001).

A quotation shall be submitted no later than the submission deadline indicated in the *Request for Quotation Details* below. ICMP shall not review any quotation that arrives after the deadline for submission.

Quotations can be received in the official ICMP Quotation Form (Annex 1) or the supplier can attach their quotation in their own template.

For any additional information, please contact procurement@icmp.int or Alin.rassam@icmp.int

Manner of submission

Interested suppliers should submit their quotations in English and include:

1. The supplier's information, including Name, Address (City, Country), Electronic address and mobile number, and country of commercial/fiscal registration.

2. Transport cost up to delivery place: ICMP Baghdad Office, Jadiriya.
3. Total Net price after deduction of discounts.
4. Confirmed delivery schedule.
5. Validity of the offer
6. Defects liability and guarantee period.
7. Detailed specifications (if different from stipulated specifications).
8. Place of manufacture and country of origin.
9. Payment method accepted with payment terms.

Contract Award

Contract shall be awarded under the best value for money principle. The bidder with the most competitive price offer that is technically accepted shall be awarded the contract with consideration of price, delivery time, after sales service and quality.

All suppliers doing business with ICMP should maintain high ethical standards and respect international human rights laws. They should not take part in child labor, sexual exploitation, or human trafficking, and ensure decent working conditions for their staff. ICMP reserves the right to reject bidders that do not meet these standards.

Suppliers doing business with the ICMP will be screened on anti-corruption due diligence before ICMP confirms an order or contract. If a contract is awarded, ICMP reserves the right to terminate it, if it finds that illegal or corrupt practices have taken place in connection with the contract award or execution.

Annex I

Please fill out the table below with your company's information:

Supplier Information	
Name:	
Address:	
Email:	
Phone:	
Contact Person:	

Request for Quotation Details			
RFQ #:	IQ-4403-001	Currency of Quotation (3-letter code):	USD
RFQ Issuing Date:	23/03/2026	Quotation Validity Period (days):	30 Days
RFQ Closing Date:	30/06/2026	Required Delivery Date:	Urgent
RFQ Closing Time:	16:00	Required Delivery Destination:	ICMP Baghdad Office
Questions to the RFQ	procurement@icmp.int cc Alin.rassam@icmp.int	Required Delivery Term1s:	The Supplier shall strictly comply with the delivery terms agreed with the ICMP

Kindly provide your quotation for each line item by completing the **Unit Price** and **Total Price** columns in the below table.

Serial Number	Description	Unit/ Measure	Quantity	Unit Price	Total Price
1	High-Precision Total Station (TOPCON brand only) - Total Station model with instrument 2 × Batteries - Battery charger - Tribrach - Carrying case - Data cable / USB - Software license (MAGNET Field onboard) - User manual	Set	1		

	<u>Please specify the following with your offer:</u> • General Specifications • Operating System & Software (Windows Preferred) • Display & Interface • Performance Features • Power & Battery • Field Features • Design				
2	Aluminum Tripod with carrying strap	Each	1		
3	Reflector with holder	Each	1		
4	Reflector pole (specify the length in meters telescopic)	Each	1		

Please ensure that a signed and stamped copy is sent to the email addresses listed above. Also, kindly include the RFQ number in the email subject line.

Signature

Stamp

Date: