

Request for Quotation

Overview on KAPITA

KAPITA Business Hub (Mehwar Alamal for Business Management Development and human resource training company) is a private sector development Company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

KAPITA Company (Herein referred to as KAPITA) is pleased to invite prospective bidders to submit a quotation for five-months agreement under KAPITA's terms and conditions contained herein, for the provision of services described.

1. Overview on program:

- Orange Corners Program-Baghdad:

Orange Corners Program-Baghdad supports Iraqi youth in bringing their entrepreneurial ideas to life. Through a six-month incubation program, we support 20 young male and female Iraqi entrepreneurs with training, business development, and masterclasses. We seek to provide a supportive environment in which your business can thrive.

Orange Corners Program-Baghdad is an initiative of the Dutch Embassy in Baghdad and is implemented by the business company KAPITA. The economic priorities of the Netherlands in Iraq are agriculture, water and entrepreneurship. KAPITA supports the community of young entrepreneurs in Baghdad by building youth capacity and developing successful businesses.

2. Introduction and Specification

Kapita is conducting a one-day graduation ceremony for the Orange Corner incubation program in Baghdad Al-Mansour during June with the participation of around 70 people..... Service providers/Suppliers are invited to submit their offers in response to this RFQ and services laid out below:

Item	Description	Unit	Quantity
Stage flex background	size (10m*4m) with iron frame	Pcs	1
Sound System	Rent audio system for one day, including (8 speakers, 4 wireless hand mic, 2 headset,2 wired mic and 1 MIX)	Day	1
Stage (6.10*3.66) & Screen (4*3)	Rent for one day a screen (4*3 M) and installation, including all the requirements , and Installation Stage (10m*4m*2.5m)	Day	1
Catering (Snacks + Coffee break & soft drinks) for +70 attendees	Provide high quality catering services to cover the activities of the graduation event of OC Baghdad which will be attended by high level officials. The catering should include luxurious pastry and cakes, pastries and lahmacun, borek, amuse bouche and other items to be suggested.	Person	70

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Banners	Provide High quality printing services to cover the needs of materials such as Banners (1*2M)	Pcs	3
photo probs.	Provide High quality printing services to cover the needs of materials such as photo probs.	Pcs	1
Video production (including 15 interviews incubates + OC journey project activities) Presenting during the event	These videos should be finalized 5 days before the event and will be used and presented during the event.	Video	1
Marketing and Communication for the ceremony (Media services to be provided by Media company, 2 videographer/2 photographer)	Cover the event activities through providing professional photography and videography services that displays the ceremony speeches and certificates awarding as well as the event activities	Day	1
Video Editing 1-2 mins, video production	Provide high quality video production that displays the ceremony speeches and certificates awarding as well as the event activities	Video	1

3. Payment Method:

- 3.1 The due payments will be according to the payment request/Invoices from the Service providers/Suppliers based on the approved services delivered to KAPITA.
- 3.2 The requested payment will be made within 14 working days after the receipt of the original signed and stamped invoice, and after Kapita has verified the delivered services.
- 3.3 All Payments will be made in **cheque** OR **Bank transfer** form and paid to the name of the person indicated in the agreement, or officially authorizing another person to receive the payment accordingly.

4. Award

- 4.1 KAPITA reserves the right to award the agreement to one or more contractors.
- 4.2 KAPITA reserves the right to withdraw the award in whole or in part should the successful contractor be unable to provide uptake capacity necessary or the delivery within the specific period and/or is unable to provide in full the agreed services.
- 4.3 Award Criteria:
Quotations that meet essential criteria will be assessed and scored by KAPITA panels against the technical and commercial criteria outlined this RFQ.

Criteria	Weighting
Technical Criteria	50%
Commercial Offer	50%

5. Duration and Termination

- 5.1 The contract will be valid for five months from the date of award and may be renewed for an additional period of time subject to the consent of both parties.
- 5.2 KAPITA may terminate this Agreement at its option by giving the contractor not less than one week notice in writing.

6. Submission:

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6.1 If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and conditions as set out in this RFQ and submit it to the KAPITA in sealed envelope, address:

Baghdad office, AL Mansour 609, Ally 13, House 10, OR by email to procurement@kapita.iq,

Your offer should be hand-delivered in a sealed envelope to the COMPANY, **By 15:00 on 12th, Dec, 2023 (KAPITA tender box)**. If you experience any difficulties in locating the above address or submitting your offer, please contact [07503628633-07711828499](tel:07503628633-07711828499)

6.2 Your quotation must remain Valid for a minimum of thirty days from the date that it is issued to KAPITA in response to this requirement.

6.3 By issuing this RFQ, KAPITA is not bound in any way to enter into any contractual or other arrangement with you or any other potential Service providers/Suppliers.

6.4 Your offer should be in USD mentioning the total cost per item.

6.5 All bidders should include a copy of their registration and any document proving legal operation in the country.

6.6 Applications should include: Service providers/Suppliers profile with track record tailored to the above.

Quotation Table

Item	Description	Unit	Quantity	Unit price USD	Total In USD
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Total amount					

General rules and conditions:

The envelope should be marked as follows:

- **PR/OC/045**
- **ATTENTION: KAPITA tender box (Not to be opened by registry)**

Only Offers received as advised above will be taken into consideration. All offers sent after the deadline for replies will be considered as invalid as well as those sent (timely or untimely) to any e-mail address of the Company. Bidders may send questions for clarification purposes to: procurement@kapita.iq, Replies to all questions will be sent to all short-listed Service providers/Suppliers, without revealing the identities of either the bidder asking the question or the other shortlisted Service providers/Suppliers.

<u>Service providers/Suppliers Information</u>			
Service providers/Suppliers Name:			
Representative Name:		Phone Number	
Address:			
Signature and stamp:		Date	/ /
Service providers/Suppliers Email			