

# KAPITA

RFQ No.: PR/BAG/010/Dec/2021

Date: 15<sup>th</sup> Dec 2021

## 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 (Service providers/Suppliers) to submit a quotation for five-months agreement under KAPITA's terms and conditions contained herein, for the provision of services (Digital Marketing service) of the below described.

#### 1. Introduction and Specification

Service providers/Suppliers are invited to submit their offers in response to this RFQ and services laid out below:

Item	Description	Unit	Quantity
Coffee Break	Coffee Break, the coffee break should include soft drinks, hot drinks, 5 items(types) of Cookies ,etc.	Person	1
Lunch	Lunch Break, the Lunch Break should include (lunch boxes, salads, drinks)	Person	1

#### 2. Payments

2.1 The payments of this agreement will be according to the payment request/Invoices from the Service providers/Suppliers based on the approved services delivered to KAPITA.

2.2 The required payment will be made within 14 working days after the receipt of the original signed and stamped invoice, and after verification of the delivered services by KAPITA officials.

2.3 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.

#### 3. Award

3.1 KAPITA reserves the right to award the agreement to one or more contractors.

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3.2 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.

### 3.3 Award Criteria:

The Request for Quotation that meet essential criteria will be assessed and scored by KAPITA panels against the technical and commercial criteria outlined this R.F.Q

Criteria	Weighting
Technical Criteria	40%
Commercial Offer	60%

## 4. Duration and Termination

4.1 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.

4.2 KAPITA may terminate this Agreement at its option by giving the contractor not less than one week notice in writing.

## 5. Submission:

5.1 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](mailto:procurement@kapita.iq),

Your offer should be hand-delivered in a sealed envelope to the KAPITA, **By 15:00 on Wednesday 22<sup>nd</sup> Dec 2021 (KAPITA tender box)**. If you experience any difficulties in locating the above address or submitting your offer, please contact [07503628633-07738482394](tel:07503628633-07738482394)

5.2 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.

5.3 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.

5.4 Your offer should be in IQD mentioning the total cost per item.

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

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

## Quotation Table

Item	Description	QTY	Unit price IQD	Total In IQD
Coffee Break	Coffee Break, the coffee break should include soft drinks, hot drinks,5 items (types) of Cookies, etc.	1		
Lunch	Lunch Break, the Lunch Break should include (lunch boxes, salads, drinks)	1		
<b>Total amount</b>				

### General rules and conditions:

The envelope should be marked as follows:

- **PR/BAG/010/Dec/2021**
- **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](mailto: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.

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