**Annex 2: RFQ**

| **REQUEST FOR QUOTATION** |
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**PR Ref: 29-01/10/2024-348829**

In order to implement the activities of the INTERSOS Humanitarian Organization, the NTERSOS office in Erbil, kindly requests you to provide us with the best prices (**VAT excluded, including all possible costs and warranties**) for the services and works described as follows:

| **No** | **Description** | **Unit of Measure** | **Quantity** | **Unit Cost in Euro** | **Total Cost in Euro** |
| --- | --- | --- | --- | --- | --- |
| **(Technical specifications or Terms of Reference)** |
| 1 | Climate Change Consultancy | Lumpsum | 1 |  |  |
|  | **Total** | | |  |  |

**Name and position of INTERSOS Manager**: Sarbast RASHID, Country Supply Chain Manager

| * The main purpose of this RFQ is to provide Climate Change consultancy as outlined in the ToR Annex 1, please go through it and read it carefully. * The request for quotation is not a financial commitment. * Financial offer must include all costs relating to the fees, insurance, international transportation, visas, and work tools (laptop, etc.) * The qualifications and experience of the consultant must clearly meet the minimum criteria indicated in Annex 1.A Consultant Profile. * The Eligibility Criteria:   To be considered Bidders Must   1. Be fully compliant to the requirements and conditions outlined in Annex 1 (Terms of Reference) and Annex 1 A (Consultant Profile) 2. Fully accept the Contract Terms / General conditions / Special conditions 3. Provide the required documents  * Documents to be provided by the consultant.  1. Duly completed Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 ( Terms of Reference); 2. CV of no more than 3 pages of the proposed consultant in accordance with the requirements in Annex 1a (Consultant Profile) 3. Copies of Diplomas and Certificates mentioned in the CV 4. certificates to evidence the successful completion of similar consultancy; (Previous experience which would have led to breach of contract and termination shall not be used as reference) 5. Samples of previous work (Training material / Curriculum) 6. Duly completed Organisation and Methodology in accordance with instructions provided in Annex 3 (Organisation & Methodology) outlining the overall approach to the various tasks outlined in Annex 1 (Terms of Reference). 7. Duly completed Work Plan outlining the timeline (including preparatory steps) for the various tasks. Annex 3A 8. Duly completed Budget breakdown, including all costs relating to the fees, insurance, international transportation, visas, and work tools (laptop, etc.). Annex 4  * The Publication of the RFQ is October 31, 2024. * The submission deadline is **(10 November 2024) 17:00** * Submission will be via email: ([tender.iraq@intersos.org](mailto:tender.iraq@intersos.org)) * The Selection criteria will be the best price-quality ratio, established by weighing technical quality, against price as follows:  1. 35% proposal (Organization and methodology) 2. 35% interviews 3. 30% Financial offer |
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**NAME OF THE Supplier** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION N**r. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TEL.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF THE MANAGER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DELIVERY LEAD TIME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PAYMENT TERMS AND CONDITIONS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **VALIDITY OF THE QUOTATION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STAMP AND SIGNATURE OF THE Supplier** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_