



International
Labour
Organization

► Request for Quotation¹ for the Procurement of Services

RFQ-ILO-IRAQ-LG-2023/CG

Support the organization of the orientation sessions for job seekers on ILO's Career Guidance for the Republic of Iraq and the Kurdistan Region of Iraq (KRI)

Responses to be received by 31 January 2023, 17:00, Baghdad time

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards.

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: Support the organization of the orientation sessions for job seekers on ILO's Career Guidance for the Republic of Iraq and the Kurdistan Region of Iraq (KRI)

RFQ : RFQ-ILO-IRAQ-LG-2023/CG

Date: **25 January 2023**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in **Annex I**.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (**Annex II**) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **31 January 2023, 1700, Baghdad** time. Late bids will be rejected. You may send your questions by **29 January 2023, 1700, Baghdad** time & we shall try to provide answers by before **30 January 2023, 1700, Baghdad** time

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,



Maha Kattaa (Jan 26, 2023 10:15 GMT+3)

Maha Kattaa

ILO Country Coordinator

International Labour Organisation

Iraq, Baghdad

Jan 26, 2023

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by email: al-hashamat@ilo.org – khidhir@ilo.org. You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted.
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **31 January 2023, 1700, Baghdad time** to the following email address: al-hashamat@ilo.org – khidhir@ilo.org

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts as outlined in **TORs**. For any kind of proposal, we expect a detailed commercial offer as per requirements mentioned in **ToRs**.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial, or legal aspects of the RFQ documents may submit their queries to **specify the** al-hashamat@ilo.org – khidhir@ilo.org by 29 January 2023 & we shall try to provide answers by before 30 January 2023, 1700, Baghdad time

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I).
- Certification to be submitted by a Bidder (Annex II).
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► Terms of Reference

TERMS OF REFERENCE

Support the organization of the orientation sessions for job seekers on ILO's Career Guidance for the Republic of Iraq and the Kurdistan Region of Iraq (KRI)

Deadline for submission of proposals: 31 January 2023

I. OBJECTIVE

The main purpose of delivering orientation sessions/workshops on ILO's Career Guidance to job seekers is to benefit from improved quality and availability of employment services. This will be done through delivering hands-on workshops to the job seekers amongst host communities, refugees, and Internally Displaced People (IDPs) on basic life skills, disseminating key information for job seekers just before entering employment, understanding the job market, defining career targets, creating communication tools and media, using the internet, and ultimately, successfully integrate into the employment opportunities.

II. DELIVERABLES

The service provider will:

- Be responsible of the logistic aspect described below:
 - University Venues (theater) in Erbil, Dahuk, and Mousil
 - Coffee break
 - Interpretation; Arabic/Kurdish & vice-versa
 - Facilitators fees
 - Stationaries and printing materials
- Workshops Settings:
 - Workshops Series: In person workshops for three days in Mousil, 2 days in Erbil, and 1 day in Dahuk
 - Location: Erbil/ Duhok/Mosul (inside universities; free venue)
 - Timing; 09: 00 AM – 01; 00 PM.
 - Target groups; Job Seekers.
 - Target number: 1500.

- Tentative start and end date: 18-23 February 2023 (three days will be identified upon confirmation)

➤ Workshops Arrangement:

The workshops will be held the same days in parallel.

- Day 1:
 - Mosul: 250 attendees per group
 - Erbil: 250 attendees per group
 - Day 2:
 - Mosul: 250 attendees per group
 - Erbil: 250 attendees per group
 - Day 3:
 - Mosul: 250 attendees per group
 - Duhok: 250 attendees per group (including IDPs and Syrian refugees)
- Management arrangement:
- Attendance Sheets: Printing and filling out attendance sheets for all the participants (using ILO's template).

III. Financial proposal:

The service providers should submit their financial proposal based on the above-mentioned facts.

Subject	Details	Cost
University Venue (Theater) capacity 250 in three governorates	Venue in Erbil (Capacity 250) for 2 days (1 day for each group) Venue in Dahuk (Capacity 250) for 1 days Venue in Mosul (Capacity 250) for 3 days (1 day for each group)	
Coffee break	For (1500 participants) – (Box includes water, juice, piece of cake for each participant) (maximum 3 USD per box)	
Interpretation	Interpretation fees for one interpreter (Arabic-Kurdish) – 2 days in Erbil + one day in Dahuk	500 USD
Printing Training Materials	Printing Training manuals – 80 pages (3 copies)	
Facilitator fees	Facilitation fees for the training in Erbil, Dahuk and Mosul for two facilitators	2460 USD
Service Management		
Total		

Timeline

Submission of proposals to; al-hashamat@ilo.org , khidhir@ilo.org by *31 January 2023*.

► Declaration of Conduct

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List)¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

¹ The Consolidated List can be found at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

Definitions of terms used in this declaration

- “**coercive practice**” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.
- “**collusive practice**” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;
- “**conflict of interest**” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;
- “**corrupt practice**” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;
- “**fraudulent practice**” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation; The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

► Offer submission form (to be completed by the bidder)

Reference: Add RFQ number and description

Closing Date: Date, time, time zone

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
Total		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Comments	Click or tap here to enter text.	Click or tap here to enter text.

Name: Click or tap here to enter text.

COMPANY STAMP

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text. **E-**

mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.All

individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

RFQ_Career Guidance in Federal Iraq and KRI

Final Audit Report

2023-01-26

Created:	2023-01-25
By:	Nazar Al-Hashamat (al-hashamat@ilo.org)
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 Agreement completed.

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