

# KAPITA

RFQ No.: PR/BAG/043

Date: September 24, 2022

## Request for Quotation

### Overview on KAPITA

KAPITA Business Hub (Mehwar Alamal for Business Management Development and human resource training company) (Herein referred to as KAPITA) 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 is pleased to invite prospective bidders to submit a quotation under KAPITA's terms and conditions contained herein, for the provision of services of the below described.

### 1. Introduction and Specification

\*Introduction to the related targeted programs:

- Research Department / Business Landscape Program:

Lack of data from both government and market causes unprofessional business decisions, so our Research Department works to supply investors, international development organizations, ecosystem, and entrepreneurs with ongoing statistical data through research, market research, reports, and studies regarding the private sector, and local market to enable data-driven programs and business decisions.

### Scope of the required services:

We, at KAPITA Business Hub, are planning to continue developing and publishing the Business Landscape Magazine, a quarterly published magazine that covers a wide range of topics related to the Iraqi private sector, and of interest to the Iraqi ecosystem, shedding the light on the latest investments and their trends, highlighting the lessons learned and the success stories of many emerging startups, providing an overview of the different Iraqi sectors such as agriculture, industry, electricity, education, tourism, and health sector.

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Service providers/Suppliers ( Freelancer Designer Or firm) are solicited to submit their offers in response to this RFQ and services laid out below:

Item	Description	Unit	Quantity
Publications and magazine Design	Providing professional design services for the Business Landscape Magazine (published quarterly). Design for 70-80 pages Magazine (size: A4)	Design of Magazine	2

## 1. Payment Method:

- 1.1 The due payments will be according to the payment request/Invoices from the Service providers/Suppliers based on the approved services delivered to KAPITA.
- 1.2 The requested payment will be made within 14 working days after the receipt of the original signed and stamped invoice, and after official verification of the delivered services by KAPITA.
- 1.3 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.

## 2. Award

- 2.1 KAPITA reserves the right to award the agreement to one or more contractors.
- 2.2 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.

### 2.3 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
<b>Technical Criteria:</b> Company Profile, Past Experience (Track record), CVs of Personnel/Experts	60%
<b>Commercial Offer</b>	40%

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### 3. Duration and Termination

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

### 4. Submission:

- 4.1 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 hand-delivered in a sealed envelope to KAPITA, to the address:

**Baghdad office, AL Mansour 609, Ally 13, House 10,**  
**OR,**

**By email to [procurement@kapita.iq](mailto:procurement@kapita.iq)**, no later than September 30, 2022, at 15:00 (Baghdad time).

If you experience any difficulties in locating the above address or submitting your offer, please contact [07503628633-07748013066](tel:07503628633-07748013066)

- 4.2 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.
- 4.3 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.
- 4.4 Your offer should be in IQD mentioning the total cost per item.
- 4.5 All bidders should include a copy of their registration and any document proving legal operation in the country.
- 4.6 Applications should include: Service providers/Suppliers profile with personnel CVs and track record tailored to the above.

**Quotation Table**

Item	Description	Unit	Qty	Unit price IQD	Total In IQD
Publications and magazine Design	Providing professional design services for the Business Landscape Magazine (published quarterly). Design for 70-80 pages Magazine (size: A4)	Design of Magazine	2		

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## General rules and conditions:

The envelope should be marked as follows:

- **PR/BAG/043**
- **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 KAPITA 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 (if needed), without revealing the identities of either the bidder asking the question or the other shortlisted Service providers/Suppliers.

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