



## REQUEST FOR PROPOSALS

Issue Date: **April 23<sup>rd</sup>, 2024**

Proposal Due Date: April 30<sup>th</sup>, 2024.

Anticipated Award Date: May 5<sup>th</sup>, 2024.

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking quotes from qualified respondents to **Purchasing 25 Laptops** throughout Iraq to award Fix Price Purchase order.

The anticipated award will be a cost reimbursable/fixed price subcontract. IREX reserves the right to withdrawal this request for proposal at any time up to award of the contract.

### Proposal Requirements

Organizations interested in providing this service must submit a proposal, including a breakdown of costs, which demonstrates the organizations' capacity to provide:

Items	Description	Prices in IQD
Laptop	IDEAPAD 3 LAPTOP LENOVO IDEAPAD 3 INTEL CORE I7-1255U/ RAM 16GB /HARD 512GBSSDM.2/SCREEN 15.6""FHD /win10/ ENG"	
	<b>Total</b>	

Proposals must be accompanied by a budget in sufficient detail to determine the price elements, resumes of key staff that will be assigned the project, a detailed description of the method used to perform the tasks outlined, and a list of five similar projects, with contact information for the clients.

Make sure to submit your offer in **IQD** only, along with your company background.

### **Proposal Submission**

If you are interested in furnishing this service, please e-mail a proposal to [AQasim@irex.org and Cc: [bjallab@irex.org](mailto:bjallab@irex.org), [Bhobbs@irex.org](mailto:Bhobbs@irex.org) ] If you decide to submit a proposal, it must be received no later than 5:00 p.m. Iraq Standard Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX's sole discretion. All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.

### **Proposal Documents:**

- Company registration.
- Company profile and similar works.
- Company manager personal ID.
- Tax clearance for 2023.

### **Proposal Evaluation**

The criteria are listed in descending order starting with the most important factors to be evaluated.

- Overall, Price Competitiveness (30%)
- Flexibility & Customer Service (15%)
- Qualifications of Company (10%)
- Organizational capacity (10%)
- Past performance (5%)

Evaluation and ranking of proposals will be done by IREX in Washington, DC. IREX may at its discretion ask for additional information or perform site visits.

### **Contact Information**

Name: Aya Walaa Qasim

Title: Operations and Finance Officer

IREX