

KAPITA

RFQ No.: PR/BAG/001/Nov/2021

Date:14-11-2021

Request for Quotation

Overview on KAPITA

KAPITA is a private sector development entity that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

Introduction and Specification

Suppliers are invited to submit their offer in response to this RFQ and service laid out below:

Item	Description	UoM	Quantity
Design and Communication	To create a creative brand / Social media campaign for the ScaleUp Academy, Business Angle and the business landscape programs, and any means of communications to be used in branding KAPITA's venue. 1) Developing the concept note of the campaigns along with a monthly plan 2) Providing Social Cards and designs for ScaleUp Academy, Business Angels and the Business Landscape programs 3) Any means of communication to be used throughout the process	Month	6
Other notes: The activity duration is for Six months, Covering all the activities of the mentioned in above table			

KAPITA

Quotation Table

Item	Description	UoM	Quantity	Unit price IQD	Total IQD
Design and Communication	To create a creative brand / Social media campaign for the ScaleUp Academy, Business Angle and the business landscape programs, and any means of communications to be used in branding KAPITA's venue. 1) Developing the concept note of the campaigns along with a monthly plan 2) Providing Social Cards and designs for ScaleUp Academy, Business Angels and the Business Landscape programs 3) Any means of communication to be used throughout the process	Month	06		
Total amount					

Award Criteria:

The offers will be evaluated based on the price offered.

Instructions for Responding and clarifications:

The closing date of this Request for Quotation is **before 18/11/2021 COB** at 15:00 (Iraq Time);

Offers must be received in sealed envelope before this date/time at the address:

Baghdad office, AL Mansour 609, Ally 13, House 10, Tel: 07503628633-07728120320

General rules and conditions:

- 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.
- 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 supplier.
- Your offer should be in IQD mentioning the total cost per item. Offers must be provided according to KAPITA's quotation format
- All bidders should include a copy of their registration and any document proving legal operation in the country.

<u>Company Information</u>			
Company Name:			
Representative Name:		Phone Number	
Address:			
Signature and stamp:		Date	/ /