**Invitation to Bid**

Kurdistan Organization for Human Rights Watch (KOHRW) announces a tender for Financial Service Provider (remittance services).

The organization invites qualified service providers, companies and remittance offices qualified and experienced in working with organizations and emergency aid to submit their bids according to the instructions below:

Tender Specification:

* Remittances will be transferred to nine governorates as below:

1. Nineveh Governorate.
2. Anbar Governorate.
3. Salah al-Din Governorate.
4. Kirkuk Governorate.
5. Diyala Governorate.
6. Baghdad Governorate.
7. Basra Governorate.
8. Sulaymaniyah Governorate.
9. Dohuk Governorate.

Note: Any offer that is missing one of the above governorates will not be accepted, so the offer should include all the above governorates.

* **Documents that the applicant must fill it and send via email are as following:**
* **Technical offer:**

1. **Technical specification Annex A**

This document contains the company’s qualifications, name and address, company’s registration certificate, previous experiences, license for practicing the profession and previous experiences with other organization or company…etc. and it should be fill out without mentioning any price, all applicants will be subjected to reference check from the previous experience. This document also contains an explanation of the payment and delivery mechanism to the beneficiaries.

* **Financial offer:**

1. **Financial bidding form Annex B**

This document contains the type of service, the commission rate for each transfer and for each governorate, payment terms, payment period, company data and validity of the offer.

* **Code of conduct document:**

This document must sing and stamped on each page by the applicant with company stamp and will be attached with company’s identification papers.

* **Evaluation criteria:**

The service provider will be evaluated on the basis of acceptance/rejection, technical offer will be analyzed to ensure compliance with the required conditions based on the criteria mentioned in Annex A, in case the service provider qualifies technically or conforms to the technical conditions then the bid will be qualified for financial analysis, and the service provider whose submitted the lowest offer will be selected.