



Tender Notice

Sahara Economic Development Organization (SEDO) is Iraqi National NGO, it's established in November 2007 as an independent NGO with its main office in Tikrit city. It focuses on developing the economic sector through providing business management training courses and counseling services to entrepreneurs and potential investors to enable them to efficiently contribute to the local economy. SEDO is considered among the most effective and qualified organizations in Iraq. It has conducted economic studies on the business environment in Iraq, identifying business opportunities and market niches for potential investors in Iraq. SEDO started humanitarian intervention in Iraq to response for the urgent need for our beneficiaries, it's work in WASH, Livelihood, protection, Food security and Education sectors.

SEDO plan to select a contractor for one year extendable to:

Supply SEDO with Event Management, Facilities and Office Support Services, based on the attached BoQ

Technical specifications and details are included in the tender documents. For inquiries, please contact procurement@sedoiraq.org, The deadline for inquiries is August 18, 2026.

Submission Method

Submissions can be made in **one** of the following two ways:

1. Submitting documents and offers in sealed envelopes and placing them in the tender box at the organization's headquarters located at the following address:

Sahara Economic Development Organization Office – Tikrit City – Al-Jawhara Complex – Block 36 – House No. 496

The envelop cover should written by “PR/TIK/2026/00690 – Event Management FWA”

2. Submitting documents and offers via email (procurement@sedoiraq.org). Please note that the email subject line must be in the following format: (PR/TIK/2026/00690 – Event Management FWA)

Required Documents:

1. Fill, signed and stamped of financial offer (RFQ)
2. signed, and stamped of Terms of Reference (ToR)
3. For companies; Please attach the governance documents, including the registration document, annual financial reports, and company profile.
4. For Individual; Please attach the CV of applicant, adding to education and training certificates.
5. Attach the required documents that related to technical evaluation and mentioned in pages 7 in the ToR, missing of documents will led to put zero points for the related technical question.

Important Notes:

- Pricing is in Iraqi Dinars only.
- Any bid will be rejected in one of the following cases:
 1. The two annexes' files are not completed, signed, or stamped.
 2. The company registration certificate is not attached.
 3. The application is submitted NOT used one of the methods mentioned above in the "Submission Method" section.
 4. The application is submitted after the deadline.

Closing Date

The complete tender documents must be submitted to SEDO office **or** via email before the closing date at the end of the official working day on 18/08/2026

