



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones  
*IOM Libya Mission*

## REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)<sup>1</sup>

To : All eligible interested suppliers.  
 Project: Medicines and medical supplies for medical operations in the east of Libya.  
 Ref. No.: LY21-300  
 Date : 14 NOV 2021

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of MHD Program, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of **Medicines and medical supplies for medical operations in the east of Libya.**

Item No.	Item Description	Quantity	Unit
1.	Adrenalin 1mg/ml ampule - Pack of 10 Amp	5	Pack
2.	Albendazol 400mg Tablets - Pack of 1 Tab	50	Pack
3.	Amiodarone 150mg/3ml - Pack of 5 Amp	1	Pack
4.	Amlodipine 5mg Tablet - Pack of 28 Tab	100	Pack
5.	Amoxicillin 250mg Syrup - Bottle 100 ml	60	Bottle
6.	Amoxicillin 500mg Capsule - Pack of 21 Cap	325	Pack
7.	Amydramine Syrup - Bottle 120 ml	240	Bottle
8.	Antacid syrup - Bottle 200 ml	350	Bottle
9.	Aspirin 75 mg Tablet - Pack of 56 Tab	75	Pack
10.	Atorvastatin 20mg Tablet - Pack of 30 Tab	100	Pack
11.	Augmentin 156 mg/5ml - Bottle 100 ml	55	Bottle
12.	Augmentin 1g Tablet - Pack of 15 Tab	250	Pack
13.	Augmentin 457 mg/5ml - Bottle 100 ml	140	Bottle
14.	Augmentin 625 mg Tablet - Pack of 20 Tab	235	Pack
15.	Azithromycin 200mg/5ml - Bottle 15 ml	140	Bottle
16.	Azithromycin 500mg Tablet - Pack of 3 Tab	400	Pack
17.	Beclomethasone Dipropionate 250mcg inhaler - Inhaler	8	EA

18.	Benzyl Benzoate lotion (Ascalol) - 125 ml Bottle	300	Bottle
19.	Betamethasone valerate 0.1% cream - 15 g Tube	250	EA
20.	Bisoprolol fumarate 5mg Tablet - Pack of 28 Tab	90	Pack
21.	Budesonide 0.5mg/2ml nebulizer suspension - Pack of 20 Nebules	8	Pack
22.	Calamin Lotion - Bottle 200 ml	300	Bottle
23.	Carbamazepine 400 mg CR Tablet - Pack of 30 Tab	25	Pack
24.	Cefixime 100 mg/5 ml suspension - Bottle 30 ml	85	Bottle
25.	Cefixime 400 mg Capsule - Pack of 5 Cap	125	Pack
26.	Ceftriaxone 1g IM - Pack of 1 Vial	135	Pack
27.	Chloramphenicol 1% eye Ointment - 5g Tube	150	EA
28.	Chlorpheniramine Syrup 2mg/5ml - Bottle 100 ml	100	Bottle
29.	Ciprofloxacin 500mg Tablet - Pack of 10 Tab	275	Pack
30.	Ciprofloxacin hydrochloride 0.3% eye/ear drops - Bottle 5 ml	150	Bottle
31.	Clotrimazole 1% spray - Spray 40 ml	150	EA
32.	Clotrimazole skin cream 1% - 20 g Tube	75	EA
33.	Clotrimazole Vaginal Tab 100mg+Applicator - Pack of 6 Tab	75	Pack
34.	Depakine 500 mg (Sodium Valproate ) Tablet - Pack of 40 Tab	10	Pack
35.	Dewax ear drops (0.5% Docusate Sodium) - Bottle 10 ml	150	Bottle
36.	Dexamethasone 0.5mg/5ml - Bottle 100 ml	150	Bottle
37.	Dexamethasone 4mg/ml - Pack of 10 Amp	35	Pack
38.	Dextromethorphan Syrup 15mg/5ml - Bottle 120 ml	300	Bottle
39.	Dextrose 5% injectable solution - 500 ml Bag	100	EA
40.	Dextrose 50% injection - Amp of 10ml	15	EA
41.	Diamicon (Gliclazide) 60mg MR Tablet - Pack of 30 Tab	20	Pack
42.	Diclofenac Sodium 1% Gel - 30 g Gel Tube	500	EA
43.	Diclofenac Sodium 50 mg Tablet - Pack of 20 Tab	500	Pack
44.	Diclofenac Sodium 75mg/3ml Injection - Pack of 5 Amp	100	Pack
45.	Doxycycline 200mg Tablet - Pack of 8 Tab	100	Pack
46.	Eucarbon Tablet - Pack of 20 Tab	140	Pack
47.	Ferrous Sulphate 200 mg Tablet - Pack of 30 Tab	160	Pack
48.	Fluconazol Tab 150mg - Pack of 1 Tab	100	Pack
49.	Folic Acid 5mg Tablet - Pack of 28 Tab	160	Pack
50.	Fucicort Cream - 15 g Tube	375	EA
51.	Furosemide 20mg/2ml - Pack of 10	20	Pack
52.	Fybogel sachet - Pack of 10 Sach	300	Pack
53.	Gentamicin 0.3% eye drops - Singel Pack	225	Pack
54.	Glibenclamide 5mg Tablet - Pack of 60 Tab	115	Pack
55.	Glycerin Suppository Adult - Pack of 10 Supp	280	Pack
56.	Glycerin Suppository Childern - Pack of 10 Supp	150	Pack
57.	Hydrochlorothiazide 25 mg Tablet - Pack of 20 Tab	20	Pack
58.	Hydrocortisone 100mg Vial - Vial	100	EA
59.	Hydrocortisone Acetate Ointment 1% - 15 g Tube	250	EA

60.	Hyoscine Butylbromide 10 mg Tablet - Pack of 20 Tab	375	Pack
61.	Hyoscine Butylbromide 20 mg/ml - Pack of 6 Amp	75	Pack
62.	Ibuprofen 100mg/5ml - Bottle 100 ml	50	Bottle
63.	Ibuprofen 400mg Film Coated - Pack of 24 Tab	550	Pack
64.	Lactulose Syrup - Bottle 200 ml	125	Bottle
65.	Levothyroxine 50 mcg Tablet - Pack of 28 Tab	20	Pack
66.	Librax Tablet (5 mg chlordiazepoxide /2.5 clidinium bromide - Pack of 30 Tab	75	Pack
67.	Lidocain 2% injection - Single Vial	75	EA
68.	Lisinopril 10mg Tablet - Pack of 28 Tab	100	Pack
69.	Loperamide 2mg Capsule - Pack of 10 Cap	140	Pack
70.	Loratadine 10mg Tablet - Pack of 10 Tab	400	Pack
71.	Mebo Cream (25%w/w B-sitosterol) - 15 g Tube	150	EA
72.	Metformin 1000 mg Tablet - Pack of 30 Tab	150	Pack
73.	Metformin 500 mg Tablet - Pack of 30 Tab	210	Pack
74.	Metformin 850 mg Tablet - Pack of 30 Tab	210	Pack
75.	Metoclopramaide 10mg Injection - Pack of 10 Amp	35	Pack
76.	Metoclopramaide 10mg Tablet - Pack of 40 Tab	90	Pack
77.	Metronidazole 125 mg/5ml Suspension - Bottle 100 ml	60	Bottle
78.	Metronidazole 500mg Tablet - Pack of 30 Tab	100	Pack
79.	Miconazole Vaginal Cream 2% - 78 g Tube	150	EA
80.	Mixtard 70/30 Suspension for Injection 100IU/ml - Vial 10 ml	100	EA
81.	Multivitamins Childern Syrup - Bottle 100 ml	75	Bottle
82.	Multivitamins Tablet - Pack of 30 Tab	500	Pack
83.	Muscadol Tablet - Pack of 20 Tab	300	Pack
84.	Nifedipine Retard 20 mg Tablet - Pack of 30 Tab	50	Pack
85.	Normal Salin 0.9% IV solution - 500 ml Bag	150	EA
86.	Normal Salin 0.9% nasal drops - 10 ml dropper	300	EA
87.	Nystatin suspension 100 000 IU/ mL - Bottle of 30 ml	125	Bottle
88.	Omeprazol 40 mg Capsule - Pack of 28 Cap	525	Pack
89.	Omeprazol 40 mg Vial - Pack of 1 vial	70	Pack
90.	ORS (oral rehydration salt) - Pack of 10 sach	200	Pack
91.	Otipax ear drops (Lidocaine hydrochloride+Phenazone) - Drppper Bottle 15 ml	150	Bottle
92.	Paracetamol 1000mg /100ml infusion - Singel Pack	150	Pack
93.	Paracetamol 150mg Suppository - Pack of 10 Supp	150	Pack
94.	Paracetamol 250mg Syrup - Bottle 100 ml	225	Bottle
95.	Paracetamol 500 mg Tablet - Pack of 100 Tab	500	Pack
96.	Prednisolone 5 mg Tablet - Pack of 20 Tab	100	Pack
97.	Prisoline eye drops - Dropper Bottle	220	Bottle
98.	Rhinostop Tablet - Pack of 20 Tab	325	Pack
99.	Ringer Lactate IV solution - 500 ml Bag	70	EA
100.	Salbutamol 0.1 mg/dose Inhaler 200 doses - Inhaler	125	EA
101.	Salbutamol nebules 2.5mg/2.5 ml - Pack of 20 Nebules	8	Pack

102.	Salicylic acid ointment 40% - Jar of 30g	30	EA
103.	Silver sulfadiazine cream 1% - 50 g Tube	125	EA
104.	Sudocream - 60 gm Jar	175	EA
105.	Sulphur Ointment 3% - 30 gm Jar	200	EA
106.	Sulphur Soap - Single Pack	300	Pack
107.	Supraproct-S cream (antihemorrhoidal cream) - 20 g Tube	175	EA
108.	Thiocolchicoside 4mg/2ml - Pack of 6 Amp	75	Pack
109.	Trifed Syrup - Bottle 100 ml	250	Bottle
110.	Uricol Sachet - Pack of 12 sach	400	Pack
111.	Vitamin B complex Tablet - Pack of 30 Tab	220	Pack
112.	Vitamin B6 25mg Tablet - Bottle of 30 Tab	100	Bottle
113.	Vitamin C (Ascorbic Acid) 500mg - Pack of 30 Tab	450	Pack
114.	Water for injection 10ml - Pack of 100 Amp	10	Pack
115.	Xylometazoline 0.05% nasal drops - Singel Pack	90	Pack
116.	Absorbent Cotton wool - Single unit	100	EA
117.	Adhesive non woven wound dressing Roll 15 cm X 10 M - Single unit	75	EA
118.	Alcohol hand gel sanitizer 70% - Bottle 500 ml	260	Bottle
119.	Alcohol swabs -3mm X 3mm - Pack of 100	60	Pack
120.	Biohazard Bags 10 L - Pack of 100	20	Pack
121.	Blood Lancet for Glucometer - Pack of 100	30	Pack
122.	Cannula, IV short, 18G (1.3 x 32 mm) sterile,disposable - Single unit	500	EA
123.	Cannula, IV short, 20G (1.1 x 32 mm) sterile,disposable - Single unit	500	EA
124.	Cannula, IV short, 22G (0.9 x 25 mm) sterile,disposable - Single unit	500	EA
125.	Disposable sharp bin container - Single unit	30	EA
126.	Disposable Bed sheets - Single unit	1,000	EA
127.	Elastic Crepe Bandages 10 cmX 4m - Roll	2,000	EA
128.	Foley Catheter sizeFoley Catheter size 18 - 200	200	EA
129.	Face masks Surgical Type IIR - Pack of 50	250	Pack
130.	Glucometer test strips (Accu check ) - Pack of 50 test strips	75	Pack
131.	Gauze bandage roll 10 cm cmx 4.5 m - Single unit	500	EA
132.	Infusion Set - Single set	400	EA
133.	Nebulizer masks ( adult size) - Single set	50	EA
134.	Nebulizer masks ( Pediatric size) - Single set	50	EA
135.	Nitrile Examination Gloves Size L (AQL 1.5) - Box of 100	200	Box
136.	Non Sterile Gauze Pads 7.5cm X 7.5cm - Pack of 100 Pad	200	Pack
137.	Non woven adhesive wound dressing 10cm x 10cm - Pack of 50 PCS	50	Pack
138.	N95 mask (3M-1860) - Singel Mask	200	EA
139.	Oxygen Mask (Adult size) - Singel unit	50	EA
140.	Parafine Dressing Gauze 10cm X10 cm - Pack of 10	225	Pack
141.	Povidone Iodine 10% - 1 Liter	50	EA
142.	Covid-19 Rapid Antigen Test Kit - Single unit	400	EA
143.	Syringes Insulin U-100 1ml - Singel Unit	2,000	EA
144.	Sterile Disposable Syringes 5 ml - Singel Unit	1,000	EA

145.	Sterile Disposable Syringes 10 ml - Single Unit	2,500	EA
146.	Sputum collection container 60 ml - Single unit	400	EA
147.	Sterile Surgical Gloves Size 7.5 - Box of 50 pair	12	Box
148.	Surgical Sterile Gloves Size 8 - Box of 50 pair	12	Box
149.	Sterile Gauze Swab 10 cmX 10 cm - Pack of 100	150	Pack
150.	Surgical Vicryl Stitches ( Size 0-6 ) - Pack of 12	35	Pack
151.	Surgical Vicryl Stitches ( Size 0-3 ) - Pack of 12	35	Pack
152.	Surgical gown reinforced sterile size L and XL - Single pack	500	Pack
153.	Urine Collection Bag 2000 ml - Single unit	200	EA
154.	Transport and Handling (unloading of medicines and medical supplies) to IOM storage in Benghazi City.	1	EA

### Important information to Vendors and suppliers:

- Deadline of RFQ: **24 November 2021**
- Bid offer currency: USD
- Submission of bid: by email (signed and stamped) to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int)
- Delivery location will be at Benghazi City.
- Price of transportation, packing and labeling costs should be input on last item No.154 on Price list.
- All Medicines must have min 18 Months Shelf life; expiration date must exceed 18 months at the date of delivery.
- All Medical equipment must have at least 1-year warranty.
- Eligible Interested vendors and suppliers who will pass the shortlist will be asked to present a physical sample delivered to IOM-Libya office (Hal Alkuwait , Janzour).

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,  
[\*IOM Procurement Unit\*](#)  
 Procurement Staff/Focal Point

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

## **GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

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### **1. Description of Goods**

IOM request prospective suppliers to submit quotation for the supply and delivery of Medicines and medical supplies for medical operations in the east of Libya at Benghazi. As per the above table

### **2. Corrupt, Fraudulent, and Coercive Practices**

IOM requires that all IOM Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;

- A Supplier submits more than one Quotation in this Quotation process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

#### **4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

#### **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

#### **6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

*[iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int)*

IOM will respond to any request for clarification received on or before **18 NOV 2021**. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

#### **8. IOM's Right to Accept any Quotation and to Reject any and all Quotations**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

#### **9. Requirements**

## 9.1 Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- a.) Quotation Form (Annex A)
- b.) Price Schedule Form (Annex B)
- c.) Vendor Information Sheet (Annex D)

Suppliers are required to use the forms provided as Annexes in this document.

## 9.2 Quotation Form

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in *English* and prices shall be quoted in *USD*, exclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as non responsive and will be rejected.

## 9.3 Validity of Quotation Price

The Quotation shall remain valid for a minimum period of *45 calendar days*, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

## 9.4 Documents Establishing Supplier's Eligibility and Qualification

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

In the case of a Supplier not doing business within the Mission's country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications *[include this clause only if relevant-usually for high value equipment]*.

## 10. Submission of Quotation Documents



Quotation shall be submitted by [email to: iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before **24 NOV 2021**. Late<sup>2</sup> Quotations will not be accepted.

#### **11. Opening of Quotations.**

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

#### **12. Acceptance of Quotations.**

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

#### **13. Rejection of Quotations**

Quotation can be rejected for the following reasons:

- (a) The Quotation is not presented in accordance with this General Instruction;
- (b) The Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) The Supplier is currently under list of blacklisted suppliers;
- (e) The Supplier offer imposes certain basic conditions unacceptable to IOM
- (f) The offered price is above the approved budget
- (g) Failure to present physical sample upon IOM request and shortlist.

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

#### **14. Evaluation of Quotations**

IOM shall evaluate and compare the Quotations on the basis of the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications including delivery requirement
- (c) Price
- (d) Technical Evaluation

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

#### **15. Post Qualification**

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<sup>2</sup> Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

#### **16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

#### **17. Delivery Site and Period of Delivery**

The goods should be delivered at the following delivery site/s:

*Benghazi City, Full address and contact details will be forwarded to awarded vendors and suppliers upon delivery and conformation of awarding and contract.*

Delivery period shall be within *approved and accepted delivery time on proposal of awarding vendor and suppliers* upon signing of the Purchase Order or Contract.

#### **18. Liquidated Damages**

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

#### **19. Payment**

Payment shall be made only upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered<sup>3</sup>.

#### **20. Warranty**

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

#### **21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.

## QUOTATION FORM

Date : \_\_\_\_\_

To : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of *[insert description of goods]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*[signature over printed name]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
 \_\_\_\_\_ *[name of company]*

## PRICE SCHEDULE FORM

PROJECT TITLE : Medicines and medical supplies for medical operations in the east of Libya

LOCATION : Benghazi City

REF NO. : LY21-300

**Lot 1 :**

ITEM NO.	ITEM DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	DELIVERY SCHEDULE	DELIVERY SITE /FINAL DESTINATION
1.	Adrenalin 1mg/ml ampule - Pack of 10 Amp		5	Pack				
2.	Albendazol 400mg Tablets - Pack of 1 Tab		50	Pack				
3.	Amiodarone 150mg/3ml - Pack of 5 Amp		1	Pack				
4.	Amlodipine 5mg Tablet - Pack of 28 Tab		100	Pack				
5.	Amoxicillin 250mg Syrup - Bottle 100 ml		60	Bottle				
6.	Amoxicillin 500mg Capsule - Pack of 21 Cap		325	Pack				
7.	Amydramine Syrup - Bottle 120 ml		240	Bottle				
8.	Antacid syrup - Bottle 200 ml		350	Bottle				
9.	Aspirin 75 mg Tablet - Pack of 56 Tab		75	Pack				
10.	Atorvastatin 20mg Tablet - Pack of 30 Tab		100	Pack				
11.	Augmentin 156 mg/5ml - Bottle 100 ml		55	Bottle				
12.	Augmentin 1g Tablet - Pack of 15 Tab		250	Pack				
13.	Augmentin 457 mg/5ml - Bottle 100 ml		140	Bottle				
14.	Augmentin 625 mg Tablet - Pack of 20 Tab		235	Pack				
15.	Azithromycin 200mg/5ml - Bottle 15 ml		140	Bottle				

16.	Azithromycin 500mg Tablet - Pack of 3 Tab		400	Pack				
17.	Beclomethasone Dipropionate 250mcg inhaler - Inhaler		8	EA				
18.	Benzyl Benzoate lotion (Ascalol) - 125 ml Bottle		300	Bottle				
19.	Betamethasone valerate 0.1% cream - 15 g Tube		250	EA				
20.	Bisoprolol fumarate 5mg Tablet - Pack of 28 Tab		90	Pack				
21.	Budesonide 0.5mg/2ml nebulizer suspension - Pack of 20 Nebules		8	Pack				
22.	Calamin Lotion - Bottle 200 ml		300	Bottle				
23.	Carbamazepine 400 mg CR Tablet - Pack of 30 Tab		25	Pack				
24.	Cefixime 100 mg/5 ml suspension - Bottle 30 ml		85	Bottle				
25.	Cefixime 400 mg Capsule - Pack of 5 Cap		125	Pack				
26.	Ceftriaxone 1g IM - Pack of 1 Vial		135	Pack				
27.	Chloramphenicol 1% eye Ointment - 5g Tube		150	EA				
28.	Chlorpheniramine Syrup 2mg/5ml - Bottle 100 ml		100	Bottle				
29.	Ciprofloxacin 500mg Tablet - Pack of 10 Tab		275	Pack				
30.	Ciprofloxacin hydrochloride 0.3% eye/ear drops - Bottle 5 ml		150	Bottle				
31.	Clotrimazole 1% spray - Spray 40 ml		150	EA				
32.	Clotrimazole skin cream 1% - 20 g Tube		75	EA				
33.	Clotrimazole Vaginal Tab		75	Pack				

	100mg+Applicator - Pack of 6 Tab							
34.	Depakine 500 mg (Sodium Valproate ) Tablet - Pack of 40 Tab		10	Pack				
35.	Dewax ear drops (0.5% Docusate Sodium) - Bottle 10 ml		150	Bottle				
36.	Dexamethasone 0.5mg/5ml - Bottle 100 ml		150	Bottle				
37.	Dexamethasone 4mg/ml - Pack of 10 Amp		35	Pack				
38.	Dextromethorphan Syrup 15mg/5ml - Bottle 120 ml		300	Bottle				
39.	Dextrose 5% injectable solution - 500 ml Bag		100	EA				
40.	Dextrose 50% injection - Amp of 10ml		15	EA				
41.	Diamicron (Gliclazide) 60mg MR Tablet - Pack of 30 Tab		20	Pack				
42.	Diclofenac Sodium 1% Gel - 30 g Gel Tube		500	EA				
43.	Diclofenac Sodium 50 mg Tablet - Pack of 20 Tab		500	Pack				
44.	Diclofenac Sodium 75mg/3ml Injection - Pack of 5 Amp		100	Pack				
45.	Doxycycline 200mg Tablet - Pack of 8 Tab		100	Pack				
46.	Eucarbon Tablet - Pack of 20 Tab		140	Pack				
47.	Ferrous Sulphate 200 mg Tablet - Pack of 30 Tab		160	Pack				
48.	Fluconazol Tab 150mg - Pack of 1 Tab		100	Pack				
49.	Folic Acid 5mg Tablet - Pack of 28 Tab		160	Pack				
50.	Fucicort Cream - 15 g Tube		375	EA				
51.	Furosemide 20mg/2ml - Pack of 10		20	Pack				
52.	Fybogel sachet - Pack of 10 Sach		300	Pack				
53.	Gentamicin 0.3% eye drops - Singel Pack		225	Pack				

54.	Glibenclamide 5mg Tablet - Pack of 60 Tab		115	Pack				
55.	Glycerin Suppository Adult - Pack of 10 Supp		280	Pack				
56.	Glycerin Suppository Childern - Pack of 10 Supp		150	Pack				
57.	Hydrochlorothiazide 25 mg Tablet - Pack of 20 Tab		20	Pack				
58.	Hydrocortisone 100mg Vial - Vial		100	EA				
59.	Hydrocortisone Acetate Ointment 1% - 15 g Tube		250	EA				
60.	Hyoscine Butylbromide 10 mg Tablet - Pack of 20 Tab		375	Pack				
61.	Hyoscine Butylbromide 20 mg/ml - Pack of 6 Amp		75	Pack				
62.	Ibuprofen 100mg/5ml - Bottle 100 ml		50	Bottle				
63.	Ibuprofen 400mg Film Coated - Pack of 24 Tab		550	Pack				
64.	Lactulose Syrup - Bottle 200 ml		125	Bottle				
65.	Levothyroxine 50 mcg Tablet - Pack of 28 Tab		20	Pack				
66.	Librax Tablet (5 mg chlordiazepoxide /2.5 clidinium bromide - Pack of 30 Tab		75	Pack				
67.	Lidocain 2% injection - Single Vial		75	EA				
68.	Lisinopril 10mg Tablet - Pack of 28 Tab		100	Pack				
69.	Loperamide 2mg Capsule - Pack of 10 Cap		140	Pack				
70.	Loratadine 10mg Tablet - Pack of 10 Tab		400	Pack				
71.	Mebo Cream (25%w/w B-sitosterol) - 15 g Tube		150	EA				
72.	Metformin 1000 mg Tablet - Pack of 30		150	Pack				

	Tab							
73.	Metformin 500 mg Tablet - Pack of 30 Tab		210	Pack				
74.	Metformin 850 mg Tablet - Pack of 30 Tab		210	Pack				
75.	Metoclopramaide 10mg Injection - Pack of 10 Amp		35	Pack				
76.	Metoclopramaide 10mg Tablet - Pack of 40 Tab		90	Pack				
77.	Metronidazole 125 mg/5ml Suspension - Bottle 100 ml		60	Bottle				
78.	Metronidazole 500mg Tablet - Pack of 30 Tab		100	Pack				
79.	Miconazole Vaginal Cream 2% - 78 g Tube		150	EA				
80.	Mixtard 70/30 Suspension for Injection 100IU/ml - Vial 10 ml		100	EA				
81.	Multivitamins Childern Syrup - Bottle 100 ml		75	Bottle				
82.	Multivitamins Tablet - Pack of 30 Tab		500	Pack				
83.	Muscadol Tablet - Pack of 20 Tab		300	Pack				
84.	Nifedipine Retard 20 mg Tablet - Pack of 30 Tab		50	Pack				
85.	Normal Salin 0.9% IV solution - 500 ml Bag		150	EA				
86.	Normal Salin 0.9% nasal drops - 10 ml dropper		300	EA				
87.	Nystatin suspension 100 000 IU/ mL - Bottle of 30 ml		125	Bottle				
88.	Omeprazol 40 mg Capsule - Pack of 28 Cap		525	Pack				
89.	Omeprazol 40 mg Vial - Pack of 1 vial		70	Pack				



90.	ORS (oral rehydration salt) - Pack of 10 sach		200	Pack				
91.	Otipax ear drops (Lidocaine hydrochloride+Phenazone) - Drppper Bottle 15 ml		150	Bottle				
92.	Paracetamol 1000mg /100ml infusion - Singel Pack		150	Pack				
93.	Paracetamol 150mg Suppository - Pack of 10 Supp		150	Pack				
94.	Paracetamol 250mg Syrup - Bottle 100 ml		225	Bottle				
95.	Paracetamol 500 mg Tablet - Pack of 100 Tab		500	Pack				
96.	Prednisolone 5 mg Tablet - Pack of 20 Tab		100	Pack				
97.	Prisoline eye drops - Dropper Bottle		220	Bottle				
98.	Rhinostop Tablet - Pack of 20 Tab		325	Pack				
99.	Ringer Lactate IV solution - 500 ml Bag		70	EA				
100.	Salbutamol 0.1 mg/dose Inhaler 200 doses - Inhaler		125	EA				
101.	Salbutamol nebules 2.5mg/2.5 ml - Pack of 20 Nebules		8	Pack				
102.	Salicylic acid ointment 40% - Jar of 30g		30	EA				
103.	Silver sulfadiazine cream 1% - 50 g Tube		125	EA				
104.	Sudocream - 60 gm Jar		175	EA				
105.	Sulphur Ointment 3% - 30 gm Jar		200	EA				
106.	Sulphur Soap - Single Pack		300	Pack				
107.	Supraproct-S cream (antihemorrhoidal cream) - 20 g Tube		175	EA				
108.	Thiocolchicoside 4mg/2ml - Pack of 6 Amp		75	Pack				
109.	Trifed Syrup - Bottle 100 ml		250	Bottle				

110.	Uricol Sachet - Pack of 12 sach		400	Pack				
111.	Vitamin B complex Tablet - Pack of 30 Tab		220	Pack				
112.	Vitamin B6 25mg Tablet - Bottle of 30 Tab		100	Bottle				
113.	Vitamin C (Ascorbic Acid) 500mg - Pack of 30 Tab		450	Pack				
114.	Water for injection 10ml - Pack of 100 Amp		10	Pack				
115.	Xylometazoline 0.05% nasal drops - Singel Pack		90	Pack				
116.	Absorbent Cotton wool - Single unit		100	EA				
117.	Adhesive non woven wound dressing Roll 15 cm X 10 M - Single unit		75	EA				
118.	Alcohol hand gel sanitizer 70% - Bottle 500 ml		260	Bottle				
119.	Alcohol swabs -3mm X 3mm - Pack of 100		60	Pack				
120.	Biohazard Bags 10 L - Pack of 100		20	Pack				
121.	Blood Lancet for Glucometer - Pack of 100		30	Pack				
122.	Cannula, IV short, 18G (1.3 x 32 mm) sterile,disposable - Single unit		500	EA				
123.	Cannula, IV short, 20G (1.1 x 32 mm) sterile,disposable - Single unit		500	EA				
124.	Cannula, IV short, 22G (0.9 x 25 mm) sterile,disposable - Single unit		500	EA				
125.	Disposable sharp bin container - Single unit		30	EA				
126.	Disposable Bed sheets - Single unit		1,000	EA				

127.	Elastic Crepe Bandages 10 cmX 4m - Roll		2,000	EA				
128.	Foley Catheter sizeFoley Catheter size 18 - 200		200	EA				
129.	Face masks Surgical Type IIR - Pack of 50		250	Pack				
130.	Glucometer test strips (Accu check ) - Pack of 50 test strips		75	Pack				
131.	Gauze bandage roll 10 cm cmx 4.5 m - Single unit		500	EA				
132.	Infusion Set - Single set		400	EA				
133.	Nebulizer masks ( adult size) - Single set		50	EA				
134.	Nebulizer masks ( Pediatric size) - Single set		50	EA				
135.	Nitrile Examination Gloves Size L (AQL 1.5) - Box of 100		200	Box				
136.	Non Sterile Gauze Pads 7.5cm X 7.5cm - Pack of 100 Pad		200	Pack				
137.	Non woven adhesive wound dressing 10cm x 10cm - Pack of 50 PCS		50	Pack				
138.	N95 mask (3M-1860) - Singel Mask		200	EA				
139.	Oxygen Mask (Adult size) - Singel unit		50	EA				
140.	Parafine Dressing Gauze 10cm X10 cm - Pack of 10		225	Pack				
141.	Povidone Iodine 10% - 1 Liter		50	EA				
142.	Covid-19 Rapid Antigen Test Kit - Single unit		400	EA				
143.	Syringes Insulin U-100 1ml - Singel Unit		2,000	EA				
144.	Sterile Disposable Syringes 5 ml - Singel Unit		1,000	EA				
145.	Sterile Disposable Syringes 10 ml - Single Unit		2,500	EA				

146.	Sputum collection container 60 ml - Single unit		400	EA				
147.	Sterile Surgical Gloves Size 7.5 - Box of 50 pair		12	Box				
148.	Surgical Sterile Gloves Size 8 - Box of 50 pair		12	Box				
149.	Sterile Gauze Swab 10 cmX 10 cm - Pack of 100		150	Pack				
150.	Surgical Vicryl Stitches ( Size 0-6 ) - Pack of 12		35	Pack				
151.	Surgical Vicryl Stitches ( Size 0-3 ) - Pack of 12		35	Pack				
152.	Surgical gown reinforced sterile size L and XL - Single pack		500	Pack				
153.	Urine Collection Bag 2000 ml - Single unit		200	EA				
154.	Transport and Handling (unloading of medicines and medical supplies) to IOM storage in Benghazi		1	EA				

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Suppliers authorized signature over printed name

**VENDORS INFORMATION SHEET (VIS)**

*[insert here IOM Standard Vendors Information Sheet (VIS) and other required eligibility requirement if any]*

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_

Address ☐ Leased ☐ Owned Area: \_\_\_\_\_sqm

House No \_\_\_\_\_  
 Street Name \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 City \_\_\_\_\_  
 Region \_\_\_\_\_  
 Country \_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_

Fax No. \_\_\_\_\_

E mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Location of Plant/Warehouse ☐ Leased ☐ Owned Area: \_\_\_\_\_sqm

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Business Organization ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

Business License No.: \_\_\_\_\_ Place/Date Issued: \_\_\_\_\_ Expiry Date \_\_\_\_\_

No. of Personnel \_\_\_\_\_ Regular \_\_\_\_\_ Contractual/Casual \_\_\_\_\_

Nature of Business/Trade

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized Dealer	<input type="checkbox"/> Information Services
<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Retailer	<input type="checkbox"/> Computer Hardware
<input type="checkbox"/> Trader	<input type="checkbox"/> Importer	<input type="checkbox"/> Service Bureau
<input type="checkbox"/> Site Development/ Construction	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Others _____

Number of Years in business: \_\_\_\_\_

## Complete Products & Services

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### Payment Details

Payment Method ☐ Cash ☐ Check ☐ Bank Transfer ☐ Others

Currency ☐ Loc.Currency ☐ USD ☐ EUR ☐ Others

Terms of Payment ☐ 30 days ☐ 15 days ☐ 7 days upon receipt of invoice

Advance Payment ☐ Yes ☐ No ☐ % of the Total PO/Contract

### Bank Details:

Bank Name \_\_\_\_\_

Bldg and Street \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Bank Account Name \_\_\_\_\_

Bank Account No. \_\_\_\_\_

Swift Code \_\_\_\_\_

Iban Number \_\_\_\_\_

### Key Personnel & Contacts *(Authorized to sign and accept PO/Contracts & other commercial documents)*

Name	Title/Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.
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Have you ever provided products and/or services to any mission/office of IOM?

☐ Yes

☐ No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person	Mission/Office	Items Purchased

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.


Trade Reference

Company	Contact Person	Contact Number

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Banking Reference

Bank

Contact Person

Contact Number




## REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

No.	Document	For IOM use only	
		Submitted	Not Applicable
1	Company Profile (including the names of owners, key officers, technical personnel)		
2	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		
3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
4	Valid Government Permits/Licenses		
5	Audited Financial Statements for the last 3 years*		
6	Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)		
7	Catalogues/Brochures		
8	List of Plants/Warehouse/Service Facilities		
9	List of Offices/Distribution Centers/Service Centers		
10	Quality and Safety Standard Document / ISO 9001		
11	List of all contracts entered into for the last 3 years (indicate whether completed or ongoing ) *		
12	Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
13	For Construction Projects: List of machines & equipment ( <i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i> )		

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_  
Account Group \_\_\_\_\_

Industry ☐ 001 ☐ 002 ☐ 003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type ☐ Global ☐ Loca