



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) LY21-325

To : All eligible interested suppliers in Libya  
Project: Medical equipment and supplies for Zwara Hospital.  
Date : 12 DEC 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 **medical equipment and supplies for Zwara Hospital**.

Item No.	Item Description	Quantity	Unit
1.	Multiparameter in-patient monitor.	3	EA
2.	ECG machine. 12-channel electrocardiograph	2	EA
3.	Ultrasound machine for Emergency screening.	1	EA
4.	Portable pulse oximeter.	2	EA
5.	Ambo bag mask.	2	EA
6.	Pediatric ambo bag.	2	EA
7.	Minor surgical kit	2	EA
8.	IV stand.	3	EA
9.	CTG machine.	1	EA
10	Nasopharyngeal COVID-19 rapid test .	1000	EA
11	Surgical masks	10000	EA
12	KN95 masks	5000	EA
13	Sphygmomanometer Aneroid.	3	EA
14	Stethoscope.	3	EA
15	Hospital bed (Ward beds ).	8	EA
16	Hospital Emergency examination bed.	8	EA

#### Important information to Vendors and suppliers:

- Deadline of RFQ: **24 December 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 Zwara City.

- Price of transportation, packing and labeling costs should be included in the offer inclusively to all items.
- 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 vendor eligibility 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 Zwara. As per the Annex C.

### **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 anything 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.

Vendors failing to fill Annex D and provide proof of company registration may not be considered as eligible. Vendors that are already working with IOM may confirm that there are no changes in their Company details instead of submitting new VIS.

Vendors must submit registration letter where it clearly shows that company is authorized to trade such items and services. Failing to proof this may cause Vendors to be declared as ineligible.

#### **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 DEC 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.) Item Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D)
- e.) Purchase Order and its Terms of References (Annex E)
- f.) Pictures as samples to all items showing clear brand, Origin and expiration date.

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 electronically. 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 *60 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.

Failing to provide company documents or related forms in order for IOM to complete Vendor eligibility may result Vendors to be declared as ineligible.

#### **10. Submission of Quotation Documents**

Quotation shall be submitted by email to: [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before **24 DEC 2021**. Late 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.

**PASS and FAIL method** will be applicable for evaluation of items and failing in one item may cause Vendor to be considered as non-compliant with minimum specifications.

#### **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.
- (h) Failure to present pictures as samples included to technical and financial offer.
- (i) The Supplier has bad experience resulted to bad evaluation with IOM or any UN agency.

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, should total value of financial offer does not exceed approved budget on PR

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.

Vendors eligibility, technical evaluation of the proposed items and price evaluation will be done in case if Vendors found to be eligible and technically compliant.

**PASS and FAIL method** will be applicable for evaluation of items and failing in one item may cause Vendor to be considered as non-compliant with minimum specifications.

## **15. Post Qualification**

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:

*Zwara 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>1</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 : Medical equipment and supplies for Zwara Hospital.

LOCATION : Zwara City

REF NO. : LY21-325

ITEM NO.	ITEM DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	DELIVERY SCHEDULE	DELIVERY SITE /FINAL DESTINATION
1.	Multiparameter in-patient monitor.		3	EA				
2.	ECG machine. 12-channel electrocardiograph		2	EA				
3.	Ultrasound machine for Emergency screening.		1	EA				
4.	Portable pulse oximeter.		2	EA				
5.	Ambo bag mask.		2	EA				
6.	Pediatric ambo bag.		2	EA				
7.	Minor surgical kit		2	EA				
8.	IV stand.		3	EA				
9.	CTG machine.		1	EA				
10.	Nasopharyngeal COVID-19 rapid test .		1000	EA				
11.	Surgical masks		10000	EA				
12.	KN95 masks		5000	EA				
13.	Sphygmomanometer Aneroid.		3	EA				
14.	Stethoscope.		3	EA				
15.	Hospital bed (Ward beds ).		8	EA				
16.	Hospital Emergency examination bed.		8	EA				

Suppliers authorized signature over printed name

## ITEM Specifications FORM

PROJECT TITLE : Medical equipment and supplies for Zwara Hospital.

LOCATION : Zwara City

REF NO. : LY21-325

ITEM NO.	IOM ITEM Specifications	VENDOR ITEM Specifications
1.	Multiparameters in-patient monitor.12.1" Patient Monitor ECG (3/5), SpO2, NiBP, Resp, Temp (2) Each base configuration is supplied with: 1 x 5 Way ECG cable (IEC) - ADU / PED, or 1 x 3 Way NEO cable (IEC) IPP 1 x NiBP cuff set (3) - ADU, PED or NEO 1 x NiBP Hose (3M) 1 x SpO2 sensor - ADU, PED or NEO 1 x Temp sensor - ADU, PED or NEO 1 x Grounding cable 1 x Power cord 1 x Instructions for use	
2.	ECG machine. 12-channel electrocardiograph, facilitates 12-lead ECG measuring for the acquisition of ECG parameters and electrocardiograms .It features a simultaneous acquisition mode, 1000 Hz sampling frequency and 4 functional filters , equipped with a full alphanumeric keyboard featuring excellent functional one-touch operation keys. 8.4" LCD display with two screen type options. With paper roll.	
3.	Ultrasound machine for Emergency screening. Chison ECO1 ultrasound. with trolley Portable Ultrasound device for mobile services .12 inch rotatable LED monitor . Abdomen, OB/GYN, Urology, Pediatric, Small organ (breast, tests, thyroid); Cardiac, Peripheral Vascular, Musculoskeletal conventional & Superficial. Display moods : B, B/B, 4B, M, B/M. Zoom: PIP zoom & pan zoom. Built in battery, 2 prob connectors and DICOM 3.0. THl (Tissue Harmonic Image). SRA (Speckle Reduction Algorithm). Compound imaging, i-Image, PC printer support	
4.	Portable pulse oximeter with separate monitor connected to finger sensors by wire for adults and pediatric	
5.	Ambu bag mask - Adult sized with Resuscitator bag: 1500 mL ,Silicone face mask: size 5 with rigid mask cover and oxygen reservoir 2500 ml , Maximum tidal volume: 1000 mL, Pressure-limiting valve: 6 kPa = 60 cmH2O,	11

	Frequency of ventilation: 40 Breaths/min. Autoclavable at 134°C	
6.	Pediatric ambobag .Resuscitator bag: 750 mL Silicone face mask: size 3 with rigid mask cover O2 pipe extension, O2 reservoir bag: 2500 m L with reservoir valve , Maximum tidal volume: 500 mL Pressure-limiting valve: 4,5 kPa = 45 cmH2O Frequency of ventilation: 50 Breaths/min .Autoclavable at 134°C"	
7.	Minor surgical kit	
8.	IV stand. Stainless steel 4 hook IV poles with 4 wheels	
9.	<p>CTG machine. Cardiotocograph (CTG) system for antepartum foetal and maternal monitoring. Capable of external monitoring of foetal heart rate (FHR) and maternal uterine activity (UA). Alphanumeric display shows FHR1, FHR2 and UCs and alarms. Automatically detects transducers when they are plugged in. Includes remote switch for event marking. Automatic self-test on power up. System reports with status and alarms. Power requirements: 100 - 240 Volts - 50/60 Hz</p> <p>FETAL HEART RATE MONITORING</p> <p>Foetal heart rate detected by ultrasonic transducer/probe. Capable of measuring FHR in the 50-240 beats per minute (bpm) range with 1 bpm resolution and 2 bpm accuracy. Can monitor twins (i.e., has two transducers). Includes high/low audible and visual alarms. Includes signal quality/loss indicators and alarm(s). Provides audible feedback on signal quality. Uterine contractions measured through a pressure sensitive transducer. Capable of measuring relative uterine contractions (UCs) in the range of 0-100 units with at least 1 unit resolution and 1 unit accuracy. Includes signal loss due to unplugged transducer.</p> <p>SUPPLIED WITH:</p> <p>Instructions for assembly, use and maintenance in English, 1 x Plastic protective dustcover. 1 x UC transducer.</p>	

	2 x FHR ultrasound transducers. 1 x Remote switch event marker with cable. 3 x Adjustable transducer belts for ultrasound (2 FHRs) and toco (UC). 2 x Box of thermal recording paper, total 100 z-folded sheets. 2 x Bottle of ultrasound gel, approximately 250ml."	
10.	Naspphayrnigal COVID-19 rapid test .Sensitivity Ct ≤30: 100%, sensitivity Ct ≤25: 100%; specificity overall: 97.3%	
11.	Surgical masks	
12.	KN95 masks	
13.	Sphegmomanometer Aneroid .Manual blood pressure measurment device with removable adult sized cuff and children sized blood pressure measurement cuff	
14.	Stethoscope. Acoustic Chrome-plated binaural metal with diaphragm & cone and non-chill large bell ( Classic III™ Monitoring Stethoscope)	
15.	Hospital bed ( Ward beds ).Hospital Bed with mattress : (MANUAL FOWLER BED 2 FUNCTION Size: Length 2050mm x Width 900mm x Height 500 mm; 1 Function , Backrest and Leg rest adjustment manually ,Head & Leg bows made of CRCA tubes ,4 section Bed Board in 20 SWG CRCA Strips/ 18 SWG CRCA Tube Frame. 4 IV Pole provision / 2 Drainage Hooks , Epoxy Powder coating with scratch resistance ,M S side railings set of 2 ,MATTRESS – 4 Fold, IV Attachment.)"	
16.	Hospital Emergency examination bed. Emergency Stretcher trolley High-elasticity sponge covered with PU and on stainless steel frame, Stainless steel Stretcher with Four Castors Height Adjustable Size : 450-700 mm Overall Dimension: L 1900* W 750 *H 450-700 mm Has Wheels :50 mm castor Lockable Wheels : 2 pairs with brake Weight Capability : 100 kgs / 20 pounds	

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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