



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

## REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)

To : Eligible Suppliers  
 Project: Supply and Delivery of Various Non-Food Items (NFIs)  
 Ref. No.: LY21-347  
 Date : 20 December 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 *Emergency and Refugee Humanitarian Assistance Program*, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of *various NFIs as per below table and detailed technical specifications (attached)*.

Item No.	Item Description	Unit	Quantity
1	Mattresses	E. A	100
2	Winter Blanket	E. A	700
3	Hygiene Kit Male	E. A	900
4	Hygiene Kits Female	E.A	1200
5	Hygiene Kits Kids	E. A	400
6	Winter Clothing Adult	E. A	350
7	Winter Clothing Kids	E. A	300
8	Solar Lamps	E. A	600
9	Plastic sheet	E. A	10
10	Kitchen Sets	E. A	330
11	Diapers	E. A	90
12	Sanitary Pads	E. A	50
13	Summer Blankets	E. A	500

- Deadline of submission (quotation and samples) on or before 28 Dec 2021
- Delivery of good are requested to be within beginning of Jan 2021.
- Only those who passed the eligibility criteria will be subjected for sample inspections/evaluations

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,  
Procurement Staff/Focal Point

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## 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 *various NFIs as listed in Annex B and 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 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:

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

- 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 *28 December 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.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D) *if already an IOM vendor just indicate so and no need to resubmit unless documents need to be updated*

**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 nonresponsive and will be rejected.

### **9.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of 60 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**

As the request is urgent, quotation shall be submitted by email to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before December 28, 2021 (clearly specifying the delivery lead time).

Late Quotations will not be accepted.

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

IOM Procurement Unit will make the bids opening right after the deadline of last bids submission. By the deadline, Vendor's 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.

### **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](#)

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 pass/fail for the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications (includes quality, delivery requirement)
- (c) Price

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.

Technical evaluation and inspection of the samples mentioned in clause 14 (b) will follow **PASS and FAIL method** where in case if samples are found to be noncompliant with minimum requirement, Vendor's offer will not be considered for the financial evaluation.

#### **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 or Purchase Order (Goods). 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:

IOM Warehouse  
Libya Office, Hai Al-Kuwait, Janzour

Delivery period shall be within *2-3 days* upon signing of the Purchase Order or Contract.

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

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

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 within 30 calendar days.

#### **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.

## Annex A

### 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 \_\_\_\_\_ 2021.

\_\_\_\_\_  
*[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 : Supply and Delivery of Various Non-Food Items (NFIs)

LOCATION : Tripoli

REF NO. : LY21-347


ITEM NO.	ITEM DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	DELIVERY SCHEDULE	DELIVERY SITE /FINAL DESTINATION
1	Mattresses		100	Sets				
2	Winter Blanket		700	Sets				
3	Hygiene Kit Male		900	Sets				
4	Hygiene Kits Female		1200	sets				
5	Hygiene Kits Kids		400	sets				
6	Winter Clothing Adult		350	sets				
7	Winter Clothing Kids		300	sets				
8	Solar Lamps		600	sets				
9	Plastic sheet		10	sets				
10	Kitchen Sets		330	sets				
11	Diapers		90	sets				
12	Sanitary Pads		50	sets				
13	Summer Blankets		500	sets				

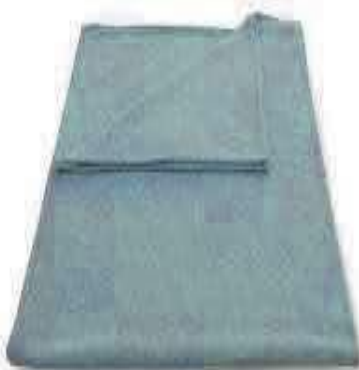
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 Suppliers authorized signature over printed name

## TECHNICAL SPECIFICATIONS

# Technical Specifications

PROJECT TITLE : LY21-347 Item No. : 1.0 Item Description : Mattresses	
Manufacturer : Libya Origin : _____ Model : _____ Cat./Page : _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<p><b>Mattress</b></p>  <p>High: Polyurethane foam, 35kg/m<sup>3</sup>;          Thickness: 15cm (minimum, in 1 piece not glued)</p> <p><b>Indentation Load Defluxion:</b> 16kg minimum  <b>Sag factor:</b> Greater than 2.0  <b>Air flow CBM/mn:</b> Max. 0.11  <b>Elongation (%):</b> 125 175  <b>Impact Resilience (%):</b> Greater than 30</p> <p>OR non-woven polypropylene of 100g/m<sup>2</sup> minimum,          with strong plastic zip. Tear strength minimum:          6DaN under ISO 9073-4 or BS9073-4</p>	


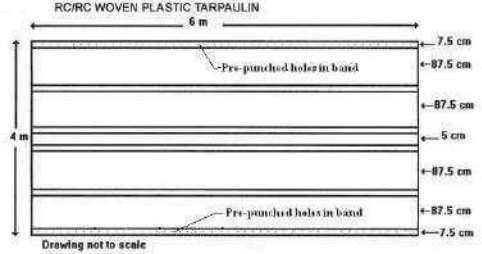
PROJECT TITLE : LY21-347 Item No. : 2.0 Item Description : Winter Blankets	
Manufacturer : _____ Origin : _____ Model : _____ Cat./Page : _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<p><b>Winter Blanket</b></p> <p><b>BLANKET, woven, 80% wool, 1.5x2m, high thermal resistance</b></p> <p><b>Test conditions:</b> Specification under the normal textile test conditioning ISO139, 65% moisture and 20°C for 24h.</p> <p><b>Samples for testing purpose:</b> Samples of blankets must be from compressed bales. All criteria to be passed on the same sample. (Samples of compressed bales to be prepared with only 5 blankets folded once more than in normal bales, at 40% compression ratio, and to remain compressed for one week minimum before testing).</p>  <p><b>Make:</b> Woven, dry raised both sides</p> <p><b>Content ISO1833 on dry weight:</b> 80% wool fibers +/-5%, 20% other textile fibers, recycled fibers accepted.</p> <p><b>Colors:</b> Grey, brown or other dark colors, preferably not died</p> <p><b>Size:</b> 150 x 200cm +3%/-1%. To be taken on flat stabilized sample, without folds</p> <p><b>Weight:</b> 670 to 1000g/m<sup>2</sup>. Weight determined by total weight/total surface.</p> <p><b>Thickness ISO 5084:</b> 5mm minimum (1KPa on 2000mm<sup>2</sup>)</p> <p><b>Tensile strength ISO13934-1:</b> 250N warp and weft minimum</p> <p><b>Tensile strength loss after washing ISO13934-1 and ISO 6330:</b> Maximum 5% warp and weft after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><b>Shrinkage maxi. ISO 6330:</b> Maximum 5% warp and</p>	

<p>weft after 3 consecutive machines washing at 30°C and one flat drying.</p> <p><b>Weight loss after washing:</b> Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><b>Thermal resistance ISO 5085-1:</b> TOG 4 (or 0.4m<sup>2</sup>.K/W) minimum, rounded to the nearest 0.1, passed on samples picked from compressed bales after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><b>Resistance to air flow ISO9237 under 100Pa pressure drop:</b> Maximum 1000 L/m<sup>2</sup>/s</p> <p><b>Finish:</b> Whipped seam at 10mm from the edge with 10 to 13 stitches/10cm or stitched ribbon or hemmed on 4 sides.</p> <p><b>Organoleptic test:</b> No bad smell, not irritating to the skin, no dust. 4&lt;pH&lt;9. Free from harmful VOC (Volatile Organic Components). Fit for human use.</p> <p><b>Fire resistance ISO12952-1&amp;2, on non-washed sample:</b> Resistance to cigarette - No ignition</p> <p><b>Fire resistance ISO12952-3&amp;4, on non-washed sample:</b> Resistance to flame - No ignition</p> <p><b>Packing:</b> Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag.</p> <ul style="list-style-type: none"> <li>- Quantity per bale: 20 pieces.</li> <li>- Compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).</li> <li>- Bales dimensions: Length approx. 0.8m, width approx. 0.5m</li> <li>- Height of the bales to be compressed by maximum 40% from free state to final compressed and strapped state. (ex: if the bale is 1m high at free state, it should be compressed to a height of 0.6m at final and strapped state).</li> </ul> <p><b>Marking on the package</b> Blankets, 80%wool, 150 x 200cm - 20 pieces.</p> <p><b>1. Bale Qty: 40 pcs</b></p> <p><b>2. Bale Dimensions</b> Bales dimensions: Length approx. 0.8m, width approx. 0.4m</p> <p><b>3. Bale Protection</b> Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag. The wrapping must be properly folded, closely tight to the bale content, making a well-shaped</p>	
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PROJECT TITLE : LY21-347 Item No : 13.0 Item Description : Summer Blankets	
Manufacturer : _____ Origin : _____ Model : _____ Cat./Page : _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<p><b>Summer Blanket</b></p>  <p><b>BLANKET, woven, 50% WOOL, 1.5x2m, medium thermal resistance Test</b></p> <p><b>conditions:</b> Specification under the normal textile test conditioning ISO139, 65% moisture and 20°C for 24h.</p> <p><b>Samples for testing purpose:</b> Samples of blankets must be from compressed bales.</p> <p>All criteria to be passed on the same sample.</p> <p>(Samples of compressed bales to be prepared with only 5 blankets folded once more than in normal bales, at 40% compression ratio, and to remain compressed for one week minimum before testing).</p> <p><b>Make:</b> Woven, dry raised both sides</p> <p><b>Content ISO1833 on dry weight:</b> 50% wool fibres +/-5%, 50 % other textile fibres, recycled fibres accepted.</p> <p><b>Colors:</b> Grey, brown or other dark colors, preferably not died</p> <p><b>Size:</b> 150 x 200cm +3%/-1%. To be taken on flat stabilised sample, without folds.</p> <p><b>Weight:</b> 570 to 670g/m<sup>2</sup>.Weight determined by total weight/total surface.</p> <p><b>Thickness ISO 5084:</b> 3mm minimum (1KPa on 2000mm<sup>2</sup>)</p> <p><b>Tensile strength ISO13934-1:</b> 250N warp and weft minimum</p> <p><b>Tensile strength loss after washing ISO13934-1 and ISO 6330:</b> Maximum 5% warp and weft after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><b>Shrinkage maxi. ISO 6330:</b> Maximum 5% warp and weft after 3 consecutive machines washing at 30°C and one flat drying.</p>	

<p><b>Weight loss after washing:</b> Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><b>Thermal resistance ISO 5085-1:</b> TOG 2.5 (or 0.25m<sup>2</sup>.K/W) minimum, rounded to the nearest 0.1, passed on samples picked from compressed bales after 3 consecutive machine washing at 30°C and one flat drying.</p> <p><b>Resistance to air flow ISO9237 under 100Pa pressure drop:</b> Maximum 1000 L/m<sup>2</sup>/s</p> <p><b>Finish:</b> Whipped seam at 10mm from the edge with 10 to 13 stitches/10cm or stitched ribbon or hemmed on 4 sides.</p> <p><b>Organoleptic test:</b> No bad smell, not irritating to the skin, no dust. 4&lt;pH&lt;9. Free from harmful VOC (Volatile Organic Components). Fit for human use.</p> <p><b>Fire resistance ISO12952-1&amp;2, on non-washed sample:</b> Resistance to cigarette - No ignition</p> <p><b>Fire resistance ISO12952-3&amp;4, on non-washed sample:</b> Resistance to flame - No ignition</p> <p><b>Packing:</b> Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag.</p> <ul style="list-style-type: none"> <li>- Quantity per bale: 20pieces.</li> <li>- Compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).</li> <li>- Bales dimensions: Length approx. 0.8m, width approx. 0.5m</li> <li>- Height of the bales to be compressed by maximum 40% from free state to final compressed and strapped state. (ex: if the bale is 1m high at free state, it should be compressed to a height of 0.6m at final and strapped state).</li> </ul> <p><b>Marking on the package</b></p> <ul style="list-style-type: none"> <li>-Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag.</li> <li>- Quantity per bale: 20pieces.</li> <li>- Compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).</li> <li>- Bales dimensions: Length approx. 0.8m, width approx. 0.5m</li> <li>- Height of the bales to be compressed by maximum 40% from free state to final compressed and</li> </ul>	
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<p>strapped state. (ex: if the bale is 1m high at free state, it should be compressed to a height of 0.6m at final and strapped state).</p> <p>Marking on the package: Blankets, 50%wool, 150 x 200cm - 20 pieces. Other markings as specified in contract</p>	
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PROJECT TITLE : LY21-347 Item No :9.0 Item Description : Plastic Sheet Manufacturer : _____ Origin : _____ Model : _____ Cat./Page : _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<p><b>Plastic Sheet</b></p> <p><b>Plain Sheet</b>  High density  polyethylene  (HDPE)-Black</p>   <p>Low-density polyethylene (LDPE)-White sun reflective</p> <p><b>Reinforcement Bands (6 bands of 75mm +/-3%)</b>  High density polyethylene (HDPE)-Black  Low-density polyethylene (LDPE)-Grey</p> <p><b>Manufacturing</b>  HDPE is woven into fabric for plain sheet and reinforcement bands.  Pre-punched 8mm holes on the 2 side bands at 0.1m +/-10% intervals, positioned in the center of the bands (only the reinforcement bands are pre-punched, not the tarpaulin itself).  Position of the 6 bands and pre-punched holes as per drawing in column pictures column.  Side bands can be positioned at maximum 10mm from the edge.  Dimension tolerance on the distance between two bands: +/-10mm</p> <p><b>Strength at state of origin and after UV exposure</b></p> <p><b>State of Origin</b>  <b>Tear strength-plain sheet:</b> Minimum 100N under ISO 4674-1B 2003, with a test piece of 200x200mm as described in ISO 4674 annex B , in plain sheet.</p> <p><b>Tensile strength-plain sheet:</b> Minimum 500N and 15% to 25% elongation in warp and weft in plain</p>	




<p>sheet under ISO 1421-1.</p> <p><b>Tensile strength-reinforcement bands:</b> Minimum 700N inside the reinforcement bands as per ISO 1421-1, pulling lengthwise in a pre-punched hole of 8mm with a hook of 8mm wire diameter. To test in 2 holes in each side bands</p> <p><b>After UV Exposure</b></p> <p><b>Tensile Strength-plain sheet:</b> The tarpaulin tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be: Minimum 80% of the original value of the actual product, AND not less than 475N.</p> <p><b>Tensile Strength-reinforcement bands:</b> The reinforcement bands tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be: Minimum 80% of the original value of the actual product, AND not less than 665N.</p> <p><b>Welding number and strength at state of origin:</b> Only one welding allowed, in the middle of the sheet, length wise. The tarpaulin tensile strength crossways at the place of the welding under ISO 1421-1 must be: Minimum 50% of the original value of the actual product, AND not less than 400N.</p> <p><b>Size, weight, color</b> Width 4 m <math>\pm</math> 1% net width Length 6m minimum net length Weight, plain sheet only, excluding the bands weight 190g/m<sup>2</sup> <math>\pm</math> 20g under ISO 3801 (equivalent to 170g/m<sup>2</sup> minimum to 210g/m<sup>2</sup> maximum)</p> <p>Weight, complete sheet including bands weight. Plain sheet specific weight plus 10% additional weight for the reinforcement bands under ISO 3801. Total weight from 187g/m<sup>2</sup> minimum and 231g/m<sup>2</sup> maximum Specific weight of the bands from 150g/ m<sup>2</sup> minimum and 200g/m<sup>2</sup> maximum</p> <p>Color: White sun reflective on both sides of the sheet. Grey coating on the outside of the bands. Inner black fibers to ensure opacity.</p> <p><b>White Coating color definition:</b> Lab Coordinates under ISO 105J01 Minimum L : 82</p>	
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<p>"a" value between -1.7 and +1.5          "b" value between -4.5 and 0</p> <p>Opacity measured as minimum reflection and maximum transmission, in the range of visible light and near infrareds.          Measured under ISO 13468-1.          Values should be measured respectively from 350 to 750nm, and from 750 to 2500nm wavelength.          The final result is the average of the averages in each range.          Minimum total reflection: 35% Maximum total reflex ion: 50%          Maximum total transmission: 5%</p> <p><b>Marking, packing, and accessories</b>          Printing Continuous indelible printing in white color on grey, or in black color on white, of the manufacturer name, the month and year of production (Letters of 2.5cm high +/-10%). Length indicator marks every meter. The plastic sheet has printed IOM logo</p> <p><b>1. Bale Qty: 5 pcs</b>  <b>2. Bale Dimensions</b>          Length: 600mm; Width: 400mm; Height: 180mm (all +/-20%), Suitable to  <b>3. Bale Protection</b>          The bale must be wrapped with a piece of similar material as the one of the tarpaulins.          The wrapping must be properly folded, closely tight to the bale content, making a well-shaped cubic bale.          Inside the bales the tarpaulins are not individually wrapped.  <b>3. Bale Strapping</b>          The bale must be strapped with 2 heat-sealed plastic straps for the length and 2 for the cross  <b>4. Bale Labelling:</b>          a. Each bale has PO number printed on an adhesive sticker and attached to the bale.          b. the label has dimensions printed on the bale          c. the label has month and year of manufacturing          d. each bale has a serial number          Label adhesives bar code pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free</p>	
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PROJECT TITLE : LY21-347 Item No : 8.0 Item Description : Solar Lamps	
Manufacturer : <u>Chines</u> Origin : _____ Model : _____ Cat./Page : _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<p><b>Solar Lamp</b></p> <p><b>General information</b></p> <p>Weather proof and shockproof solar lamp. This lamp is meant for distribution as an Essential Household Item, for family usage.</p>  <p>Time to charge: 12 hours sun light.          Rechargeable lithium-ion batteries only.          Lithium-ion requires declaration for transport of dangerous goods, under UN3481.          Lifespan: 2 years minimum in daily use.          Shelf life: 5 years when kept in original packaging between -10°C and 50°C. The lights are delivered with partially charged batteries, it is recommended to re-charge the batteries before use to insure full maximum power. When stored fully charged, the batteries will hold charge for approximately 1 year, slowly discharging.</p> <p><b>Specifications</b></p> <p><b>Description:</b> Rechargeable by solar panel and 220 V (cable and charger must be provided with the lamp, charger can be integrated or separate)</p> <p>General quality: Up to the highest industry standards.          Connectors: Female USB outlet, to charge a mobile phone.          Female Micro-USB inlet for connecting the solar panel or the charger          Features: 2 positions only, high beam and low beam.          Battery charging indicator light</p>	

<p>Material: Casing made of shockproof plastic</p> <p>Waterproof: Rain resistant</p> <p>Charge cycles: Low Self Discharge, 500+ charges</p> <p>Battery protection: Automatic protection against deep battery discharge and overcharge</p> <p>Light output angle: 360 degrees, omnidirectional</p> <p>Total Lux: See table below</p> <p>Solar panel: Integrated or separate (with a 3m cord with male Micro-USB connector to connect to the Micro-USB inlet of the lamp or to charge a mobile phone).</p> <p>Time to fully charge: 12h maximum bright sun light</p> <p>Charging outlet performances: Outlet minimum voltage: 5V, Outlet minimum current with load: 0.4A</p> <p>at 4.5V, Outlet minimum available power: 3.5Wh, Outlet minimum available power after 4 hours charge starting from 100% discharged battery: 1Wh</p> <p>Fixation system: Foldable handle and wall mounting holes</p> <p><b>Packaging:</b> Foldable handle and wall mounting holes, Wrapped in soft cardboard for protection, packed in an individual strong cardboard box, IATA packaging compliant with lithium-ion batteries regulation.</p> <p>Marking:1; recommendation to recycle batteries</p>	
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PROJECT TITLE : LY21-347 Item No : 6.0 and 7.0 Item Description : Winter Clothing Kit-Adults and kids (Uni-Sex)																			
Manufacturer : _____ Origin : _____ Model : _____ Cat./Page : _____																			
<b>PURCHASER'S SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATIONS</b>																		
<p><b>Clothing Kits (Adults and Children)</b>  <b>NFI Bag</b></p>  <p><b>MATERIAL:</b>  High quality waterproof fabric with inner rubber coating.</p> <p><b>DIMENSIONS:</b>  Height: 15 cm  Width: 25 cm  Length: 40 cm</p> <p><b>Design:</b>  Duffle bag design with lockable zipper. Double stitching to ensure the bag can hold weight of the contents inside. Carry handles (20 cm) from bottom attached on 40cm side. Two adjustable straps length wise to adjust inner content volume. Shoulder strap also to carry that go around the bag to ensure bag has sufficient strength to bear weight of the items packed inside. Interlocked double stitch.</p> <table border="1" data-bbox="289 1470 758 1875"> <thead> <tr> <th colspan="2">Adult Winter Clothing Kit</th> </tr> <tr> <th>Description</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>Jacket</td> <td>1</td> </tr> <tr> <td>Sweat Suit-two piece</td> <td>1</td> </tr> <tr> <td>Pair of Gloves</td> <td>1</td> </tr> <tr> <td>Pair of socks</td> <td>2</td> </tr> <tr> <td>Hat</td> <td>1</td> </tr> <tr> <td>Pair of 3 strap adjustable shoe</td> <td>1</td> </tr> <tr> <td>Underwear</td> <td>2</td> </tr> </tbody> </table>	Adult Winter Clothing Kit		Description	Qty	Jacket	1	Sweat Suit-two piece	1	Pair of Gloves	1	Pair of socks	2	Hat	1	Pair of 3 strap adjustable shoe	1	Underwear	2	
Adult Winter Clothing Kit																			
Description	Qty																		
Jacket	1																		
Sweat Suit-two piece	1																		
Pair of Gloves	1																		
Pair of socks	2																		
Hat	1																		
Pair of 3 strap adjustable shoe	1																		
Underwear	2																		

**Other Details**

**Color:** Blue

**Logo:** IOM logo

**Printing:** the bag has printed in white contents of the bag listed below

**Jackets**

**MATERIAL:** Two layered softshell Jacket. No patterns or designs; plain jackets.

Outer shell: Softshell

Water Column: 5,000-8,000 mm

DWR (durable water repellent): Treated with Waterproof Coating or functional membrane to make fabric

water

resistant.

Compatible

to light

showers and

everyday

use.



Inner lining:

Fleece, Faux

Fur or

Sherpa

Fabric compatible to outer shell.

- **Hoods** Optional between a hood or high lined collar.
- **Adjustable cuffs** – Easy adjustment, with Velcro to draw the cuffs in for a better fit.
- **Chin Guard** Fabric covering the top of the zip to protect chin and neck
- **Pockets** – Two external pockets with zipper and one internal pocket without a zipper. The internal pocket big enough to hold at least a standard valet.
- **Wind Resistant** interior storm flap
- Single pull adjustable

**Size and design:**

Adult: Unisex (XS, S, M, L and XL)-Regular Fit, please see attached breakdown for numbers by size

Child: Unisex (infant & toddler)

Color: black or navy blue with grey inner

All jackets are as per EN 13402 or equivalent American size. The samples are to be accordance to and will measured against chest, height, waist girth. The other standards for sizes will not be

accepted.

**Safety:** Children's clothing follows EU safety standards

## Sweat suit (2 pieces)

### Brief description:

Summer sweat Suit

### Material:

100%  
cotton



### Design:

#### Size and design:

Adult: Unisex (XS, S, M, L and XL)-Regular Fit,  
please see attached breakdown for numbers by  
size

Child: Unisex (infant & toddler)

All sweat suits are as per EN 13402 or equivalent  
American size. The samples are to be accordance  
to

and will be measured against chest, height, waist  
girth to conform with EN 13402. The other  
standards

for sizes will not be accepted.

## Gloves

### Description

No patterns  
or designs;  
plain gloves.  
Only colors  
accepted  
black, brown  
and grey



### MATERIAL

durable  
combination

of 75% wool and 25% nylon

## Size and design:

**Adult:** Unisex (XS, S, M, L and XL)-  
Regular Fit, please see attached  
breakdown for numbers by size

**Child:** Unisex (infant & toddler)  
The gloves have no writing or marks.

**Color:** black or navy blue with grey inner

All gloves will be evaluated for their  
size as per palm measurement defined  
under EU sizes.

## DIMENSION

	Length	Width
XL (EU 10 or Equivalent US)	204 mm	254 mm
L (EU 9 or Equivalent US)	192 mm	254 mm
M (EU 8 or Equivalent US)	182 mm	203 mm
XS (EU 8 or Equivalent US)	182 mm	203 mm
Toddler	121 mm	124 mm
Infant	84 mm	87 mm

## Socks



## MATERIAL

Average composition:

- 77% Cotton, 11%

Polyester, 11%

Polyamide, 1 %

Elastane.

Different colors are  
accepted. No  
patterns or designs;  
plain socks.

## Size and design:



## Hats

### MATERIAL

Double layered fleece hats.

Color: black or navy blue. Both layers are same color. No patterns or designs; plain hats.



### DIMENSION.

	Circumference	Height
XL	60.96 cm	29.21 cm
L	57.15 cm	27.94 cm
M	53.34 cm	22.86 cm
XS	48.26 cm	20.32 cm
Toddler	38.26 cm	16.32 cm
Infant	28.8 cm	12.59 cm

## Footwear

### Brief description:

Open toe adjustable touch fastening straps-casual wear/adjustable fit

No patterns or designs; plain and dark colors (black, grey, navy blue, brown)

### Material

1. Quick-drying waterproof PU upper with good breathability, comfort and not easy to deform
  2. PU + phylon + rubber (Phylon insole + Rubber outsole, lightweight soft and flexible enough for most terrains. Well cushioned insole to comfort for long walking. Rugged durable rubber outsole stands up to rough use and non-slip). Quick-drying waterproof PU upper with good breathability, comfort and not easy to deform.
  3. Outer Material: PU
  4. Inner Material: Synthetic
- Sole: Gum Rubber



- adjustability for perfect fit
- 2. Unisex
- 3. The Phylon footbed is easy to clean, helps to inhibit bacterial growth, reduces odour
- 4. Closure: hook and loop
- 5. Heel Height: 2 centimetres
- 6. Shaft Diameter: Medium

**Size:**

Adult: Free size corresponding to S, M and L

Infant and Toddler: 0-5 years

**Packing:**

Adjustable Shoe should be in an individual plastic/polyethylene bag.

## Underwear

**Brief description:** Cotton unisex boxer brief for adults and children to ensure next-to-skin wear with flat seams and encased elastic waistband.

**Material:** 100% organic cotton

**Design and Color:**



- 1. Regular fit
- 2. Encased elastic waistband
- 3. Flat-lock stitching for maximum comfort
- 4. Double layer crotch
- 5. Trans-seasonal fabric weight for versatility
- 6. No patterns or designs; plain and dark colors (black, grey, navy blue, brown)

**Size:**

Adult: Free size corresponding to S, M and L

Infant and Toddler: 0-5 years

**Packing:**

1. Jacket, Sweat Suit, Gloves, Socks, Hat, Adjustable shoe and underwear are packed in a plastic/polyethylene bag and heat sealed.
2. The contents above at time of packaging in plastic bags should be moisture free and dry to ensure longer life in storage.
3. Each heat-sealed kit to be packed in a duffle bag (if requested).

Duffle Bags are further packed in a carton box for easy stacking and transportation. The number of bags per box are to remain consistent for adults and junior kits. Preferably five (5) duffle bags to be packed in a carton box. In case if duffle bag is not requested, IOM may still request five (5) heat-sealed kits to be packed in a carton box. Carton box details are shared below

PROJECT TITLE : LY21-347			
Item No. : 3			
Item Description : Individual Hygiene Kit (migrants)			
Manufacturer : _____			
Origin : _____ Model			
PURCHASER'S SPECIFICATIONS		BIDDER'S SPECIFICATIONS	
<b>A. Migrant Hygiene Kit (Male)</b>			
Item	Description	Qty/Kit	Bidder Specification
Bucket, 8 10 L	Heavy duty plastic bucket with lid and handle Capacity 20 L • Material: HDPE • Handle: plastic to ensure easy carrying. The bucket is supplied with lid that should be able to close tight but easy to open and close	1	
Comb (Hair)	Material: Plastic • Features: Strong • Size: 13-15 medium teeth Hand held •	1	
Nail Clipper	Size: Big with miniature file Material: Stainless steel, no rust Length: 8cm minimum	1	
Toothbrush (Adult)	Minimum length 150mm Medium bristle •	1	
Towel Small	Material 100% cotton 30 X 70cm minimum Pastel/Dark colours not white Cannot easily pull fibers by hand 450 gram per sqm minimum	1	
Towel Large	Material 100% cotton 80X 100cm minimum • Pastel/Dark colours not white Cannot easily pull fibers by hand 450 gram per sqm minimum	1	
Toothpaste (Adult)	Calcium + fluoride only 150ml tube with screw Expiration date at least 12 months from date of delivery	1	

Soap	<p>Sensitive antibacterial body soap with natural fragrance</p> <p>Made from vegetable or animal fat (no pork fat).</p> <p>Non perfumed. •</p> <p>Hypoallergenic •</p> <p>NaOH content: maximum 0.3%</p> <p>NaCl content: maximum 0.5%</p> <p>250gm wrapped bar</p> <p>Expiration date at least 12 months from date of delivery</p>	1	
Shampoo	<p>General use moisturizing shampoo, not harmful to humans, in particular not irritating to the eyes</p> <p>Easy-lathering shampoo formulated for normal hair, to clean hair and scalp</p> <p>Product must be fit for human utilization and must be of sound, fair and marketable quality</p> <p>PH: 6 8 • —</p> <p>Packaging: Supplied in an unbreakable bottle, with clear markings.</p>	1	
	<p>Minimum 400 ml</p> <p>Registered trademark</p>		
Razors	<p>Disposable •</p> <p>Type: twin stainless/carbon steel blades and lubricant strip</p> <p>Size: plastic handle +/- 8 cm long</p> <p>Head protected with cover for safety</p> <p>5 pieces packed in a plastic bag/pouch</p>	1 pack	
Shaving brush	<p>Re-useable •</p> <p>medium duty plastic handle</p> <p>high quality synthetic bristles</p> <p>Handle Length: • Width: 2.5", 1.25"</p> <p>Total Height: • Handle Length: 2 1/2"</p> <p>Handle Width: 1 • 1/8"</p> <p>Total Height: • 4 1/2"</p> <p>Weight: .5 lbs. •</p> <p>Handle Length: 2 1/2"</p> <p>Handle Width: 1 • 1/8"</p> <p>Total Height: • 4 1/2"</p> <p>Weight: .5 lbs. •</p>	1	
Shaving cream	<p>For all skin types</p> <p>Hypoallergenic •</p> <p>60ml tube •</p> <p>Expiration date at least 12 months from date of delivery</p>	1	

Petroleum baby ointment	Size: 100ml jar 100% pure petroleum jelly; blend of mineral oils and waxes	1	
Sponge		1	
Laundry Detergent/Washing Powder	Each bag 2kgs Product must be fit for human utilization and be of sound, fair and marketable quality Solubility 99% minimum Possible additives: softener, anti-redisposition, optical brightener, flavoring, enzymes Suitable for hand washing, color washing and white color clothes washing together Anti-allergic Certified: ISO 9001 or TSE	1	

PROJECT TITLE : LY21-347			
Item No. : 4			
Item Description : Individual Hygiene Kit (migrants)			
Manufacturer : _____			
Origin : _____			
Model : _____			
Cat./Page : _____			
<b>PURCHASER'S SPECIFICATIONS</b>		<b>BIDDER'S SPECIFICATIONS</b>	
<b>B. Migrant Hygiene Kit (Female)</b>			
Item	Description	Qty/Kit	Bidder Specification
Bucket, 8 10 L	Heavy duty plastic bucket with lid and handle Capacity 20 L • Material: HDPE • Handle: plastic to ensure easy carrying. The bucket is supplied with lid that should be able to close tight but easy to open and close	1	
Comb (Hair)	Material: Plastic • Features: Strong • Size: 13-15 medium teeth Hand held •	1	
Nail Clipper	Size: Big with miniature file Material: Stainless steel, no rust Length: 8cm minimum	1	
Toothbrush (Adult)	Minimum length 150mm Medium bristle •	1	
Towel Small	Material 100% cotton 30 X 70cm minimum Pastel/Dark colours not white – Cannot easily pull fibers by hand 450 gram per sqm minimum	1	
Towel Large	Material 100% cotton 80X 100cm minimum Pastel/Dark colours not white – Cannot easily pull fibers by hand 450 gram per sqm minimum	1	
Toothpaste (Adult)	Calcium + fluoride only 150ml tube with screw cap Expiration date at least 12 months from date of delivery	1	
Soap	Sensitive antibacterial body soap with natural fragrance Made from vegetable or animal fat (no pork fat). Non perfumed. • Hypoallergenic • NaOH content: maximum 0.3% NaCl content: maximum 0.5% 250gm wrapped bar Expiration date at least 12 months from date of delivery	1	
Shampoo	General use moisturizing shampoo, not harmful to humans, in particular not irritating to the eyes Easy-lathering shampoo formulated for normal hair, to clean hair and scalp Product must be fit for human utilization and must be of sound, fair and marketable quality PH: 6 8 • – Packaging: Supplied in an unbreakable bottle, with clear markings.	1	

	Minimum 400 ml • Registered trademark		
Sanitary Pads	Description: disposable sanitary napkins Size Length: 200 + 20mm Width: 60 to 75mm Thickness: 15 + 2mm Color: White only Top Sheet: non woven Pad Type: Regular Absorbency: 50ml Qty/pack: 10 Type: Wings and Gel Weight: 6-8g	1 pack	
Wet Wipes	Material: paper • Color: white • Scent: fresh • Suitable for sensitive skin use Count/pack: 80 •	1	
Petroleum baby ointment	Size: 100ml jar • 100% pure petroleum jelly; blend of mineral oils and waxes	1	
Sponge		1	
Laundry Detergent/Washing Powder	Each bag 2kgs • Product must be fit for human utilization and be of sound, fair and marketable quality Solubility 99% minimum Possible additives: softener, anti-redisposition, optic azurant, flavoring, enzymes Suitable for hand washing, color washing and white color cloths washing together Anti-allergic • Certified: ISO 9001 or TSE	1	



PROJECT TITLE : LY21-347			
Item No : 5			
Item Description : Individual Hygiene Kit (migrants)			
Manufacturer : _____			
Origin : _____			
Model : _____			
Cat./Page : _____			
PURCHASER'S SPECIFICATIONS		BIDDER'S SPECIFICATIONS	
<b>B. Migrant Hygiene Kit (Child 0-5 years)</b>			
Item	Description	Qty/Kit	Bidder Specification
Bucket, 8 10 L	Heavy duty plastic bucket with lid and handle Capacity 20 L • Material: HDPE • Handle: plastic to ensure easy carrying. The bucket is supplied with lid that should be able to close tight but easy to open and close	1	
Comb (Hair)	Material: Plastic • Features: Strong • Size: 13-15 medium teeth Hand held •	1	
Nail Clipper	Size: Big with miniature file Material: Stainless steel, no rust Length: 8cm minimum	1	
Toothbrush (kids)	Minimum length 120mm Soft bristle •	1	
Towel Large	Material 100% cotton 80X 100cm minimum Pastel/Dark colours not white – Cannot easily pull fibers by hand 450 gram per sqm minimum	1	
Toothpaste (child)	Calcium + fluoride only 150ml tube with screw cap Expiration date at least 12 months from date of delivery	1	
Soap	Sensitive antibacterial body soap with natural fragrance Made from vegetable or animal fat (no pork fat). Non perfumed. • Hypoallergenic • NaOH content: maximum 0.3% NaCl content: maximum 0.5% 250gm wrapped bar Expiration date at least 12 months from date of delivery	1	
Shampoo Kids	General use moisturizing shampoo, not harmful to humans, in particular not irritating to the eyes Easy-lathering shampoo formulated for normal hair, to clean hair and scalp Product must be fit for human utilization and must be of sound, fair and marketable quality PH: 6 8 • – Packaging: Supplied in an unbreakable bottle, with clear markings. Minimum 400 ml•	1	

•  
•

	Registered trademark		
Reusable Baby Diapers	<p>Outer layer: polyester with 13.7" 5.5" waterproof and breathable TPU Inner layer: suede</p> <p>Insert: 3-layer microfiber 15" inserts. Insert dimension x</p> <p>Suitable for babies and toddlers 3kg-15kg (6.6 33 pounds) Length of Diaper: in length X</p> <p>• • • • • •</p>	1 pack	
Wet Wipes	<p>Material: paper</p> <p>Color: white Scent: fresh</p> <p>Suitable for sensitive skin use Count/pack: 80</p>	1	
Petroleum baby ointment	<p>Size: 100ml jar</p> <p>100% pure petroleum jelly; blend of mineral oils and waxes</p>	1	
Sponge		1	

\_\_\_\_\_  
*Supplier's authorized signature over printed name*



## VENDOR INFORMATION SHEET

**Vendor No.** \_\_\_\_\_  
Internal to IOM

**Registered Vendor Name\*:** \_\_\_\_\_

**Other Names/Acronyms** \_\_\_\_\_

**Address\***

House No \_\_\_\_\_  
Street Name \_\_\_\_\_  
ZIP/Postal Code\* \_\_\_\_\_  
City\* \_\_\_\_\_  
Region\* \_\_\_\_\_  
Country\* \_\_\_\_\_

**Contact Information**

Company Tel/Mobile: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Company Email: \_\_\_\_\_ Contact Person Position: \_\_\_\_\_  
Company Website: \_\_\_\_\_

**Industry Category\*:** ☐ 0100 - Commercial Vendors  
☐ 0200 - National CSOs  
☐ 0300 - National Government Entities  
☐ 0400 - International CSOs

☐ 0500 - International Organizations - Non-UN  
☐ 0600 - UN entities  
☐ 0005 - Individual Consultant/Non-Staff

**Business Type\*:** ☐ Direct Producer/Manufacturing  
☐ Reseller/Distributor/Service Provider

**Provide Services/Goods Internationally\*** ☐ Yes ☐ No

**Disability-inclusive\*** ☐ Yes ☐ Not applicable

**Women-owned/controlled\*** ☐ At least 51% women-owned/controlled  
☐ Less than 51% women-owned/controlled  
☐ Not applicable

**Notes**

All fields marked with \* are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).

Vendor Name - should match IDs or registration documents.

If there is insufficient space, please use the Other information section

**Product Categories (check all applicable)\***

<input type="checkbox"/> Agriculture, Livestock and Fisheries	<input type="checkbox"/> Fuels and Derivatives	<input type="checkbox"/> Legal and Investigation	<input type="checkbox"/> Power Supply and Electric
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Furniture	<input type="checkbox"/> Logistics and Warehousing	<input type="checkbox"/> Quality Control and Environment
<input type="checkbox"/> Clothing and Luggage	<input type="checkbox"/> Hospitality, Events	<input type="checkbox"/> Media and Printing	<input type="checkbox"/> Security
<input type="checkbox"/> Construction	<input type="checkbox"/> Insurances	<input type="checkbox"/> Medical, Drugs and Pharma	<input type="checkbox"/> Social and Humanitarian Services
<input type="checkbox"/> Consultancy and Contracted Services	<input type="checkbox"/> IT and Communications	<input type="checkbox"/> NFIs - Household and Camps	<input type="checkbox"/> Tickets
<input type="checkbox"/> Finance and Administration	<input type="checkbox"/> Land and Buildings	<input type="checkbox"/> Office Equipment and Supply	<input type="checkbox"/> Tools and Machinery
<input type="checkbox"/> Food and Beverage	<input type="checkbox"/> Learning, Training and Recreation	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Vehicles and Accessories

**UNGM No.** \_\_\_\_\_

**UN Partner Portal Reference** \_\_\_\_\_

**Registration Date** \_\_\_\_\_

<https://www.ungm.org/UNUser/Home>

<https://www.unpartnerportal.org>

Main Country of Operations (dd-mm-yyyy)

**Licensing Auth./Type** \_\_\_\_\_ **License No.:** \_\_\_\_\_ **Reg. Date:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_  
For additional licenses, please use the Other Information Section dd-mm-yyyy dd-mm-yyyy

**Partner Entities** (indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)

Same entity registered in another office \_\_\_\_\_  
Parent company \_\_\_\_\_  
Subsidiaries/Branches \_\_\_\_\_

**Other Information:**

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



## VENDOR INFORMATION SHEET

### Section II: Payment and Banking Information

#### Payment Details

Payment Method\* ☐ Bank Transfer ☐ Check\*\* ☐ Cash\*\* ☐ Others\*\* \_\_\_\_\_

Justification for Non-Bank Payment Method\*\* \_\_\_\_\_

#### Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.  
Non-bank payment methods require justification.

#### Bank Details (mandatory if Payment Method is via Bank Transfer):

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

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

City \_\_\_\_\_

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

Country \_\_\_\_\_

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

Bank Keys \_\_\_\_\_

Account Currency \_\_\_\_\_

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

\*Depending on the country \_\_\_\_\_

Swift Code/BIC (accounts outside U.S.A.) \_\_\_\_\_

IBAN Number (mandatory for banks in Europe) \_\_\_\_\_

Clearing No. (CHF accounts in Switzerland) \_\_\_\_\_

ABA No. for ACH (USD accounts in U.S.A.) \_\_\_\_\_

Bank Branch Code \_\_\_\_\_

#### Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

**If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



F18.03

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

**Headquarters**

17 route des Morillon. C.P. 71, CH-1211 Geneva 19, Switzerland  
Tel. + (41.22) 717-9111 Fax +(41.22) 798-6150

**PO No.**                      **Rev. No.**  
**Reference SAP PO No**

**Manila Administrative Support Office**

25/F Citibank Tower, 8741 Paseo de Roxas, Makati, Philippines  
Tel. + (632) 848-1260 Fax +(632) 848-1257

PO Date  
Revision Date

**PURCHASE ORDER**

Vendor's Details

Ship/Deliver Purchased Goods/Services To:

Delivery Schedule

Send Invoice To:

Terms of Payment

No	Description	Project Budget Line/WBS	Qty	Unit	Unit Price	Total
<b>Sub-Total</b>						
Taxes (if any)						
Shipping						
Insurance						
Discount (if any)						
<b>TOTAL</b>						-

**Vendor's Acceptance**

*This is to certify that I fully read the terms and condtions of this Purchase Order stipulated at the back of this document. Having fully read and understood the complete requirements of this Purchase Order, I hereby commit myself and my company to serve its requirements and fully comply with its terms and conditons.*

*I also further certify that I am authorized by my company to accept this Purchase Order in its behalf.*

\_\_\_\_\_  
Sign Over Printed Name & Date

Prepared by:

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Date

**1. Agreement**

This Purchase Order (PO) becomes the exclusive agreement between IOM and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by IOM. Until so accepted, IOM reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless IOM agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

**2. PO Identification**

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

**3. Delivery**

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, IOM reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred as a result of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

**4. Payment**

Supplier shall invoice IOM upon delivery of the goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

**5. Adjustments**

IOM reserves the right to change at any time the quantity, packaging, unit size, place and/or time of delivery. Supplier agrees to proceed with this PO in accordance with any such change(s) and to submit a claim request for an equitable adjustment in the PO price or delivery term caused by such change(s). IOM may deem any claim by Supplier for equitable adjustments under this clause waived unless asserted in writing within 10 days from receipt by Supplier of IOM's change(s). No change in, modification of, or revision to this PO shall be valid unless in writing and signed by an authorized representative of IOM.

**6. Packaging**

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to IOM will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. IOM reserves the right to reject any shipment that is deemed not to have been packaged adequately.

**7. Inspection and Acceptance**

a) IOM or its representative shall have the right to inspect and/or test the goods at no extra cost to IOM at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.

b) IOM shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, IOM may reject the entire delivery. IOM may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by IOM for disposition at Supplier's risk and expense. Supplier agrees that IOM's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. IOM's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by IOM prior to delivery.

c) The Supplier agrees that any acceptance by IOM does not release the Supplier from any warranty or other obligations under this Contract.

d) Title to the goods shall pass when they are delivered and accepted by IOM. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to IOM.

**8. Warranties**

**8.1** Supplier represents and warrants that:

(a) The goods are conforming to the specifications, drawings, samples, or other descriptions furnished by IOM and are free from defect in material and workmanship. This warranty shall remain valid for twelve (12) months after the Goods have been delivered to and accepted at the final destination. IOM's continued use of such goods after notifying Supplier of their defect or failure to conform will not be considered a waiver of Supplier's warranty.

(b) It has full title to the goods and is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to carry out fully and satisfactorily, within the stipulated completion period, the delivery of the goods in accordance with this PO;

(c) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this PO;

(d) In all circumstances it shall act in the best interests of IOM;

(e) No official of IOM or any third party has received or will be offered by the Supplier any direct or indirect benefit arising from the PO or award thereof;

(f) It has not misrepresented or concealed any material facts in the procuring of this PO;

(g) The Supplier, its staff or shareholders have not previously been declared by IOM ineligible to be awarded contracts by the IOM;

(h) It will abide by the highest ethical standards in the performance of this Contract, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;

(i) The prices established hereunder shall not exceed those offered for similar goods to Supplier's other customers;

(j) The remuneration of the Supplier under this PO shall constitute the sole remuneration in connection with this PO. The Supplier shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this PO or the discharge of its obligations thereunder. The Supplier shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.

**8.2** The Supplier further warrants that:

(a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to perform any activities under this Agreement. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, or services at their disposal under this Agreement, for sexual favours or activities.

(b) It shall strongly discourage sexual relationships between its employees and IOM beneficiaries, and between any other person engaged and controlled by it to perform activities under this Agreement and IOM beneficiaries.

(c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this Agreement is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.

(d) It shall report all and any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel; and it shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement shall report to IOM and/or the Supplier any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel

(e) It shall take all necessary measures to investigate allegations or suspicions of SEA and take appropriate corrective action, including disciplinary action, against its employee or any other person engaged and controlled by it to perform any activities under this Agreement who is found to have committed SEA.

(f) Its failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to IOM, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of this Agreement.

(g) In the event of subcontracting approved by IOM in accordance with this Agreement, it shall receive a written confirmation from subcontractors that they accept the standards above and shall include them in all subcontracts.

**9. Indemnification**

The Supplier shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Supplier or its employees, officers, agents or subcontractors, in the performance of this Contract. IOM shall promptly notify the Supplier of any written claim, loss, or demand for which the Supplier is responsible under this clause. This indemnity shall survive the expiration or termination of this Contract.

**10. Termination and Reprocurement**

(a) IOM may terminate this PO at any time with one week written notice to Supplier. Any monies paid in advance by IOM shall be refunded no later than the date of termination.

(b) If IOM terminates this PO in whole or in part for default on the part of the Supplier, it may acquire elsewhere goods similar to those terminated and Supplier shall be liable for any excess costs to IOM for those goods. Supplier shall not be liable for any excess costs if the failure to perform under this PO arises from causes beyond its control and without fault or negligence of the Supplier.

**11. Independent Contractor**

The Supplier shall supply goods pursuant to this PO as an independent contractor and not as an employee, partner, or agent of IOM.

**12. Audit**

The Supplier agrees to maintain records, in accordance with sound and generally accepted accounting procedures, of all direct and indirect costs of whatever nature involving transactions related to the provision of services under this Agreement. The Supplier shall make all such records available to IOM or the IOM's designated representative at all reasonable times until the expiration of seven (7) years after the date of final payment, for inspection, audit, or reproduction for the purpose of verifying services or quantities delivered, or the right of Supplier to any price adjustment or extra charge claimed under this PO. On request, employees of the Supplier shall be available for interview.

**13. Settlement of Dispute**

Any dispute, controversy or claim arising out of or relating to this PO, or the breach, termination or invalidity thereof shall be settled by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to arbitration. The arbitration will be carried out in accordance with the UNCITRAL Arbitration Rules as at present in force. The arbitral award will be final and binding.

**14. Confidentiality**

All information which comes into the Supplier's possession or knowledge in connection with this PO is to be treated as strictly confidential. The Supplier should not communicate such information to any third party without the prior written approval of IOM. The Supplier shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this PO. These obligations shall survive the expiration or termination of this PO.

**15. Use of IOM Name**

The use of the official logo and name of IOM may only be used by Supplier in connection with this PO and with the prior written approval of IOM.

**16. Status of IOM**

Nothing in this Agreement affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

**17. Assignment and Subcontracting**

The Supplier shall not assign or subcontract the Contract or any work under this Contract in part or all, unless agreed upon in writing in advance by the Organization. Any subcontract entered into by the Supplier without approval in writing by the IOM may be cause for termination of the PO.

**18. Waiver**

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this PO shall not constitute a waiver or relinquishment of the right to enforce the provisions of this PO in future instances, but this right shall continue and remain in full force and effect.

**19. Severability**

If any part of this PO is found to be invalid or unenforceable, that part will be severed from this PO and the remainder of the PO shall remain in full force.

**Supplier's signature and stamp accepting these terms and conditions:**

**Date:**