

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY22-344

Date: 29 September 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Furniture and Equipment to Al Gatarnah Social Hall in Sabha

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements with Drawings

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Name: IOM Libya Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	11-Oct-2022 18:00 (GMT +2) If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlibyaproposal@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25 MB ▪ Mandatory subject of email: RFQ LY22-344 "Company Name" ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p> <ul style="list-style-type: none"> - Bidders shall have valid registration documents in Libya; - Bidders shall have company bank account in USD or EUR and shall confirm to accept payments using IOM rate on the date of payment
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

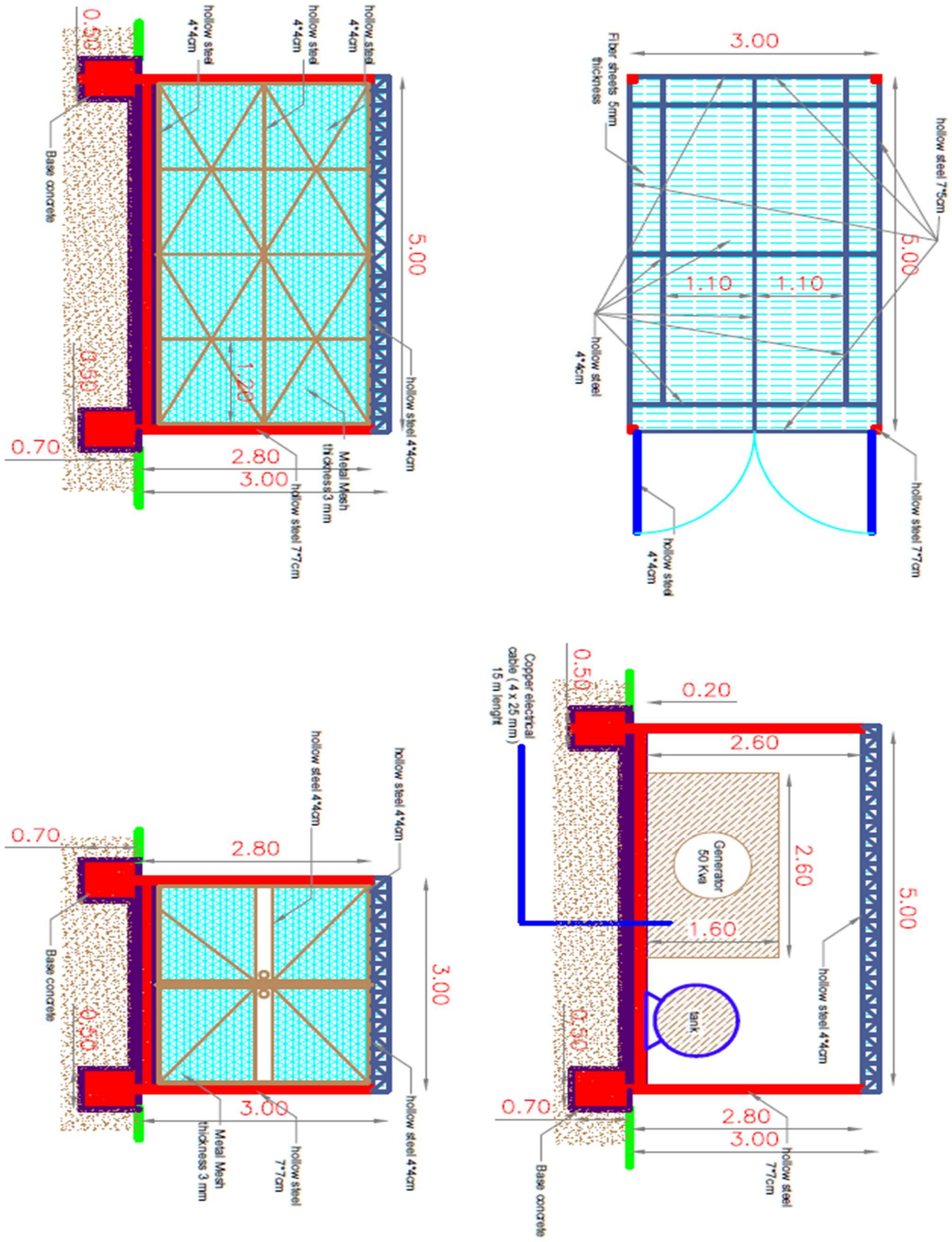
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Other: Eligibility documents
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Procurement office E-mail address: iomlibyaproposal@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated iomlibyaproposal@iom.int by 08 October 2022
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <i>PASS/FAIL method.</i>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	20 October 2022
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

a. Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	Min. 50 KVA Diesel powered engine (British made) Water cooling system, EU standards alternator with 3 phases and 220 & 380v, manual switch - Warranty must cover at least 1st 1000 usage or first 1 Year after delivery - with installation	EA	1
2	Supply and installation of shade covered by a corrugated fibre sheet with metal cage, the work includes painting works and cleaning the site and all necessary for the completion of the work, from a certified sample and installed according to the drawings, technical specifications, and engineer instructions. Quantities are calculated by Square Metre. Check below Drawings with details.	Sq.M	15
3	Supply and implementation of ordinary concrete for the generator with a breaking stress of 20N / mm ² , and a thickness of 20 cm, in accordance with drawings, technical specifications, and engineer instructions. Quantities are calculated by SQ.M	Sq.M	15
4	Supply and install electrical copper cable 4 x 25 mm inside buried PVC pipes with two layers of fine sand under and above the cables with a thickness of 7 cm for each layer and then implementation of ordinary concrete. Quantities are calculated by Linier Meter	L.M	21
5	1000 Litre Metallic Tank for Diesel fuel – outdoor model - includes 3/4 pipe size lines twice on top and bottom side	EA	1
6	4X12 mm electric Copper cable	L.M	50
7	Electric, T3 technology Compressor model Power inverter, 16000 BTU - Includes installation, wiring, and protection switch	EA	14
8	6mm thick carpet, 4m wide, color (Gray, Brown or Blue) quantities are by Roll=4x50m	EA	6
9	Standard plastic table of 1m X 1m X 0,8m, color White	EA	10
10	Stackable singular white plastic chair	EA	50
11	Shoes shelves, Wooden with 4 to 6 Shelves, 1m wide	EA	4
12	Electric Horizontal 1 door fridge of 400 Litr	EA	2
13	Bottled water dispensers Hot & Cold water, applicable with 18 & 10 Litre bottles	EA	10
14	Singular salon chair with arm, Brown/Black leather-wrapped	EA	10
15	Mattress 15cm Thick sponge with 1.8m long, 0,8 m wide matt, with dark gray/brown simple fabric cover	EA	100
16	Waiting Chairs: Aluminium frame with leather-covered sitting area, triple seating	EA	6
17	4 socket plugs, 5m long, applicable with 180-240 Volts	EA	10

b. Drawings for Generator Protection cage:



Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within the accepted timeframe After Contract signature.
Delivery Terms (INCOTERMS 2020)	Delivery and Installation in site
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Location: Sabha – Aljadeed area – Next to Balqees Clinic
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/S
Training on Operations and Maintenance	N/S
Warranty Period	Required
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Land
Other information	N/A



ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ LY22-344	Date: Click or tap to enter a date.



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		0500 - International Organizations - Non-UN
0200 - National CSOs		0600 - UN entities
0300 - National Government Entities		0005 - Individual Consultant/Non-Staff
0400 - International CSOs		
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 _____		
Product Categories (check all applicable)*		
Agriculture, Livestock and Fisheries	Fuels and Derivatives	Legal and Investigation
Chemicals	Furniture	Logistics and Warehousing
Clothing and Luggage	Hospitality, Events	Media and Printing
Construction	Insurances	Medical, Drugs and Pharma
Consultancy and Contracted Services	IT and Communications	NFIs – Household and Camps
Finance and Administration	Land and Buildings	Office Equipment and Supply
Food and Beverage	Learning, Training and Recreation	Personal Care
		Power Supply and Electric
		Quality Control and Environment
		Security
		Social and Humanitarian Services
		Tickets
		Tools and Machinery
		Vehicles and Accessories
UNGM No. _____		https://www.ungm.org/UNUser/Home
UN Partner Portal Reference _____		https://www.unpartnerportal.org
Registration Date _____		Main Country of Operations (dd-mmm-yyyy)
Licensing Auth./Type _____		License No.: _____
Reg. Date: _____		Expiry Date: _____
For additional licenses, please use the Other Information Section		
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: _____		

¹ [Vendor Information Sheet.xlsx](#)

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

Signature

Position/Title

Date

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ LY22-344	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	Unit	Qty	Unit price USD	Total price USD
1.	50 KVA Diesel powered engine British made, Water cooling system, EU standards alternator with 3 phases and 220 & 380v, manual switch - Warranty must cover at least 1st 1000 usage or first 1 Year after delivery - with installation	EA	1		
2.	Supply and installation of shade covered by a corrugated fibre sheet with metal cage, the work includes painting works and cleaning the site and all necessary for the completion of the work, from a certified sample and installed according to the drawings, technical specifications, and engineer instructions. Quantities are calculated by Square Metre. Check below Drawings with details.	Sq.M	15		
3.	Supply and implementation of ordinary concrete for the generator with a breaking stress of 20N / mm ² , and a thickness of 20 cm, in accordance with drawings, technical specifications, and engineer instructions. Quantities are calculated by SQ.M	Sq.M	15		
4.	Supply and install electrical copper cable 4 x 25 mm inside buried PVC pipes with two layers of fine sand under and above the cables with a thickness of 7 cm for each layer and then implementation of ordinary concrete. Quantities are calculated by Linier Meter	L.M	21		
5.	1000 Litre Metallic Tank for Diesel fuel – outdoor model - includes 3/4 pipe size lines twice on top and bottom side	EA	1		
6	4X12 mm electric Copper cable.	L.M	50		
7	Electric, T3 technology Compressor model Power inverter, 16000 BTU - Includes installation, wiring, and protection switch	EA	14		

8	6mm thick carpet, 4m wide, color (Gray, Brown or Blue) quantities are by Roll=4x50m	EA	6		
9	Standard plastic table of 1m X 1m X 0,8m, color White	EA	10		
10	Stackable singular white plastic chair	EA	50		
11	Shoes shelves, Wooden with 4 to 6 Shelves, 1m wide	EA	4		
12	Electric Horizontal 1 door fridge of 400 Litr	EA	2		
13	Bottled water dispensers Hot & Cold water, applicable with 18 & 10 Litre bottles	EA	10		
14	Singular salon chair with arm, Brown/Black leather-wrapped	EA	10		
15	Mattress 15cm Thick sponge with 1.8m long, 0,8 m wide matt, with dark gray/brown simple fabric cover	EA	100		
16	Waiting Chairs : Aluminum frame with leather-covered sitting area, triple seating	EA	6		
17	4 socket plugs, 5m long, applicable with 180-240 Volts	EA	10		
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of the company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.