

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY23- 4200483836

Date: 18 June 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Rehabilitation of the school of Tejerhi in South Qatroun**

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

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.

Documents requirements of the eligibility and technical evaluation:

- Valid Company registration documents (**Eligibility**)
- Bank information (**Eligibility**)
- Singed /stamped Code of conduct (**Eligibility**)
- Completed VIS-vendor information sheet (**Eligibility**)
- Signed /stamped DOC- declaration for conformity (**Eligibility**)
- Delivery Lead Time (**Technical Evaluation**)
- Team composition and CVs of key personnel (**Technical Evaluation**)
- List of the equipment (**Technical Evaluation**)
- Company profile (**Technical Evaluation**)

#### **Mandatory Requirements:**

**Mandatory Site Visit is scheduled on Sunday, 03 July 2023 at: 1:00 PM, failure to attend will be ground for disqualification and for any technical queries.**

**If you have any technical questions, please contact:**

**Engineers: Engr. Hussin Aboulqassim (+218 925143348)**

Thank you and we look forward to receiving your quotations.

Approved by:

Name: IOM Libya Procurement

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	9 July 2023, 17:00 Libya Time (+2GMT) If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 25MB</li> <li>▪ Mandatory subject of email: LY23-4200483830</li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<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>
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	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 type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other IOM will pay 95% of total contract price after receipt of works and/ or services and submission of payment documentation. The 5% of total contract price will be held for 3 months as retention and will be released once certificate of final acceptance.
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: IOM Libya Procurement Team E-mail address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 6 days before the submission deadline. Responses to request for clarification will be communicated via email by 04 July 2023
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	Construction Agreement
<b>Expected date for contract award.</b>	15 July 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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

#### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
	Please see attached BOQ		

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods ASAP After Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<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
<b>Exact Address(es) of Delivery Location(s)</b>	(24° 19'46.37"N / 14°16'03.45"E) Tejerhi school, Libya
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Packing Requirements</b>	NA
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	NA
<b>After-sales service and local service support requirements</b>	NA
<b>Preferred Mode of Transport</b>	NA
<b>Other information</b>	

## 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

Please attach the latest vendor information sheet to be filled in and signed by the vendor

### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

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.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

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

Yes	No	
<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 <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<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 - WORKS**

*Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Technical Offer**

*Provide the following:*

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

**Financial Offer**

Description of Works	UOM	Qty	Unit Price	Total Price
<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<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.

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.	
<i>Exact name and address of company</i> 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.

Project Title: Rehabilitation of Tejerhi School							
Location of Project: Alqatroun , Tejerhi							
Project Time Frame: 55 Days							
ر.م	بيان الاعمال	TOTAL Price السعر Material and Labours الاجمالي	UNIT Price(\$) سعر Material and Labours الوحدة	QTY. الكمية	DESCRIPTION		
1	اعمال الازالة				Demolition and preparation works		
1.1	تكسير وإزالة طبقة اللباسة الداخلية الغير صالحة للحوائط والأسقف ونقل المخلفات وتهيئة المكان للأعمال الجديدة طبقاً للأصول الفنية وتعليمات المهندس المشرف.			40	demolition and removing defect internal plastering for walls and ceilings, and transfer waste and preparing the place for new works according to the technical specification and instructions of the supervising engineer		M2
1.2	إزالة بلاط السيراميك والقيشاني لحوائط وأرضيات للحوض الخارجي ونقل المخلفات وتهيئة المكان للأعمال الجديدة، حسب الأصول الفنية وتعليمات المهندس المشرف.			120	Removing ceramic tiles for of the external basin, and transportation the waste and preparing the place for new works, according to technical specification and instructions of the supervising engineer.		M2
1.3	فك وإزالة الشبابيك الخشبية وملحقاتها، وتسليم الصالح منها للمخازن، طبقاً للأصول الفنية وتعليمات المهندس المشرف.			142	Dismantling and removing the wooden windows and accessories, and delivering the good ones to the warehouses, according to technical specification and instructions of the supervising engineer.		No
1.4	إزالة مرحاض إفريجي وملحقاتها والتهيئة للأعمال الجديدة طبقاً للأصول الفنية وتعليمات المهندس المشرف.			4	Removing oriental toilet and accessories and preparation for new works according to the technical specification and instructions of the supervising engineer.		No
1.5	إزالة حوض غسيل أيدي وملحقاتها والتهيئة للأعمال الجديدة طبقاً للأصول الفنية وتعليمات المهندس المشرف.			2	Removing a hand washing basin and accessories and preparation for new works according to the technical specification and instructions of the supervising engineer.		No
1.6	إزالة مواسير القديمة و بمختلف الاقطار .			40	Remove old conduit of any size .		Lin.M
1.7	فك وإزالة قواعد الأضواء من أي نوع وتسليم الصالح منها إلى المخازن .			160	Remove the lighting fixtures of any kind and deliver the functioning ones to the warehouse.		No
1.8	تنظيف الموقع أثناء وبعد تنفيذ الأعمال مع نقل المخلفات إلى المقالب العمومية، حسب تعليمات المهندس المشرف.			24	Cleaning the site during the course of the work and transport the waste to the landfills, as per supervising engineer instructions.		M3
<b>Sub-Total</b>							
2	اعمال المدنية				Civil works		
2.1	توريد وعمل لباسة للحوائط والأسقف الداخلية بمونة إسمنتية. (3:1) يتكون من 440 كجم أسمنت + 1م3، طبقاً للأصول الفنية وتعليمات المهندس المشرف.			72	Supply and make plaster for internal walls and ceilings with cement mortar. (3: 1) Consists of 440 kg cement + 1 m3, according to the technical specifications and instructions of supervising engineer.		M2
<b>Sub-Total</b>							
3	اعمال الدهانات				Painting WORKS		
3.1	توريد وعمل طلاء للحوائط والأسقف الداخلية بوجه تحضيرى عادي، ووجهين من مستحلب دهان البلاستيك الأبيض، ويشمل السعر حرك الطلاء القديم، وعمل المعجون اللازم طبقاً للأصول الفنية وتعليمات المهندس المشرف.			5600	Supply and make painting for internal walls and ceilings with a normal preparatory face, and two sides of the emulsion paint white plastic, the price includes the rubbing of old paint, and apply the necessary putty according to technical specifications and instructions of supervising engineer.		M2
3.2	توريد وعمل طلاء الحوائط الداخلية بوجه تحضيرى من الزيت ووجهين من دهان الزيت المطبق، طبقاً للأصول الفنية وتعليمات المهندس المشرف.			2300	Supply and paint internal walls with a preparatory coat of oil and two coats of matte oil paint, according to approved sample, color and the texture, according to the technical specifications and instructions of the supervising engineer		M2
<b>Sub-Total</b>							
4	اصال تكمية الارضيات والحوائط				Flooring and tiles works		
4.1	توريد وتركيب بلاط سيراميك لزوم حوائط أرضية نورة المياه إيباني مانع للإنزلاق لدرجة أولى طبقاً للمواصفات والأصول الفنية واعتماد العينة من المهندس المشرف.			120	Supply and installation of first-class Spanish ceramic tiles for the walls and floor of the bathroom, anti-slip, according to the specifications and technical principles, and the approval of the sample from the supervising engineer.		M2
<b>Sub-Total</b>							

5	Water and Sanitation works					اعمال المياه وتصريف مياه الامطار	5
5.1	Supply and installation of 3/4 " P.P.R pipes, including fittings, water valves and all necessary work in accordance with the technical specifications and instructions of the supervising engineer.	20	Lin.m			توريد وتركيب مواسير P.P.R بقطر 3/4 بوصة شاملاً الوصلات ومحابس قفل المياه وما يلزم لنهوا العمل طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.1
5.2	Supply and installation of 1/2 " P.P.R pipes, including fittings, water valves and all necessary work in accordance with the technical specifications and instructions of the supervising engineer.	30	Lin.m			توريد وتركيب مواسير P.P.R بقطر 1/2 بوصة شاملاً الوصلات ومحابس قفل المياه وما يلزم لنهوا العمل طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.2
5.3	Re-installation of hand washing basins, and the price includes changing mixers, siphons, and everything necessary to finish the work, according to the approved sample and the instructions of the supervising engineer.	6	No			اعادة تثبيت احواض غسل الأيدي والسعر شاملاً تغير الخلطات والسيفون وكل مايلزم لنهوا العمل حسب العينة المعتمدة وتعليمات المهندس المشرف.	5.3
5.4	Supply and installation of an Italian electrical water heater with a capacity of at least 80 liters of an excellent type, including what is necessary for the work, according to the approved sample and in accordance with the "technical principles and instructions of the supervising engineer.	4	No			توريد وتركيب سخانة مياه كهربائية سعة 80 لتر على الأقل من نوع ممتاز، حسب العينة المعتمدة وشاملاً كل مايلزم لنهوا العمل طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.4
5.5	Supply and installation of ground siphon of excellent type, including the cover to be of iron coated with chromium and two layers of size not less than 15 × 15 cm, necessary for bathrooms, kitchen and outdoor basin and all necessary to finish the work as required, according to technical specifications and instructions of the supervising engineer .	5	No			توريد وتركيب سيفون أرضي من النوع الممتاز، شاملاً الغطاء على أن يكون من الحديد المطلي بمادة الكروم ومن طبقتين بمقاس لا يقل عن 15 × 15 سم، لزوم الحمامات والمطبخ وحوض الخارجي وكل مايلزم لنهوا العمل بالشكل المطلوب، وذلك طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.5
5.6	Supply and installation of Italian-made water pump, excellent type according to the approved sample and the power of 1 hp, accordance with technical regulations and instructions of the supervising engineer.	1	No			توريد وتركيب مضخة مياه إيطالية الصنع، نوع ممتاز طبقاً للعينة المعتمدة وبقوة 1 حصان ، تركيب طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.6
5.7	Supply and installation of an excellent type of brass made of chromium plated copper for bathroom, according to the approved sample and according to the technical rules and instructions of the supervising engineer.	17	No			توريد وتركيب شطافة من نوع ممتاز مصنوعة من النحاس المطلي بمادة الكروم، لزوم الحمامات، مع فك القديم وذلك طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.7
5.8	Supply and installation of hand wash basins, of excellent type complete with siphon, mixer and all necessary for the completion of work, as required, according to the approved sample and in accordance with the technical regulations and instructions of the supervising engineer.	2	No			توريد وتركيب أحواض غسل الأيدي، من النوع الممتاز كاملاً بمجماعه مع السيفون والخلط وكل مايلزم لنهوا العمل، بالشكل المطلوب، وذلك حسب العينة المعتمدة و طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.8
5.9	Supply and install oriental toilets of excellent type complete with siphon and centrifuge box, with a capacity of at least 10 liters according to the approved sample and according to the technical rules and instructions of the supervising engineer.	4	No			توريد وتركيب مرحاض فرنجي من النوع الممتاز كاملة بمجماعه مع السيفون وصندوق الطرد، بسعة 10 لتر على الأقل وذلك حسب العينة المعتمدة و طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.9
5.10	Supply and installation of a water tank capacity of 3 cubic meters of P.V.C material including electric buoy , valves and all necessary for the completion of work in accordance with the technical regulations and instructions of the supervising engineer .	3	No			توريد وتركيب خزان مياه سعة 3 متر مكعب من مادة P.V.C شاملاً العوامة الكهربائية وكل مايلزم لنهوا العمل طبقاً للأصول الفنية وتعليمات المهندس المشرف.	5.10
<b>Sub-Total</b>							
6	Doors and Windows works					اعمال الابواب والشبابيك	6
6.1	Maintenance for wooden doors, and the price includes locks, paints, and everything necessary to finish the work, according to the technical principles and the instructions of the supervising engineer.	39	No			صيانة للابواب الخشبية والسعر شامل الترميم و الاقفال والدهانات وكل مايلزم لنهوا العمل طبقاً للأصول الفنية وتعليمات المهندس المشرف.	6.1
6.2	Supplying and installing white PVC windows, according to the approved sample. The price includes all that is necessary for the work to complete , in accordance to the technical principles and instructions of the supervising engineer.	204	M2			توريد وتركيب شبابيك من PVC الابيض من عينة معتمدة والسعر شامل كل مايلزم لنهوا العمل وذلك طبقاً للأصول الفنية وتعليمات المهندس المشرف.	6.2
6.3	Supplying and making metal paints for the handrails according to the required color and everything necessary to finish the work, according to the technical principles and the instructions of the supervising engineer.	28	Lin.m			توريد و عمل دهانات معدنية لزوم الدرابزين حسب اللون المطلوب وكل ما يلزم لنهوا العمل وذلك طبقاً للأصول الفنية و تعليمات المهندس المشرف .	6.3
6.4	Supply and installation of suspended ceiling from gypsum panels (60x60) cm, as approved sample and according to technical specifications and engineer instructions.	120	M2			توريد وتركيب الأسقف معلقة من شرائح الجبس ( 60*60 سم ) للعينة المعتمدة، وفق تعليمات المهندس المشرف.	6.4
6.5	Maintenance for the metal doors, and the price includes paints, locks, and everything necessary to finish the work, according to the technical principles and the instructions of the supervising engineer.	11	No			صيانة اللازمة الأبواب المعدنية ،والسعر شاملاً الترميم و الدهانات والاقفال وكل مايلزم لنهوا العمل طبقاً للأصول الفنية وتعليمات المهندس المشرف.	6.5

Sub-Total						
7	Electrical works					7 الاعمال الكهربائية
7.1	Supply and install copper electrical wires section 4mm2 insulated PVC PV 750 volts according to international specifications with the removal of old and assembled on site, accordance with technical specifications and instructions of the supervising engineer.	300	Lin.m			7.1 توريد ومد أسلاك كهربائية نحاسية مقطعه 4 مم شعيرية مزنة معزولة بمادة بي.في.سي 750 فولت حسب المواصفات العالمية والمد بواسطة مواسير بي.في.سي مدفونة داخل الجوانط وذلك طبقاً للأصول الفنية وتعليمات المهندس المشرف .
7.2	Supply and installation of LED lighting fixture (60 * 60 cm) 160 watt of original European quality, according to the approved sample, and installed on the suspended ceiling according to the technical specifications and instructions of the supervising engineer.	160	No			7.2 توريد وتركيب قاعدة إنارة LED (60*60 سم) 160 وات من نوعية أوروبية أصلية وذلك حسب العينة المعتمدة وتركيب على السقف طبقاً للأصول الفنية وتعليمات المهندس المشرف .
7.3	Supply and installation of original single internal switch first grade 16 amp to control the lighting units and the price including remove the old one and everything necessary to work .	37	No			7.3 توريد وتركيب مفتاح كهرباء داخلي فردي أصلي درجة أولى 16 أمبير لتحكم في وحدات الإنارة والسعر شامل فك المفتاح القديم درجة أولى وكل ما يلزم لنهوه العمل .
7.4	Supply and installation Italian cooper cable 4*25 and connectivity to main power source and control switches, the price includes excavation, filling and laying works inside P.V.C pipes, according to the technical principles and the instructions of the supervising engineer.	95	Lin.M			7.4 توريد وتركيب كابل نحاس 4*25 وتوصيله بمصدر الكهرباء ولوحة المفاتيح والسعر شاملاً أعمال الحفر والردم والمد داخل مواسير من P.V.C , وذلك طبقاً للأصول الفنية وتعليمات المهندس المشرف .
7.5	Supply and installation of single electrical socket outlet first class 16 amp including land the Price including remove the old one and everything necessary to work .	80	No			7.5 توريد وتركيب مخرج كهربائي فردي أصلي درجة أولى 16 أمبير شاملاً الأراضي السعر شامل فك القديم وكل ما يلزم لنهوه العمل .
7.6	Supply and installation of 400 watt LED headlamps from an approved sample, including cables, switches and everything necessary to complete the work, according to the technical principles and the instructions of the supervising engineer.	11	No			7.6 توريد وتركيب كشافات كهربائية 400 وات ليد من عينة معتمدة شاملاً الكبلات والمفاتيح وكل ما يلزم لنهوه العمل وطبقاً للأصول الفنية وتعليمات المهندس المشرف .
Sub-Total						
Wrwdo#FRVW#1q#XVG#						
NOTES/(In Arabic)						
1	ALL THE CONSTRUCTION MATERIALS SHOULD BE BRAND NEW AND TESTED ACCORDING TO CONSTRUCTION WORKS SPECIFICATIONS BY TSE AND INSTRUCTION OF SITE ENGINEER.	جميع مواد الانشاء والصيانة يجب ان تكون جديدة ومعتمدة من المهندس المشرف				
2	IN CASE OF ANY DIFFERENCE BETWEEN BoQ AND DESIGNS, THE INSTRUCTION OF SUPERVISOR ENGINEER WILL PREVAIL.	في حالة وجود أي اختلاف بين جداول الكميات والتصاميم ، سيتم تطبيق تعليمات المهندس المشرف.				



Interational Organization For Migration

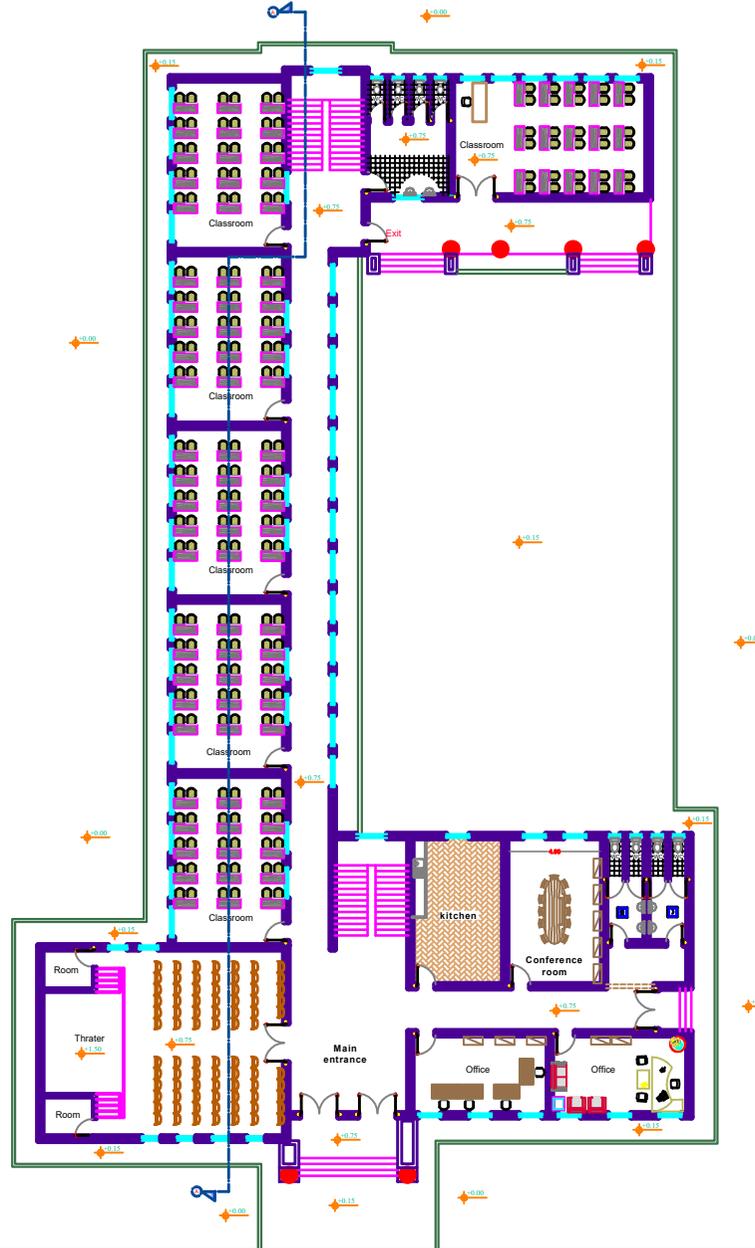
General site

ROOF AREA : 2000 m<sup>2</sup>

Rehabilitation of Tejerhi School

Date: 07/05/2023

PLAN NUMBER : ( 1 )



Interational Organization For Migration

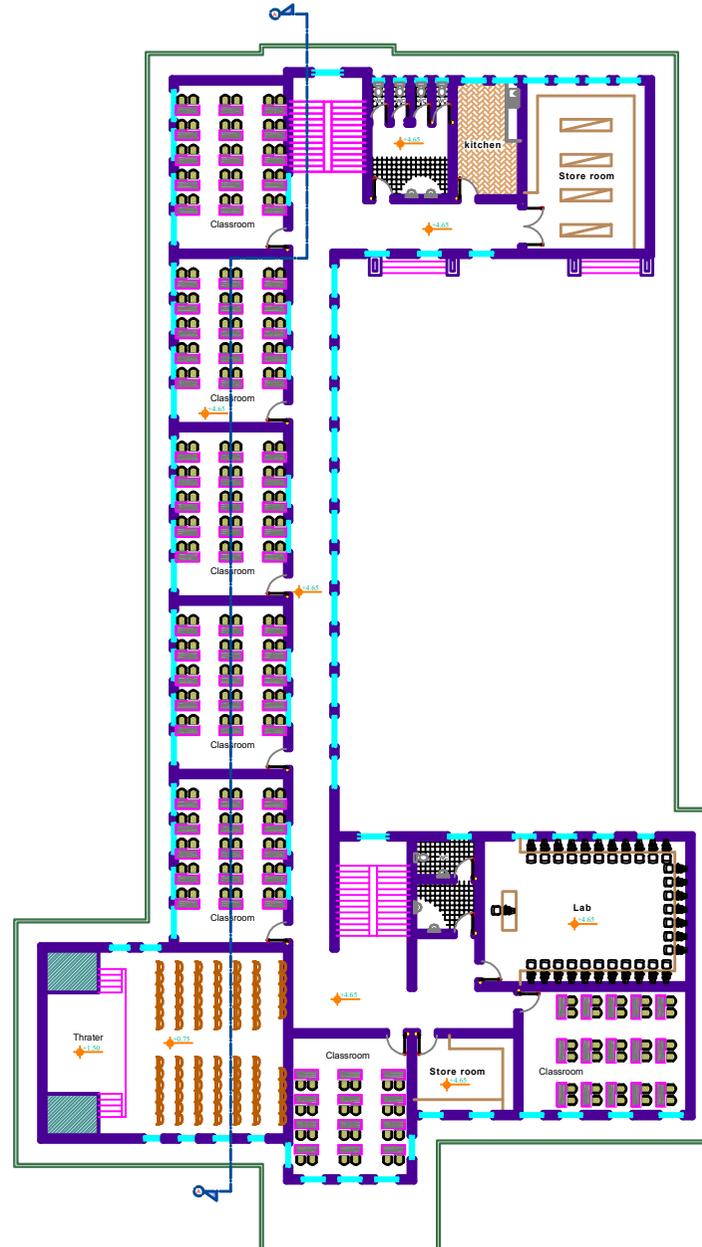
Ground Plan Floor

ROOF AREA : 2000 m<sup>2</sup>

Rehabilitation of Tejerhi School

Date: 07/05/2023

PLAN NUMBER : ( 2 )



International Organization For Migration

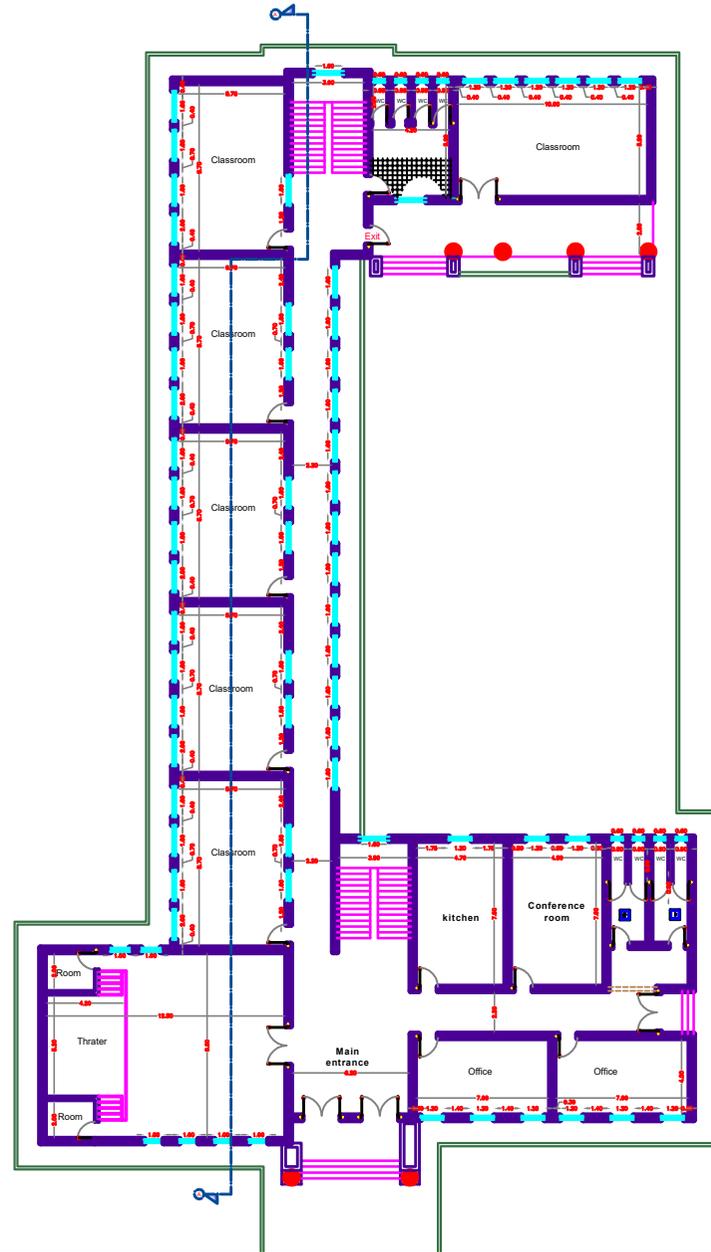
Plan Of First Floor

ROOF AREA : 2000 m<sup>2</sup>

Rehabilitation of Tejerhi School

Date: 07/05/2023

PLAN NUMBER : ( 3 )



Interational Organization For Migration

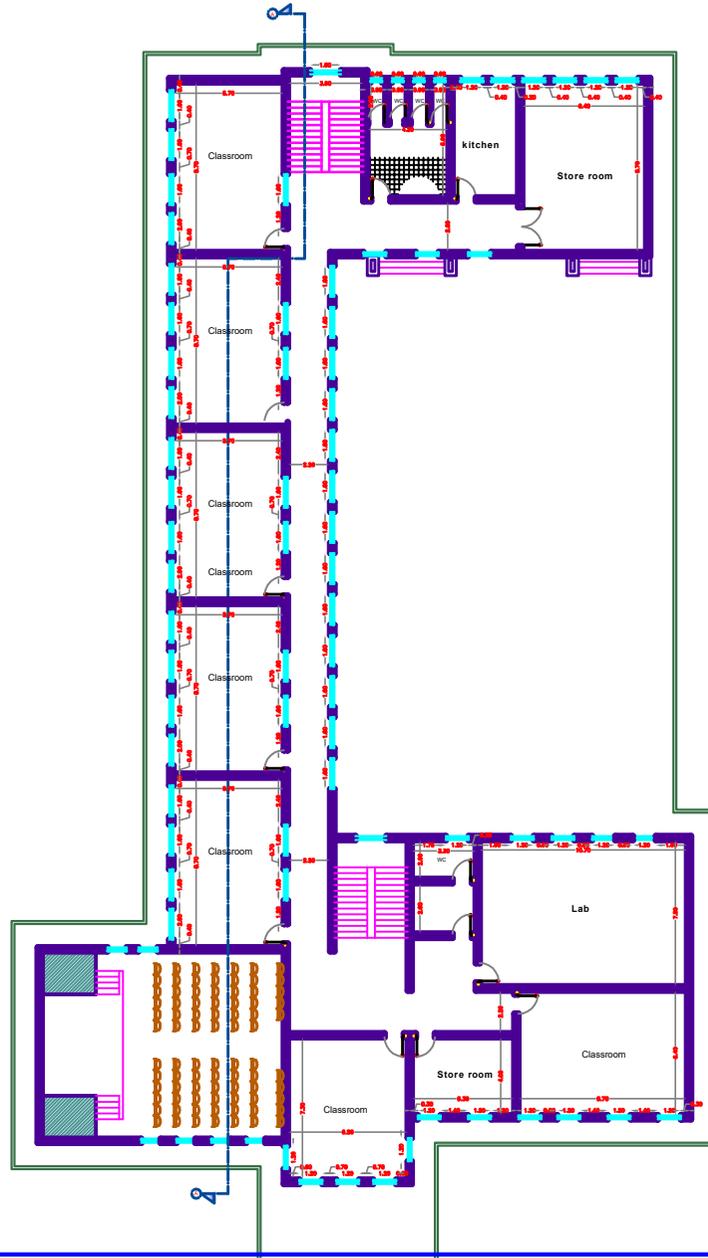
Ground Plan Floor

ROOF AREA : 2000 m<sup>2</sup>

Rehabilitation of Tejerhi School

Date: 07/05/2023

PLAN NUMBER : ( 4 )



Interational Organization For Migration

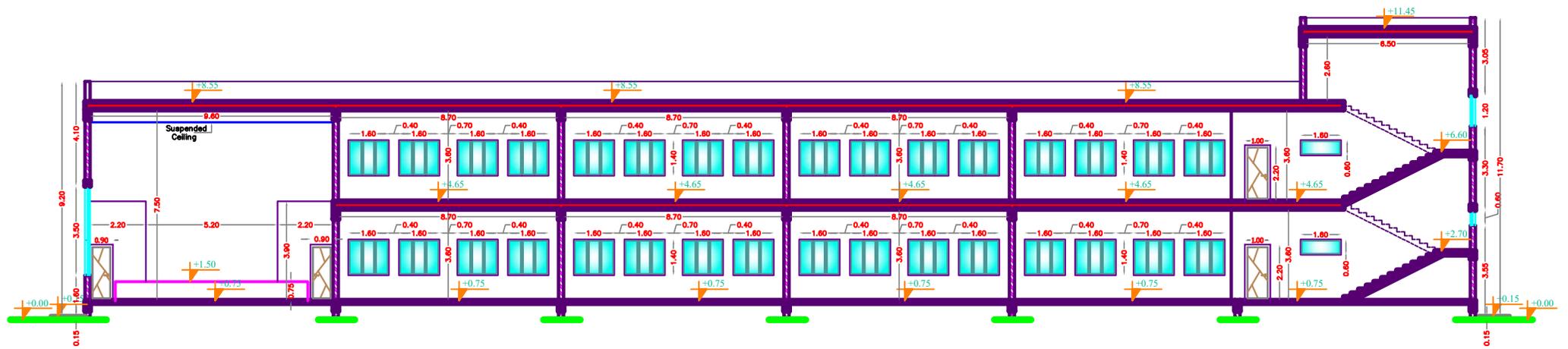
Plan Of Firts Floor

ROOF AREA : 2000 m<sup>2</sup>

Rehabilitation of Tejerhi School

Date: 07/05/2023

PLAN NUMBER : ( 5 )



International Organization For Migration

Section ( A - A )

ROOF AREA : 2000 m<sup>2</sup>

Rehabilitation of Tejerhi School

Date: 07/05/2023

PLAN NUMBER : ( 6 )



## VENDOR INFORMATION SHEET

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

**Registered Vendor Name\*:** Mr. \_\_\_\_\_

**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: \_\_\_\_\_  
 Company Website: \_\_\_\_\_

**Industry Category\*:**

<input type="checkbox"/> 0100 - Commercial Vendors	<input type="checkbox"/> 0500 - International Organizations - Non-UN
<input type="checkbox"/> 0200 - National CSOs	<input type="checkbox"/> 0600 - UN entities
<input type="checkbox"/> 0300 - National Government Entities	<input type="checkbox"/> 0005 - Individual Consultant/Non-Staff
<input type="checkbox"/> 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  
**Environmental Statement\***  Yes  No  
**Environmental or Energy Management System\***  Yes  No

**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\*** \_\_\_\_\_  
**VAT Number** \_\_\_\_\_

<https://www.unqgm.org/UNUser/Home>  
<https://www.unpartnerportal.org>  
 Country of Operations (dd-mmm-yyyy)

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date



# Code of Conduct for Suppliers

## Global Procurement and Supply Unit

### Manila Administrative Centre, Manila Philippines

IOM is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IOM's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

IOM procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IOM.

### **Policy on Corruption and Position on Conflict of Interest**

IOM expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any IOM Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff any gratuity for the benefit of/or at the direction or request of any Staff of IOM;
- To immediately inform the IOM Head of Office in the event that any Staff of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with IOM. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

### **Representation from Suppliers**

IOM expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to IOM;
- It will not act in concert with other suppliers or agents when participating in a bid;



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- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

### Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IOM).

### Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IOM expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow IOM's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

### Secure Communication Channels

IOM has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and *should* contact IOM Global Procurement and Supply Unit at email address

[gpsu@iom.int](mailto:gpsu@iom.int) or at: IOM Manila Administrative Centre

Global Procurement and

Supply Unit (formerly

Field Procurement Unit)

28th Floor Citibank Tower

8741 Paseo de Roxas, Makati City 1226, Philippines



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## Code of Conduct for Suppliers

Global Procurement and Supply Unit  
Manila Administrative Centre, Manila Philippines

IOM will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

### SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all IOM subsidiaries and associate companies;
- Immediate termination of contract, without recourse;

### **Acknowledgment and Acceptance, to be submitted together with VIS( Vendor Information Sheet)**

This is to certify that I have fully read the Supplier's Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier's Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_