

# **REQUEST FOR QUOTATION (RFQ)**

RFQ Reference: 4200518498 Date: 29 August 2023

# SECTION 1: REQUEST FOR QUOTATION (RFQ) for Redevelopment activities for training rooms at MOI LBG HQ.

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 (including all required documentation: time frame, list of equipment, list of similar previous experience, list/CVs of technical staffs, Company profile)

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.

Site Visit: on 05/09/2023 at 11:00. The site visit is mandatory and failure to attend will be ground for disqualification and for any technical queries, please get in touch with Engineers:

1- Engr. Tahir Saied (tsaeid@iom.int) and Ali ABDELMOLA(aabdelmola@iom.int) in his mobile phone number +218918954014 / +218 92 6169144

Thank and we look forward to receiving your quotations

**IOM Libya Procurement** 



# **SECTION 2: RFQ INSTRUCTIONS AND DATA**

Deadline for the Submission of Quotation	12-09-2023, 5pm Libya time (GMT +2) 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> .			
Method of Submission	Quotations must be submitted as follows:  □ E-tendering □ Email □ Courier / Hand delivery □ Other  Bid submission address: iomlibyaproposal@iom.int  ■ 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: 15MB ■ Mandatory subject of email: RFQ 4200518498 ■ 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	IOM shall not be responsible for any costs associated with a Supplier's preparation			
quotation	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: <a href="Supplier Code of Conduct (ungm.org">Supplier Code of Conduct (ungm.org)</a> .			
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	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.			
Currency of Quotation	Quotations shall be quoted in USD.			
Duties and taxes	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:  All prices shall:  □ be inclusive of VAT and other applicable indirect taxes  ⊠ be exclusive of VAT and other applicable indirect taxes			
Language of quotation and documentation including catalogues, instructions and operating manuals	English			



	ON MIGRATION
Documents to be submitted	Bidders shall include the following documents in their quotation:
	☐ Annex 2: Quotation Submission Form duly completed and signed
	☑ Annex 3: Technical and Financial Offer duly completed and signed and in
	accordance with the Schedule of Requirements in Annex 1
	☐ Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 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	
	☐ Permitted (please specify, i.e. by LOTs only or by line item, etc)
Payment Terms	☑ 100% within 30 days after receipt of goods, works and/or services and
	submission of payment documentation.
	☐ Other Click or tap here to enter text.
<b>Contact Person for</b>	Focal Person: IOM Libya Procurement
correspondence,	E-mail address: IOMLIBYAPROPOSAL@IOM.INT
notifications and	
clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days
	before the submission deadline. Responses to request for clarification will be
	communicated IOMLIBYAPROPOSAL@IOM.INT by 10 September 2023
Evaluation method	MThe seature to will be accorded to the levest maior achievatically consultant offer
Evaluation method	☐ Other PO
Evaluation criteria	Other PO
Evaluation Criteria	⊠Full compliance with all requirements as specified in Annex 1
	☑ Full acceptance of the General Conditions of Contract
	□Comprehensiveness of after-sales services
	⊠Earliest Delivery /shortest lead time
	□Others (for ex, environmental criteria/considerations, etc)
Right not to accept any	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
quotation	
Right to vary requirement at	At the time of award of Contract or Purchase Order, IOM reserves the right to vary
time of award	(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	Construction Agreement
awarded	42.0.1.12022
Expected date for contract award	12 October 2023
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
Olddw registration	(UNGM) website at <a href="https://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.
	I .



# **ANNEX 1: SCHEDULE OF REQUIREMENTS**

## Item description:

Item No	Minimum technical requirements		QTY
1	Treatment of the Moisture in the bathroom	18	No
2	Cleaning of sewage pipes and manholes according to the principles of the profession and instructions of the supervising engineer.	18	No
3	Maintenance and inspection of electrical network connections	18	No
4	Removal, Supply and install shower faucet according to approved sample and the instructions of the supervising engineer	21	No
5	Removal, Supply and install bathroom basin faucet mixer including the flexible pipe and the faucet of connection according to approved sample and the instructions of the supervising engineer	23	No
6	Removal, supplying, and installing flexible pipe including the faucet for the toilet according to the approved sample and the instructions of the supervising engineer.	21	No
7	Supply and install handheld and hose of sprayer according to approved sample and the instructions of the supervising engineer	21	No
8	Supply and install an electric water heater from an approved sample with all accessories and all necessary for installation, operation, and electrical connection to power supply.	19	No
9	Supply and install the Cover of the toilet according to the approved sample and the instructions of the supervising engineer		No
10	Removal, supplying, and installation of face basin mirrors from an approved sample with all its accessories and everything necessary for installation.	23	No
11	Removal, supplying, and installation of a toilet tissue holder from an approved sample with all its supplies and everything necessary for installation.	19	No
12	Removal, supply, and installation of a floor sink cover from an approved sample with all its accessories and everything necessary for installation.	21	No
13	Cleaning the floor and wall tile joints in bathrooms, replacing them with high-quality adhesive, and repairing any broken tiles in accordance with the supervising engineer's technical requirements.	19	No
14	Removal of all bathroom components, including wall and floor tiles, water, and sewage network pipes up to the source, according to the technical specifications and the instructions of the supervising engineer.	1	L.S
15	Supply and implement an insulating layer of membranes with a thickness of not less than 4 mm and installed over the roof tiles, according to the approved sample and the instructions of the supervising engineer.	5.5	m²
16	Supply and install a Spain-made ceramic wall tiles, first sorting from an approved sample, for kitchens and bathrooms, affixed with cement mortar of no less than	27	m²



	2.5 cm, according to the technical specifications and instructions of the supervising engineer.		
17	Supply and install a Spain-made anti-slip ceramic floor tiles, first sorting from an approved sample, for kitchens and bathrooms, affixed with cement mortar of no less than 2.5 cm, according to the technical specifications and instructions of the supervising engineer.	5.5	m²
18	Supply and install hard plastic pipes (P.V.C) from an approved sample that extends horizontally inside bathrooms, kitchens and floors and is covered with concrete for the necessity of sewage and rainwater drainage. Pressure (6) bar according to the diameters.	1	L.S
19	Supply and install cold and hot water pipes made of polypropylene (P.P.R) with a pressure resistance of not less than 20 bar (PN20). The work includes all connection parts and all necessary to finish the work including breaking in the walls and filling the mortar on the pipes, with the necessity of conducting the necessary tests before making the mortar on pipes according to the technical specifications and the principles of workmanship and the instructions of the supervising engineer. According to the following diameters: -	1	L.S
20	Supply and install wall hung toilet seat with buried syphon flushing system, including the battery and the 1/2-inch valve, all necessary to complete the work according to the approved sample.	1	No
21	Supply and install a toilet seat cover from approved sample and all necessary to complete the work according to the approved sample.	1	No
22	Supply and install a buried syphon flushing system box for toilet seat, flexible tap connectors and 1/2-inch valve from approved sample and all necessary to complete the work according to the approved sample.	1	No
23	Supply and install a pedestal basin or wall hung basin according to the size required by the supervision and the item includes a Bathroom Faucet, a siphon, two chromed waters stop shut-Off valve basin 1/2 inch from an excellent sample, and a connection of plastic pipes 1/2.1 inch with a length of about 80 cm and all necessary to finish the work according to the specifications.	1	No
24	Supply and install a chrome toilet handheld chromed sprayer kit hot and cold water and a hose according to the required length, from an excellent sample, complete with all necessary to complete the work according to the technical specifications, the principles of workmanship, and the instructions of the supervising engineer.	1	No
25	Supply and install shower faucet according to approved sample and the instructions of the supervising engineer	1	No
26	Supply and install bathroom Hand wash basin faucet according to approved sample and the instructions of the supervising engineer	1	No
27	apply and install a floor siphon, the main opening is 2.5 or 3 inches in diameter, and the item includes the cover size 15 x 15 cm from the first class, including connection (3 or 4 inches) with a length of 80 cm and all necessary to complete the	1	No



	work according to the approved sample and the instructions of the supervising engineer.		
28	Supply and install an electric water heater 50 L from an approved sample with all accessories and all necessary for installation, operation, and electrical connection to power supply.	1	No
29	Supply and install led luminaire unit, recessed mounting size 60x60 cm.	1	No
30	Supply and paint plastic paint in the required colour from an approved sample for interior walls and ceilings in three coats. The price includes preparing the surfaces and pulling putty for three coats and sanding according to the technical specifications and instructions of the supervising engineer.	6000	m2
31	Supply and paint old metalworks with a preparatory coat of zinc phosphate, one coat of an oily base layer, and one coat of glossy oil for partitions, doors, windows, and stairs after rubbing. According to the technical principles and the instructions of the supervising engineer.	100	m2
32	Supply and paint an old woodwork after rubbing the old layer with a preparatory surface, one coat of oil base layer, and one coat of the glossy oil, including preparation and filling, according to the instructions of the supervising engineer.	180	m2

# **Delivery Requirements**

Delivery Requirements		
Delivery date and time	Bidder shall deliver the services to IOM Libya office, Jazour Hai Alkuwait after contract signature.	
Delivery Terms (INCOTERMS 2020)	Door to door	
Customs clearance (must be linked to INCOTERM	<ul> <li>☑ Not applicable</li> <li>Shall be done by:</li> <li>☐ Name of organisation</li> <li>☐ Supplier/bidder</li> <li>☐ Freight Forwarder</li> </ul>	
Exact Address(es) of Delivery Location(s)	Tripoli	
Distribution of shipping documents (if using freight forwarder)	N/A	
Packing Requirements	N/A	
Training on Operations and Maintenance	N/A	
<b>Warranty Period</b>	N/A	
After-sales service and local service support requirements	N/A	
Preferred Mode of Transport	Land	
Other information		



#### **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- 4200518498		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	
		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.
		On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
		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.
		On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules, and regulations.
		On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
		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.
		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.
		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>&</sup>lt;sup>1</sup> <u>Vendor Information Sheet.xlsx</u>

 $<sup>^{\</sup>rm 2}$  This form is mandatory to fill in and sign by every vendor who submits quotation



Yes	No	
		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.
		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.
		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.
		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.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
		It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
		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.
		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 - SERVICES

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:	4200518498	Date: Click or tap to enter a date.	

#### **Technical Offer**

Provide the following:

- A full description of items provided with sample pictures or catalogues
- Specification sheet and country of origin

#### **Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day. Prices should be entered in the BOQ excel sheet to avoid any miscalculations or formula errors while providing pricing with two decimals only Ex (0.00).

### **Currency of Quotation: USD**

REF	Description of Deliverables	Unit	QTY	Unit Price	Total Price
1	Treatment of the Moisture in the bathroom	18	No		
2	Cleaning of sewage pipes and manholes according to the principles of the profession and instructions of the supervising engineer.	18	No		
3	Maintenance and inspection of electrical network connections	18	No		
4	Removal, Supply and install shower faucet according to approved sample and the instructions of the supervising engineer	21	No		
5	Removal, Supply and install bathroom basin faucet mixer including the flexible pipe and the faucet of connection according to approved sample and the instructions of the supervising engineer	23	No		
6	Removal, supplying, and installing flexible pipe including the faucet for the toilet according to the approved sample and the instructions of the supervising engineer.	21	No		
7	Supply and install handheld and hose of sprayer according to approved sample and the instructions of the supervising engineer	21	No		



8	Supply and install an electric water heater from an approved sample with all accessories and all necessary for installation, operation, and electrical connection to power supply.	19	No	
9	Supply and install the Cover of the toilet according to the approved sample and the instructions of the supervising engineer	21	No	
10	Removal, supplying, and installation of face basin mirrors from an approved sample with all its accessories and everything necessary for installation.	23	No	
11	Removal, supplying, and installation of a toilet tissue holder from an approved sample with all its supplies and everything necessary for installation.	19	No	
12	Removal, supply, and installation of a floor sink cover from an approved sample with all its accessories and everything necessary for installation.	21	No	
13	Cleaning the floor and wall tile joints in bathrooms, replacing them with high- quality adhesive, and repairing any broken tiles in accordance with the supervising engineer's technical requirements.	19	No	
14	Removal of all bathroom components, including wall and floor tiles, water, and sewage network pipes up to the source, according to the technical specifications and the instructions of the supervising engineer.	1	L.S	
15	Supply and implement an insulating layer of membranes with a thickness of not less than 4 mm and installed over the roof tiles, according to the approved sample and the instructions of the supervising engineer.	5.5	m²	
16	Supply and install a Spain-made ceramic wall tiles, first sorting from an approved sample, for kitchens and bathrooms, affixed with cement mortar of no less than 2.5 cm, according to the technical specifications and instructions of the supervising engineer.	27	m²	
17	Supply and install a Spain-made anti-slip ceramic floor tiles, first sorting from an approved sample, for kitchens and bathrooms, affixed with cement mortar of no less than 2.5 cm, according to the technical specifications and instructions of the supervising engineer.	5.5	m²	
18	Supply and install hard plastic pipes (P.V.C) from an approved sample that extends horizontally inside bathrooms, kitchens and floors and is covered with concrete for the necessity of sewage and rainwater drainage. Pressure (6) bar according to the diameters.	1	L.S	
19	Supply and install cold and hot water pipes made of polypropylene (P.P.R) with a pressure resistance of not less than 20 bar (PN20). The work includes all connection parts and all necessary to finish the work including breaking in the walls and filling the mortar on the pipes, with the necessity of conducting the necessary tests before making the mortar on pipes according to the technical specifications and the principles of workmanship and the instructions of the supervising engineer. According to the following diameters: -	1	L.S	
20	Supply and install wall hung toilet seat with buried syphon flushing system, including the battery and the 1/2-inch valve, all necessary to complete the work according to the approved sample.	1	No	



21	Supply and install a toilet seat cover from approved sample and all necessary to complete the work according to the approved sample.	1	No	
22	Supply and install a buried syphon flushing system box for toilet seat, flexible tap connectors and 1/2-inch valve from approved sample and all necessary to complete the work according to the approved sample.	1	No	
23	Supply and install a pedestal basin or wall hung basin according to the size required by the supervision and the item includes a Bathroom Faucet, a siphon, two chromed waters stop shut-Off valve basin 1/2 inch from an excellent sample, and a connection of plastic pipes 1/2.1 inch with a length of about 80 cm and all necessary to finish the work according to the specifications.	1	No	
24	Supply and install a chrome toilet handheld chromed sprayer kit hot and cold water and a hose according to the required length, from an excellent sample, complete with all necessary to complete the work according to the technical specifications, the principles of workmanship, and the instructions of the supervising engineer.	1	No	
25	Supply and install shower faucet according to approved sample and the instructions of the supervising engineer	1	No	
26	Supply and install bathroom Hand wash basin faucet according to approved sample and the instructions of the supervising engineer	1	No	
27	apply and install a floor siphon, the main opening is 2.5 or 3 inches in diameter, and the item includes the cover size 15 x 15 cm from the first class, including connection (3 or 4 inches) with a length of 80 cm and all necessary to complete the work according to the approved sample and the instructions of the supervising engineer.	1	No	
28	Supply and install an electric water heater 50 L from an approved sample with all accessories and all necessary for installation, operation, and electrical connection to power supply.	1	No	
29	Supply and install led luminaire unit, recessed mounting size 60x60 cm.	1	No	
30	Supply and paint plastic paint in the required colour from an approved sample for interior walls and ceilings in three coats. The price includes preparing the surfaces and pulling putty for three coats and sanding according to the technical specifications and instructions of the supervising engineer.	6000	m2	
31	Supply and paint old metalworks with a preparatory coat of zinc phosphate, one coat of an oily base layer, and one coat of glossy oil for partitions, doors, windows, and stairs after rubbing. According to the technical principles and the instructions of the supervising engineer.	100	m2	
32	Supply and paint an old woodwork after rubbing the old layer with a preparatory surface, one coat of oil base layer, and one coat of the glossy oil, including preparation and filling, according to the instructions of the supervising engineer.	180	m2	



#### **Breakdown of Fees**

# **Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			Click or tap here to enter text.
Validity of Quotation			Click or tap here to enter text.
Payment terms			Click or tap here to enter text.
Other requirements [pls. specify]			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 company	Authorized Signature:				
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.				
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.				
Click or tap here to enter text.	Functional Title of Authorised				
Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.				
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.				