



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

## IOM Libya Mission

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### REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS) RFQ-LY21-335

To : All eligible interested suppliers in Libya  
 Project: Medicines and medical supplies for operations of medical teams in Gatroun and Sebha.  
 Date : 16 DEC 2021

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The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of MHD Program, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of **Medicines and medical supplies for operations of medical teams in Gatroun and Sebha.**

#### **Important information to Vendors and suppliers:**

- Deadline of RFQ: **30 December 2021**
- Bid offer currency: USD
- Submission of bid: by email (signed and stamped) to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int)
- Delivery location will be at Gatroun and Sebha Cities.
- Price of transportation, packing and labeling costs should be included in the offer inclusively to all items.
- All Medicines must have min 18 Months Shelf life; expiration date must exceed 18 months at the date of delivery.
- All Medical equipment must have at least 1-year warranty.
- Eligible Interested vendors and suppliers who will pass the vendor eligibility will be asked to present a physical sample delivered to IOM-Libya office (Hal Al Kuwait , Janzour).

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,  
IOM Procurement Unit  
Procurement Staff/Focal Point

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

## **GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

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### **1. Description of Goods**

IOM request prospective suppliers to submit quotation for the supply and delivery of Medicines and medical supplies for operations of medical teams in Gatroun and Sebha As per the Annex C.

### **2. Corrupt, Fraudulent, and Coercive Practices**

IOM requires that all IOM Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process.
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

### **4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

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

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

#### **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

#### **6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following address :

[\*iomlibyaproposal@iom.int\*](mailto:iomlibyaproposal@iom.int)

IOM will respond to any request for clarification received on or before **27 DEC 2021**. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

#### **8. IOM's Right to Accept any Quotation and to Reject any and all Quotations**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

#### **9. Requirements**

## 9.1 Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- a.) Quotation Form (Annex A).
- b.) Price Schedule Form (Annex B)
- c.) ITEM Specifications FORM (Annex C)
- d.) Vendor Information Sheet (Annex D)
- e.) Purchase Order and its Terms of References (Annex E)
- f.) Pictures as samples to all items showing clear brand, Origin and expiration date.

Suppliers are required to use the forms provided as Annexes in this document.

## 9.2 Quotation Form

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished electronically. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in *English* and prices shall be quoted in *USD*, exclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

## 9.3 Validity of Quotation Price

The Quotation shall remain valid for a minimum period of *60 calendar days*, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

## 9.4 Documents Establishing Supplier's Eligibility and Qualification

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

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

## 10. Submission of Quotation Documents

Quotation shall be submitted by [email to: iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before **30 DEC 2021**. Late Quotations will not be accepted.

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

IOM Procurement Unit will make the bids opening right after the deadline of last bids submission. By the deadline, Vendor's eligibility, technical evaluation of the proposed items and price evaluation will be done in case if Vendors found to be eligible and technically compliant.

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

#### **12. Acceptance of Quotations.**

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

#### **13. Rejection of Quotations**

Quotation can be rejected for the following reasons:

- (a) The Quotation is not presented in accordance with this General Instruction.
- (b) The Quotation Form or any document which is part of the Quotation. Document is not signed.
- (d) The Supplier is currently under list of blacklisted suppliers.
- (e) The Supplier offer imposes certain basic conditions unacceptable to IOM.
- (f) The offered price is above the approved budget.
- (g) Failure to present physical sample upon IOM request and shortlist.
- (h) Failure to present pictures as samples included to technical and financial offer.
- (i) The Supplier has bad experience resulted to bad evaluation with IOM or any UN agency.

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

#### **14. Evaluation of Quotations**

IOM shall evaluate and compare the Quotations on the basis of the following:

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

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

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

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

**15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

**16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

**17. Delivery Site and Period of Delivery**

The goods should be delivered at the following delivery site/s:

*Gatroun and Sebha Cities, Full address and contact details will be forwarded to awarded vendors and suppliers upon delivery and conformation of awarding and contract.*

Delivery period shall be within *approved and accepted delivery time on proposal of awarding vendor and suppliers* upon signing of the Purchase Order or Contract.

**18. Liquidated Damages**

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

**19. Payment**

Payment shall be made only upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered.

**20. Warranty**

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

**21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.



QUOTATION FORM

Date : \_\_\_\_\_

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of *[insert description of goods]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
*[signature over printed name]*      \_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*

## PRICE SCHEDULE FORM

**PROJECT TITLE : Medicines and medical supplies for operations of medical teams in Gatroun and Sebha.**

**LOCATION : Gatroun and Sebha Cities.**

**REF NO. : LY21-335**

ITEM NO.	ITEM DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	DELIVERY SCHEDULE	DELIVERY SITE /FINAL DESTINATION
1.	Acyclovir, tablets 800 mg		5	Pack				
2.	Adrenalin 1mg/ml ampule		2	Pack				
3.	Albendazol 400mg Tablets		5	Pack				
4.	Albendazol suspension 200mg/5ml		5	Bottle				
5.	Amaryl 3 mg tablet		50	Pack				
6.	Amaryl 4 mg tablet		50	Pack				
7.	Amiodarone 150mg/3ml		2	Pack				
8.	Amitriptyline 25 mg		5	Pack				
9.	Amlodipine 10 mg Tablet		165	Pack				
10.	Amlodipine 5mg Tablet		175	Pack				
11.	Amoxicillin 250mg Syrup		30	Bottle				

12.	Amoxicillin 500mg Capsule		20	Pack				
13.	Ampicillin Sodium 1g IM/IV		50	EA				
14.	Amydramine Syrup		98	Bottle				
15.	Antacid syrup		75	Bottle				
16.	Aspirin 75 mg Tablet		165	Pack				
17.	Atenolol 50 mg Tablet		25	Pack				
18.	Atorvastatin 20mg Tablet		10	Pack				
19.	Augmentin 156 mg/5ml		75	Bottle				
20.	Augmentin 1g Tablet		100	Pack				
21.	Augmentin 457 mg/5ml		80	Bottle				
22.	Augmentin 625 mg Tablet		30	Pack				
23.	Azithromycin 500mg Tablet		150	Pack				
24.	Azithromycin Syrup 200mg/5ml		40	Bottle				
25.	Benzyl Benzoate lotion (Ascalol)		20	Bottle				
26.	Bepanthen 5% Cream		50	EA				
27.	Betamethasone valerate 0.1% cream		50	EA				

28.	Bisacodyl 5mg tablet		55	Pack				
29.	Bisoprolol fumarate 2.5 mg		35	Pack				
30.	Bromhexine HCL 4mg/5ml		40	Bottle				
31.	Budesonide 0.5mg/2ml nebulizer suspension		6	Pack				
32.	Calamine Lotion		20	Bottle				
33.	Candesartan cilexetil 8 mg/Hydrochlorothiazide 12.5 mg Tablet		50	Pack				
34.	Carbamazepine 400 mg CR Tablet		75	Pack				
35.	Carbimazole 5 mg tablet		10	Pack				
36.	Cefixime 100 mg/5 ml suspension		95	Bottle				
37.	Cefixime 400 mg Capsule		75	Pack				
38.	Ceftriaxone 1g IM		175	Pack				
39.	Cephalexin 500mg capsules		30	Pack				
40.	Chloramphenicol 1% eye Ointment		105	EA				
41.	Chlorpheniramine Syrup 2mg/5ml		35	Bottle				
42.	Ciprofloxacin 500mg Tablet		160	Pack				
43.	Ciprofloxacin hydrochloride 0.3% eye/ear drops		85	Bottle				

44.	Clarithromycine 500mg Tablet		40	Pack				
45.	Clopidogrel 75 mg Tablet		62	Pack				
46.	Clotrimazole 1% spray		25	EA				
47.	Clotrimazole skin cream 1%		50	EA				
48.	Clotrimazole Vaginal Tab 100mg+Applicator		20	Pack				
49.	Depakine 500 mg (Sodium Valproate ) Tablet		10	Pack				
50.	Dewax ear drops (0.5% Docusate Sodium)		50	Bottle				
51.	Dexamethasone 4mg/ml		15	Pack				
52.	Dextromethorphan Syrup 15mg/5ml		78	Bottle				
53.	Dextrose 5% and 0.45% Sodium Chloride		85	EA				
54.	Diclofenac Sodium 1% Gel		130	EA				
55.	Diclofenac Sodium 50 mg Tablet		160	Pack				
56.	Diclofenac Sodium 75mg/3ml Injection		36	Pack				
57.	Doxycycline 200mg Tablet		20	Pack				
58.	Enalapril 5 mg Tablet		25	Pack				
59.	Eucarbon Tablet		20	Pack				

60.	Ferrous Sulphate 200 mg		24	Pack				
61.	Folic Acid 5mg Tablet		174	Pack				
62.	Fucicort Cream		150	EA				
63.	Furosemide 20mg/2ml Ampule		20	Pack				
64.	Furosemide 40 mg Tablet		50	Pack				
65.	Fybogel sachet		100	Pack				
66.	Gentamicin 0.3% eye drops		55	Bottle				
67.	Gentamicin Sulfate 80 mg/2ml injection		10	Pack				
68.	Glibenclamide 5mg tablet		20	Pack				
69.	Glycerin Suppository Adult		20	Pack				
70.	Glycerin Suppository Childern		20	Pack				
71.	Hydrocortisone Acetate Ointment 1%		65	EA				
72.	Hyoscine Butylbromide 10 mg Tablet		200	Pack				
73.	Hyoscine Butylbromide 20 mg/ml		37	Pack				
74.	Ibuprofen 100mg/5ml		20	Bottle				
75.	Ibuprofen 400mg Film Coated		100	Pack				

76.	Lactulose Syrup		124	Bottle				
77.	Levothyroxine 100 mcg Tablet		66	Pack				
78.	Levothyroxine 50 mcg Tablet		66	Pack				
79.	Librax Tablet (5 mg chlordiazepoxide /2.5 clidinium bromide)		20	Pack				
80.	Lidocain 2% injection		20	EA				
81.	Lisinopril 10mg Tablet		125	Pack				
82.	Lisinopril 5mg Tablet		100	Pack				
83.	Loperamide 2mg Capsule		20	Pack				
84.	Loratadine 10mg Tablet		130	Pack				
85.	Mebeverine hydrochloride 135mg		20	Pack				
86.	Mebo Cream (25%w/w B-sitosterol)		50	EA				
87.	Metformin 1000 mg Tablet		145	Pack				
88.	Metformin 500 mg Tablet		145	Pack				
89.	Metformin 850 mg Tablet		20	Pack				
90.	Metoclopramaide 10mg Injection		10	Pack				
91.	Metronidazole 125 mg/5ml Suspension		75	Bottle				

92.	Metronidazole 500mg Tablet		150	Pack				
93.	Miconazole Vaginal Cream 2%		40	EA				
94.	Mixtard 70/30 Suspension for Injection 100IU/ml		100	EA				
95.	Multivitamins Childern Syrup		95	Bottle				
96.	Multivitamins Tablet		210	Pack				
97.	Muscadol Tablet		160	Pack				
98.	Normal Salin 0.9% IV solution		125	EA				
99.	Normal Salin 0.9% nasal drops		150	EA				
100.	Nystatin suspension 100 000 IU/ mL		45	Bottle				
101.	Omega-3 cap		15	Pack				
102.	Omeprazol 40 mg Capsule		135	Pack				
103.	Omeprazol 40 mg Vial		120	Pack				
104.	ORS (oral rehydration salt)		75	Pack				
105.	Osteocare Tab		100	Pack				
106.	Otocalm drops (chlorobutanol+Phenazone)		115	EA				
107.	Paracetamol 1000mg /100ml infusion		110	Pack				



108.	Paracetamol 125mg Suppository		130	Pack				
109.	Paracetamol 250mg Syrup		150	Bottle				
110.	Paracetamol 500 mg Tablet		100	Pack				
111.	Prednisolone 5 mg Tablet		45	Pack				
112.	Prisoline eye drops		85	EA				
113.	Proctoheal ointment (antihemorrhoidal cream)		90	EA				
114.	Propranolol 10 mg Tab		25	Pack				
115.	Propranolol 40 mg Tab		25	Pack				
116.	Purified Polyvalent Anti-Scorpion Serum		12	EA				
117.	Rhinostop Tablet		135	Pack				
118.	Ringer Lactate IV solution		100	EA				
119.	Salbutamol 0.1 mg/dose Inhaler 200 doses - Inhaler		100	EA				
120.	Salbutamol nebulas 2.5mg/2.5 ml		2	Pack				
121.	Salicylic acid ointment 40%		10	EA				
122.	Silver sulfadiazine cream 1%		80	EA				
123.	Simethicone oral drops		45	Bottle				

124.	Sudocream		74	EA				
125.	Sulphur Ointment 3%		50	EA				
126.	Sulphur Soap		30	Pack				
127.	Tamsulosin 0.4mg Tab		40	Pack				
128.	Tetanus antitoxin injection		20	EA				
129.	Thiocolchicoside 4mg/2ml		22	Pack				
130.	Timolol Eye drop 0.5%		30	Bottle				
131.	Trifed Syrup		125	Bottle				
132.	Uricol Sachet		200	Pack				
133.	Venofer solution for injection 100mg/5ml IV		45	Pack				
134.	Vitamin B complex IM injection		10	Pack				
135.	Vitamin B complex Tablet		75	Pack				
136.	Vitamin B6 25mg Tablet		55	Bottle				
137.	Vitamin C (Ascorbic Acid) 100mg/ml drops		75	Pack				
138.	Vitamin C (Ascorbic Acid) 500mg		300	Pack				
139.	Vitamin D 50000 IU		40	Pack				

140.	Vitamin k 10mg injection		5	Pack				
141.	Water for injection 10ml		13	Pack				
142.	Xylometazoline 0.05% nasal drops		50	Pack				
143.	Xylometazoline 0.05% nasal drops		100	Pack				
144.	Absorbent Cotton wool		50	EA				
145.	Adjustable examination Bed		1	EA				
146.	Alcohol hand gel sanitizer		70	Bottle				
147.	Aluminum alloy foldable stretcher . medical patient portable emergency stretcher		2	EA				
148.	Aneroid Sphygmomanometer		1	EA				
149.	Catheter, Foley,CH 6,sterile,disposable set		10	EA				
150.	Covid-19 Antign Rapid test		200	EA				
151.	Digital Thermometer		4	EA				
152.	Elastic Crepe Bandages 15 cmX 4m		350	EA				
153.	Emergency backpack with multiple infront		1	EA				
154.	Gauze bandage roll 10 cm cmx 4.5 m		100	EA				
155.	Gauze Roll 90cm x 100 yds		5	EA				

156.	Gloves, surgical size 7.5, sterile,disposable		2	Box				
157.	IV stand		1	EA				
158.	Mercury Sphygmomanometer		1	EA				
159.	Non-Contact Infrared thermometer		2	EA				
160.	Parafine Dressing Gauze 10cm X10 cm		50	Pack				
161.	Povidone Iodine 10%		12	Bottle				
162.	Pregnancy Rapid test kit		22	EA				
163.	Privacy screen section		1	EA				
164.	Pulse oximeter-Finger		1	EA				
165.	Stethoscope		1	EA				
166.	Syringes Insulin U-100 1ml		600	EA				
167.	Non Sterile Gauze Pads 7.5cm X 7.5cm		50	Pack				

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Suppliers authorized signature over printed name

## ITEM Specifications FORM

**PROJECT TITLE : Medicines and medical supplies for operations of medical teams in Gatroun and Sebha.**

**LOCATION : Gatroun and Sebha Cities.**

**REF NO. : LY21-335**

NO.	IOM ITEM Specifications	Vendor ITEM Specifications
1.	Acyclovir, tablets 800 mg - Pack of 30 Tab	
2.	Adrenalin 1mg/ml ampule - Pack of 5 Amp	
3.	Albendazol 400mg Tablets - Pack of 1 Tab	
4.	Albendazol suspension 200mg/5ml - Bottle of 10 ml	
5.	Amaryl 3 mg tablet - Pack of 30 Tab	
6.	Amaryl 4 mg tablet - Pack of 30 Tab	
7.	Amiodarone 150mg/3ml - Pack of 3 Amp	
8.	Amitriptyline 25 mg - Pack of 30 Tab	
9.	Amlodipine 10 mg Tablet - Pack of 28 Tab	
10.	Amlodipine 5mg Tablet - Pack of 28 Tab	
11.	Amoxicillin 250mg Syrup - Bottle 100 ml	

12.	Amoxicillin 500mg Capsule - Pack of 21 Cap	
13.	Ampicillin Sodium 1g IM/IV - Single Vial	
14.	Amydramine Syrup - Bottle 120 ml	
15.	Antacid syrup - Bottle 200 ml	
16.	Aspirin 75 mg Tablet - Pack of 56 Tab	
17.	Atenolol 50 mg Tablet - Pack of 28 Tab	
18.	Atorvastatin 20mg Tablet - Pack of 30 Tab	
19.	Augmentin 156 mg/5ml - Bottle 100 ml	
20.	Augmentin 1g Tablet - Pack of 15 Tab	
21.	Augmentin 457 mg/5ml - Bottle 100 ml	
22.	Augmentin 625 mg Tablet - Pack of 14 Tab	
23.	Azithromycin 500mg Tablet - Pack of 3 Tab	
24.	Azithromycin Syrup 200mg/5ml - Bottle of 15 ml	
25.	Benzyl Benzoate lotion (Ascalol) - 125 ml Bottle	
26.	Bepanthen 5% Cream - 30 g Tube	
27.	Betamethasone valerate 0.1% cream - 15 g Tube	

28.	Bisacodyl 5mg tablet - Pack of 30 Tab	
29.	Bisoprolol fumarate 2.5 mg - Pack of 28 Tab	
30.	Bromhexine HCL 4mg/5ml - Bottle of 100 ml	
31.	Budesonide 0.5mg/2ml nebulizer suspension - Pack of 20 Nebules	
32.	Calamine Lotion - Bottle of 100 ml	
33.	Candesartan cilexetil 8 mg/Hydrochlorothiazide 12.5 mg Tablet - Pack of 28 Tab	
34.	Carbamazepine 400 mg CR Tablet - Pack of 30 Tab	
35.	Carbimazole 5 mg tablet - Pack of 100 Tab	
36.	Cefixime 100 mg/5 ml suspension - Bottle 30 ml	
37.	Cefixime 400 mg Capsule - Pack of 5 Cap	
38.	Ceftriaxone 1g IM - Pack of 1 Vial	
39.	Cephalexin 500mg capsules - Pack of 20 Cap	
40.	Chloramphenicol 1% eye Ointment - 5g Tube	
41.	Chlorpheniramine Syrup 2mg/5ml - Bottle 100 ml	
42.	Ciprofloxacin 500mg Tablet - Pack of 10 Tab	
43.	Ciprofloxacin hydrochloride 0.3% eye/ear drops - Bottle 5 ml	

44.	Clarithromycine 500mg Tablet - Pack of 14 Tab	
45.	Clopidogrel 75 mg Tablet - Pack of 28 Tab	
46.	Clotrimazole 1% spray - Spray 40 ml	
47.	Clotrimazole skin cream 1% - 20 g Tube	
48.	Clotrimazole Vaginal Tab 100mg+Applicator - Pack of 6 Tab	
49.	Depakine 500 mg (Sodium Valproate ) Tablet - Pack of 40 Tab	
50.	Dewax ear drops (0.5% Docusate Sodium) - Bottle 10 ml	
51.	Dexamethasone 4mg/ml - Pack of 10 Amp	
52.	Dextromethorphan Syrup 15mg/5ml - Bottle 120 ml	
53.	Dextrose 5% and 0.45% Sodium Chloride - 500 ml Bag	
54.	Diclofenac Sodium 1% Gel - 30 g Gel Tube	
55.	Diclofenac Sodium 50 mg Tablet - Pack of 20 Tab	
56.	Diclofenac Sodium 75mg/3ml Injection - Pack of 5 Amp	
57.	Doxycycline 200mg Tablet - Pack of 8 Tab	
58.	Enalapril 5 mg Tablet - Pack of 28 Tab	
59.	Eucarbon Tablet - Pack of 20 Tab	



60.	Ferrous Sulphate 200 mg - Pack of 30 Tab	
61.	Folic Acid 5mg Tablet - Pack of 28 Tab	
62.	Fucicort Cream - 15 g Tube	
63.	Furosemide 20mg/2ml Ampule - Pack of 10 Amp	
64.	Furosemide 40 mg Tablet - Pack of 30 Tab	
65.	Fybogel sachet - Pack of 10 Sach	
66.	Gentamicin 0.3% eye drops - 5 ml bottle	
67.	Gentamicin Sulfate 80 mg/2ml injection - Pack of 3 Amp	
68.	Glibenclamide 5mg tablet - Pack of 60 Tab	
69.	Glycerin Suppository Adult - Pack of 10 Supp	
70.	Glycerin Suppository Childern - Pack of 10 Supp	
71.	Hydrocortisone Acetate Ointment 1% - 15 g Tube	
72.	Hyoscine Butylbromide 10 mg Tablet - Pack of 20 Tab	
73.	Hyoscine Butylbromide 20 mg/ml - Pack of 6 Amp	
74.	Ibuprofen 100mg/5ml - Bottle 100 ml	
75.	Ibuprofen 400mg Film Coated - Pack of 24 Tab	

76.	Lactulose Syrup - Bottle 200 ml	
77.	Levothyroxine 100 mcg Tablet - Pack of 28 Tab	
78.	Levothyroxine 50 mcg Tablet - Pack of 28 Tab	
79.	Librax Tablet (5 mg chlordiazepoxide /2.5 clidinium bromide - Pack of 30 Tab	
80.	Lidocain 2% injection - Single Vial	
81.	Lisinopril 10mg Tablet - Pack of 28 Tab	
82.	Lisinopril 5mg Tablet - Pack of 28 Tab	
83.	Loperamide 2mg Capsule - Pack of 10 Cap	
84.	Loratadine 10mg Tablet - Pack of 10 Tab	
85.	Mebeverine hydrochloride 135mg - Pack of 50 Tab	
86.	Mebo Cream (25%w/w B-sitosterol) - 15 g Tube	
87.	Metformin 1000 mg Tablet - Pack of 60 Tab	
88.	Metformin 500 mg Tablet - Pack of 30 Tab	
89.	Metformin 850 mg Tablet - Pack of 30 Tab	
90.	Metoclopramaide 10mg Injection - Pack of 10 Amp	
91.	Metronidazole 125 mg/5ml Suspension - Bottle 100 ml	

92.	Metronidazole 500mg Tablet - Pack of 30 Tab	
93.	Miconazole Vaginal Cream 2% - 78 g Tube	
94.	Mixtard 70/30 Suspension for Injection 100IU/ml - Vial 10 ml	
95.	Multivitamins Childern Syrup - Bottle 100 ml	
96.	Multivitamins Tablet - Pack of 30 Tab	
97.	Muscadol Tablet - Pack of 20 Tab	
98.	Normal Salin 0.9% IV solution - 500 ml Bag	
99.	Normal Salin 0.9% nasal drops - 10 ml dropper	
100.	Nystatin suspension 100 000 IU/ mL - Bottle of 30 ml	
101.	Omega-3 cap - Pack of 30 Cap	
102.	Omeprazol 40 mg Capsule - Pack of 28 Cap	
103.	Omeprazol 40 mg Vial - Pack of 1 vial	
104.	ORS (oral rehydration salt) - Pack of 10 sach	
105.	Osteocare Tab - Pack of 30 Tab	
106.	Otocalm drops (chlorobutanol+Phenazone) - Drppper Bottle 15 ml	
107.	Paracetamol 1000mg /100ml infusion - Singel Pack	

108.	Paracetamol 125mg Suppository - Pack of 10 Supp	
109.	Paracetamol 250mg Syrup - Bottle 100 ml	
110.	Paracetamol 500 mg Tablet - Pack of 100 Tab	
111.	Prednisolone 5 mg Tablet - Pack of 20 Tab	
112.	Prisoline eye drops - Dropper Bottle	
113.	Proctoheal ointment (antihemorrhoidal cream) - 20 g Tube	
114.	Propranolol 10 mg Tab - Pack of 100 Tab	
115.	Propranolol 40 mg Tab - Pack of 50 Tab	
116.	Purified Polyvalent Anti-Scorpion Serum - Single Ampule	
117.	Rhinostop Tablet - Pack of 20 Tab	
118.	Ringer Lactate IV solution - 500 ml Bag	
119.	Salbutamol 0.1 mg/dose Inhaler 200 doses - Inhaler	
120.	Salbutamol nebulas 2.5mg/2.5 ml - Pack of 20 Nebules	
121.	Salicylic acid ointment 40% - Jar of 30g	
122.	Silver sulfadiazine cream 1% - 50 g Tube	
123.	Simethicone oral drops - Bottle 15 ml	

124.	Sudocream - 60 gm Jar	
125.	Sulphur Ointment 3% - 30 gm Jar	
126.	Sulphur Soap - Singel Pack	
127.	Tamsulosin 0.4mg Tab - Pack of 30 Tab	
128.	Tetanus antitoxin injection - Single Ampule	
129.	Thiocolchicoside 4mg/2ml - Pack of 6 Amp	
130.	Timolol Eye drop 0.5% - Bottle of 5 ml	
131.	Trifed Syrup - Bottle 100 ml	
132.	Uricol Sachet - Pack of 12 sach	
133.	Venofer solution for injection 100mg/5ml IV - Pack of 5 Amp	
134.	Vitamin B complex IM injection - Pack of 5 Amp	
135.	Vitamin B complex Tablet - Pack of 30 Tab	
136.	Vitamin B6 25mg Tablet - Bottle of 30 Tab	
137.	Vitamin C (Ascorbic Acid) 100mg/ml drops - Pack of 20 ml	
138.	Vitamin C (Ascorbic Acid) 500mg - Pack of 30 Tab	
139.	Vitamin D 50000 IU - Pack of 30 Tab	

140.	Vitamin k 10mg injection - Pack of 5	
141.	Water for injection 10ml - Pack of 100 Amp	
142.	Xylometazoline 0.05% nasal drops - Singel Pack	
143.	Xylometazoline 0.05% nasal drops - Singel Pack	
144.	Absorbent Cotton wool - Single unit	
145.	Adjustable examination Bed - Single unit	
146.	Alcohol hand gel sanitizer - Bottle 500 ml	
147.	Aluminum alloy foldable stretcher . medical patient portable emergency stretcher - EA	
148.	Aneroid Sphygmomanometer - EA	
149.	Catheter, Foley,CH 6,sterile,disposable set - Single unit - Single set	
150.	Covid-19 Antign Rapid test - EA	
151.	Digital Thermometer - Single unit	
152.	Elastic Crepe Bandages 15 cmX 4m - Roll	
153.	Emergency backpack with multiple infront , side and interior pockets , dimesnions L65 cm x W35 cm x H 80 cm - EA	
154.	Gauze bandage roll 10 cm cmx 4.5 m - Single unit	
155.	Gauze Roll 90cm x 100 yds - EA	

156.	Gloves, surgical size 7.5, sterile,disposable, - BOX-50 Pair	
157.	IV stand - Single set	
158.	Mercury Sphygmomanometer - EA	
159.	Non-Contact Infrared thermometer - Single Unit	
160.	Parafine Dressing Gauze 10cm X10 cm - Pack of 10	
161.	Povidone Iodine 10% - 1 Liter Bottle	
162.	Pregnancy Rapid test kit - Single unit	
163.	Privacy screen section- folding , 4 steel frames on castor - Single unit	
164.	Pulse oximeter-Finger - Single unit	
165.	Stethoscope - Acoustic Chrome-plated binaural metal with diaphragm & cone and non-chill large bell Single unit - EA	
166.	Syringes Insulin U-100 1ml - Singel Unit	
167.	Non Sterile Gauze Pads 7.5cm X 7.5cm - Pack of 100 Pad	

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Suppliers authorized signature over printed name



**VENDOR INFORMATION SHEET**

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

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

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

**Address\*** \_\_\_\_\_

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

**Contact Information**

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

**Industry Category\*:**  0100 - Commercial Vendors  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

**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.** \_\_\_\_\_ <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* *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  
\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date



F18.03

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

**Headquarters**

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

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

**Manila Administrative Support Office**

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

PO Date  
 Revision Date

## PURCHASE ORDER

Vendor's Details	Ship/Deliver Purchased Goods/Services To:
------------------	---

Delivery Schedule	Send Invoice To:
-------------------	------------------

Terms of Payment	
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No	Description	Project Budget Line/WBS	Qty	Unit	Unit Price	Total

<b>Sub-Total</b> Taxes (if any) Shipping Insurance Discount (if any)	
<b>TOTAL</b>	-

<p><b>Vendor's Acceptance</b></p> <p><i>This is to certify that I fully read the terms and conditions of this Purchase Order stipulated at the back of this document. Having fully read and understood the complete requirements of this Purchase Order, I hereby commit myself and my company to serve its requirements and fully comply with its terms and conditions.</i></p> <p><i>I also further certify that I am authorized by my company to accept this Purchase Order in its behalf.</i></p> <p style="text-align: right; margin-top: 20px;">_____</p> <p style="text-align: right; margin-top: 5px;">Sign Over Printed Name &amp; Date</p>	<p>Prepared by: _____</p> <p>Date _____</p> <p>Approved by: _____</p> <p>Date _____</p>
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**1. Agreement**

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

**2. PO Identification**

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

**3. Delivery**

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

**4. Payment**

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

**5. Adjustments**

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

**6. Packaging**

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

**7. Inspection and Acceptance**

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

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

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

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

**8. Warranties**

**8.1** Supplier represents and warrants that:

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

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

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

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

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

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

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

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

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

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

**8.2** The Supplier further warrants that:

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

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

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

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

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

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

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

**9. Indemnification**

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

**10. Termination and Reprourement**

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

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

**11. Independent Contractor**

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

**12. Audit**

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

**13. Settlement of Dispute**

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

**14. Confidentiality**

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

**15. Use of IOM Name**

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

**16. Status of IOM**

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

**17. Assignment and Subcontracting**

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

**18. Waiver**

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

**19. Severability**

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

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

**Date:**