

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY22-326

Date: 18 September 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of IT Skills training East (Basic and Advanced)

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.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: IOM Procurement

Title: IOM Procurement Team

Date: 18-Sep-2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	25-Sep-2022, 17:00 Libya Time, (+2 GMT) If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlibyaproposal@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: LY22-326 ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	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	<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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	English

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: IOM Procurement Team E-mail address: aelhuni@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated via email by 22 September 2022
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<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 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>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	30 September 2022
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Details of Services:

Item No	Minimum technical requirements	Unit	Quantity
1	Training service in Benghazi including venue for 10days for 15 participants (each training)-from 2 - 13 October for level 1 and- from 16 October - 27 October for level 2 (Included in the training service: 15 training PCs, training material, projector, screen, flipchart, hand sanitizer, surgical face masks with applicable social distancing)	EA	30
2	Coffee and refreshments for 15 Participant during training days (1 coffee breaks daily 10 training daysx2 trainings= 20)	EA	300
3	Visibility Items Notebooks + pens (with IOM and EU Logo)	EA	15
4	Visibility Items USB Drive (16GB) (with IOM and EU Logo)	EA	15
5	Roll up banner (with IOM and EU Logo)	EA	2

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods Benghazi After PO signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Benghazi, Libya
Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	NA
After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA
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:	LY22-326	Date: 18 September 2022

BIDDER'S DECLARATION OF CONFORMITY¹

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<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 - 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:	LY22-326	Date: 18 September 2022

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

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.

Currency of Quotation: USD

Ref	Description of Deliverables	Price
1.	Training service in Benghazi including venue for 10days for 15 participants (each training)-from 2 - 13 October for level 1 and-from 16 October - 27 October for level 2 (Included in the training service: 15 training PCs, training material, projector, screen, flipchart, hand sanitizer, surgical face masks with applicable social distancing)	
2.	Coffee and refreshments for 15 Participant during training days (1 coffee breaks daily 10 training daysx2 trainings= 20)	
3.	Visibility Items Notebooks + pens (with IOM and EU Logo)	
4.	Visibility Items USB Drive (16GB) (with IOM and EU Logo)	
5.	Roll up banner (with IOM and EU Logo)	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			





Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				






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 [pls. specify]	<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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

Information Technology Training (Basic and Advanced) in Benghazi [2 – 27 October 2022]

Level	Module	Date and Time	Activity (Duration in hours)	Run by	Skill Set	Learning outcomes
Basic	Computer Essentials	Day 1 Sun, 10/2/2022 16:00-19:00	Opening, IOM introduction (0.5 hours) Pre exams (1 hour)	IOM Trainer	N/A	N/A
		Day 2 Mon, 10/3/2022 16:00-19:00	Computers and devices (3 hours) 	Trainer	ICT, Hardware, Networks, connected devices, Storing, Startup & shut down	Successful participants will be able to use computers and devices to carry out essential everyday tasks. Participants will be familiar with computer operating systems and their peripherals and software. They will be able to: - understand the key concepts relating to ICT, computers, devices, and software - identify the different settings and options of an operating system and use the built-in help - recognize good practice in file management and be able to organize files and folders efficiently - understand network concepts and connection options and be able to connect to a network
		Day 3 Tue, 10/4/2022 16:00-19:00	Operating System (7.5 hours) 	Trainer	Software and licensing, Desktops, and icons, using windows, Tools, and settings, introducing files and folders, organizing files and folders, Storage, and compression, Working with text, Printing	
		Day 4 Wed, 10/5/2022 16:00-19:00				
	Day 5 Thu, 10/6/2022 16:00-19:00	Documents (6 hours) 	Trainer	Working with documents; Document creation: Enter text, Select, edit; Formatting: Text, Paragraphs, Styles; Objects: Table creation and formatting, Graphical objects; Mail merge; Output setup and print	Successful participants will be able to use computer applications effectively. After passing this module, participants will feel confident using important office productivity applications, to perform everyday workplace tasks. They will be able to: - understand the purpose of different common office productivity applications and carry out common tasks - work with text in a document, insert and edit objects and tables, and prepare and print outputs - work with numbers and text in a spreadsheet, manipulate spreadsheet data, use formulas, insert charts, and prepare and print outputs - build a presentation, insert and format text in	
	Day 6 Sun, 10/9/2022 16:00-19:00					
	Day 7 Mon, 10/10/2022 16:00-19:00	Spreadsheets (6 hours) 	Trainer	Working with spreadsheets, Cells: Insert, select, Edit, sort, Copy, move, delete; Managing worksheets: Rows and columns, Worksheets; Formulas and functions: Arithmetic functions, Functions; Formatting: Numbers/dates, Contents, Alignment, border effects; Charts: Create, Edit, Output setup and print		
	Day 8 Tue, 10/11/2022 16:00-19:00					

Level	Module	Date and Time	Activity (Duration in hours)	Run by	Skill Set	Learning outcomes	
		Day 9 Wed, 10/12/2022 16:00-19:00	Presentation (6 hours)		Trainer	Working with presentations; Developing a presentation: Presentation views, Slides, Master slide; Text: Handling text, Formatting, Tables; Charts: Using charts, Organization charts; Graphical objects: Insert, manipulate, Drawing; Output setup and print	slides, insert and edit objects and effects, and create outputs including a slideshow.
		Day 10 Thu, 10/13/2022 16:00-19:00					
Advanced	Online Essentials	Day 11 Sun, 10/16/2022 16:00-19:00	Internet & Web (6 hours)		Trainer	The internet and key concepts, Using the web browser, Tools and settings, Bookmarks, Web outputs, Search, Online communities, Communication tools	On completion of this module, participants will be able to: - Understand web browsing and online security concepts. - Use the web browser and manage browser settings, bookmarks, and web outputs. - Search effectively for online information and critically evaluate web content. - Understand concepts of online communities, communications, and email. - Send, receive e-mails, and manage email settings. - Organize and search emails and use calendars.
		Day 12 Mon, 10/17/2022 16:00-19:00					
		Day 13 Tue, 10/18/2022 16:00-19:00	e-mail (3 hours)		Trainer	E-mail concepts, Sending & receiving e-mail, Tools, and settings, organizing emails, using calendars, Introducing files and folders	
		Day 14 Wed, 10/19/2022 16:00-19:00	Online Collaboration (6 hours)		Trainer	Key concepts, Cloud computing; Preparation for online collaboration; Using online collaborative tools: Online storage and productivity, Applications, Online calendars, Online meetings; Online learning environments; Mobile collaboration: Key concepts, Using mobile devices, Applications, Synchronization	
		Day 15 Thu, 10/20/2022 16:00-19:00					

Level	Module	Date and Time	Activity (Duration in hours)	Run by	Skill Set	Learning outcomes
Data Essentials	Data Management (6 hours)	Day 16 Sun, 10/23/2022 16:00-19:00		Trainer	Data Analysis, Data Visualization, Power BI service and data model, Excel and Databases as data sources for Power BI, Shaping and Combining Data, Data Queries, Relationships, Calculations and Measures Modeling Data, Calculations Interactive Data Visualizations, Reports, Power BI Mobile Apps	After passing this module, participants will feel confident managing data. They will be able to: - combining data and create relationships - data modeling, analysis, and visualization - data reporting, sharing and print outputs
		Day 17 Mon, 10/24/2022 16:00-19:00				
	IT Security and Data Protection (4.5 hours)	Day 18 Tue, 10/25/2022 16:00-19:00		Trainer	Data threats, Value of information, Personal security, File security, Malware, Network access and security, Wireless security, Access control, Secure web & communication use, Securing and backing-up data, Secure destruction. Processing and protecting personal data, Data breaches	After passing this module, participants will feel confident keeping information and data secure. They will know how to reduce risk with good practice. They will be able to: - understand the key concepts of IT security - recognize good practice in protecting computers, devices, and networks - understand the risk that pose a threat to security - know how to use the internet and communication channels securely - recognize good practice in secure data management
		Day 19 Wed, 10/26/2022 16:00-19:00				
	IOM DTM (1.5 hours)		IOM	- An Introduction to IOM's Displacement Tracking Matrix; Data types and collection	- understand concepts relating to personal data and its protection - know how and what type of migrants data the IOM collects	
Final Exams (1.5 hours) Certificates & Closing (1.5 hours)	Day 20 Thu, 10/27/2022 16:00-19:00		Trainer IOM	N/A	N/A	

Notes:

1. The trainer should provide the technical part of the pre/post exams before training.
2. The training should include a fair amount of practice on PC; thus, the trainer is required to provide PCs and internet connection to all participants.
3. The trainer should provide printed and digital training material to all participants.
4. Training dates and times are subject to shift if required. In addition, a 15-minute coffee break should be scheduled between daily training sessions.
5. Copies of the training documents (reports, exams, results, certificates ... etc.) should be shared with the programme within one week after training.