

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY23-005

Date: 04 January 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision and installing canopy for Aljawf Almarkaz school in Kufra**

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Documents requirements of the eligibility and technical evaluation:

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

#### **Mandatory Requirements:**

**Mandatory Site Visit is scheduled on Sunday, 15 January 2023 at: 10:00 AM, failure to attend will be ground for disqualification and for any technical queries.**

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

**Engineers: Engr. Mahmoud Rezgallah (+218 926398135)**

Thank you and we look forward to receiving your quotations.

Approved by:

Name: IOM Libya Procurement

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	22 January 2023, 17:00 Libya Time If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 25MB</li> <li>▪ Mandatory subject of email: LY23-005</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y."</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: IOM Libya Procurement E-mail address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated via email by 17 January 2023
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Construction Agreement
<b>Expected date for contract award.</b>	01 February 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

Mandatory Site Visit is scheduled on Sunday, 15 January 2023 at: 10:00 AM, failure to attend will be ground for disqualification and for any technical queries.

If you have any technical questions, please contact:

Engineers: Engr. Mahmoud Rezgallah (+218 926398135)

### Delivery Requirements

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

## ANNEX 2: QUOTATION SUBMISSION FORM

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

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

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

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

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

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

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

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - WORKS

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

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

#### Technical Offer

Provide the following:

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

#### Financial Offer

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

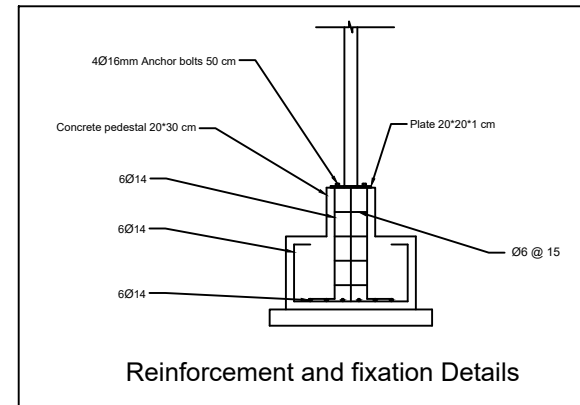
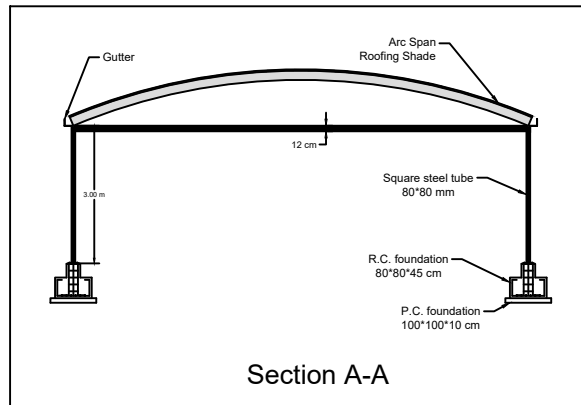
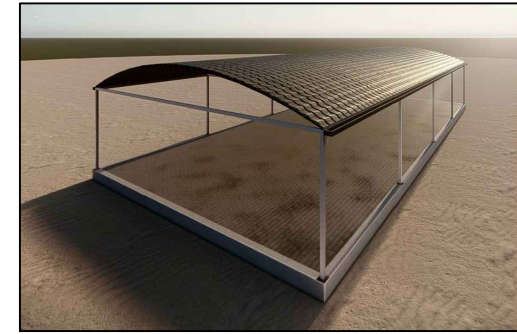
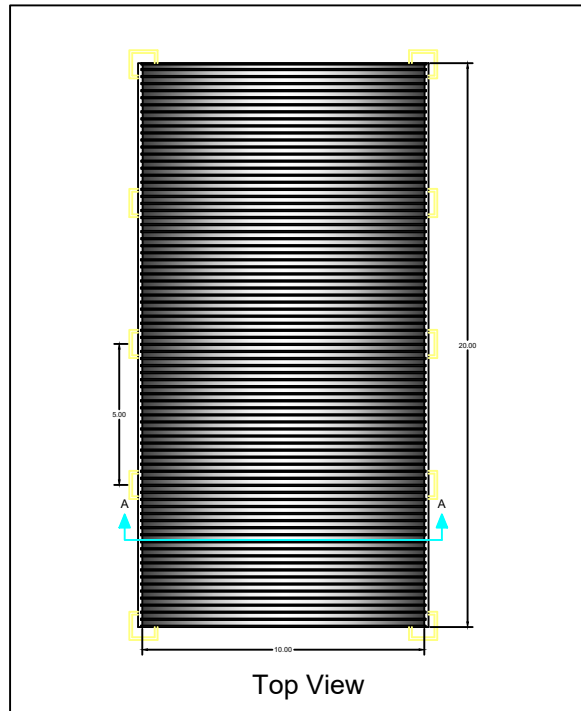
#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [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.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

BILL OF QUANTITIES						
Project Title: Provision and installing canopy for Aljawf Almarkaz school in Kufra						
Location of Project: Aljawf Almarkaz School Kufra						
Project Time Frame:						
ر.م	بيان الاعمال	TOTAL Price	UNIT Price	UNIT الوحدة	QTY. الكمية	DESCRIPTION
1	الاعمال المدنية					<b>CIVIL WORKS</b>
1.1	توريد وصب خرسانة مسلحة لزوم أساسات المظلة العمل يشمل الآتي: - توفير وصب الخرسانة العادية للاساسات 100*100*10cm. - توريد وصب خرسانة للاساسات 80*80*45 سم يشمل العمل تسليح الحديد حسب المخططات. - توريد وصب خرسانة مسلحة لزوم رقية العمود (20*30 سم) بالارتفاع المطلوب حسب الرسومات. - كل ذلك حسب تعليمات المهندس المشرف.			EA	10	Supply and cast reinforced concrete for foundations, as per the following details: - Provide & cast plain concrete for the foundations 100*100*10cm. - Supply & cast R.C for foundations 80*80*45 cm the work includes reinforcement as DWG. - Supply & cast R.C for pedestals (20cm*30 cm) as per DWG. - All works as per the supervisor engineer instructions.
1.2	توريد وصب الخرسانة المسلحة للكرات الأرضية (20*30 سم) مع حديد التسليح (2م / متر) مع حديد التسليح 80كجم / متر مكعب. يشمل السعر قطع التربة ، والردم ، والشدات الخشبية من الخشب المضغوط (الكوتر) ، ومعالجة الخرسانة حسب تعليمات المهندس الاستشاري.			M	60	Supply and cast reinforced concrete for ground beams (20*30 cm) C30 (30 N/mm2) with a steel reinforcement of 80kg/m3. The price includes excavation, backfilling, formworks (blockboard panels) and curing the concrete as per the consultant engineer instructions.
1.3	توريد وتركيب بلاط معشق من الدرجة الأولى بسمك 60 مم بقوة ضغط 150 كجم / سم <sup>2</sup> . يشمل العمل نمك التربة (كل 10 سم) ونسوية التربة تحت الرصف حسب المستويات المطلوبة ، وفرش التربة بطبقة 100 مم في كل مرة ، وتثبيت الجوانب بالمونة حسب المواصفات المعمول بها وتعليمات المهندس الاستشاري والعيونة المعتمدة.			SQ.M	200	Supply and install First-grade interlocking tiles of 60 mm thickness with a compressive strength of 150 kg/cm2. The work includes compacting (every 10 cm) and leveling the soil beneath the paving as required levels, soil bedding with a 100 mm layer, and fixing the sides with mortar as per applicable specifications and consultant engineer instructions & approved sample.
1.4	انشاء مظلة في المدرسة ( 10 متر * 20 متر & ارتفاع 3 متر) حسب الرسومات على النحو التالي: - توريد وتركيب صفيحة معدنية من الصلب مقاس 10 مم * 200 مم. - توريد وتركيب مسامير ربط 4T16 مم بطول 50 سم مع توفير وتركيب النوب مربع (80 * 80 مم) من الصلب لزوم الاعمدة حسب المخططات. - توريد وتركيب كمرات حديدية رئيسية حسب المخططات. - دهان جميع عناصر الحديد بالدهانات المقاومة للصدأ والطلاء النهائي باللون المطلوب. - توريد وتركيب سقف مضلة من الصاج القوسي المضلع بسمك لا يقل عن 0.6 ملم المطلي بطلاء مقاوم للعوامل الجوية والمصنوعة من الفولاذ المقاوم للصدأ وفقاً للرسومات، والمواصفات وحسب تعليمات المهندس المشرف والعيونات المعتمدة.			LS	1	Construction of a Shade (10m*20m & 3m Height) at the school as per drawings, as the following details: - Supply & install steel base plates 10 mm thickness, 200*200 mm. - Supply & install anchor bolts 4T16mm,50 cm length & provide & install square steel tube (80mm*80mm) for the columns as per drawings. - Supply & install main steel beams as per drawings. - Painting all steel elements with anti-rust paints & final paint with the desired color. - Supply & install Stainless Steel Color Coated Arc Span Roofing Shed not less than 0.6 mm thickness as per drawings, specifications & as per the supervisor engineer instructions & approved samples.
<b>** Note</b>						
	يجب أن يشمل العمل على ما يلي: _يشمل سعر الصنف حفر الأساسات في ارض صخرية ونقل المواد المحفورة إلى مكبات عمومية معتمدة. _يجب تقديم عيانات لموافقة المهندس. _يجب أن تكون جميع المسامير والمثبتات والصواميل والملحقات من الصلب غير القابل للصدأ. _يشمل تركيب المضلات وتوريد وتركيب الأساسات والهيكل والسقف المنحني من الصاج المضلع. _دهان جميع عناصر الهيكل الحديدي بثلاث طبقات حسب تعليمات المهندس الاستشاري للون والطريقة.					The work shall include and comply with the following: _The price of the item includes excavating in rocky land for foundations & removing excavated material to approved dumping. _Samples should be provided for the Engineer's approval. _All screws, brackets, nuts & accessories must be stainless steel. _The shade includes foundations, structure & roof covers. _Painting all elements of the steel structure with 3 layers as per consultant engineer instructions for color & the way.
<b>Total Cost in USD</b>						
<b>Mandatory Site Visit is Required to be Qualified in the Tender Process</b>						
<b>NOTES/(In Arabic)</b>						
1	ALL THE CONSTRUCTION MATERIALS SHOULD BE BRAND NEW AND TESTED ACCORDING TO CONSTRUCTION WORKS SPECIFICATIONS BY TSE AND INSTRUCTION OF SITE ENGINEER.	جميع مواد الانشاء والصيانة يجب ان تكون جديدة ومعتمدة من المهندس المشرف				
2	IN CASE OF ANY DIFFERENCE BETWEEN BoQ AND DESIGNS, THE INSTRUCTION OF SUPERVISOR ENGINEER WILL PREVAIL.	في حالة وجود اختلاف بين جداول الكميات والتصاميم ، سيتم تطبيق تعليمات المهندس المشرف.				





Interational Organization Of Migration

The Canopy's frame

Prep. by: Mahmoud Rezgallah

Provision and installing canopies at schools in Kufra

Date: 18/12/2022

Reviewed by: COSTES Glenn