REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY23-008   Date: 05 January 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for Provision of equipment for Assud Alaali school in Benghazi.

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

Annex 4: Technical specification of items

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.

IOM Libya Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	19-01-2023, 5pm Libya time (GMT +2) 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	Quotations must be submitted as follows: ☒ E-tendering ☒ Email ☐ Courier / Hand delivery ☐ Other Bid submission address: iomlibyaproposal@iom.int ▪ File Format: **PDF** ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: **15MB** ▪ Mandatory subject of email: **RFQ LY23-008** ▪ 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	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: ☒ be inclusive of VAT and other applicable indirect taxes ☐ be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including	**English**

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☐ Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	☒ Not permitted ☐ Permitted *(please specify, i.e. by LOTs only or by line item, etc)*
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☐ Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Khaled GATTOSA E-mail address: kgattosa@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 2 days before the submission deadline. Responses to request for clarification will be communicated IOMLIBYAPROPOSAL@IOM.INT by 08 December 2022
Evaluation method	☒The contract will be awarded to the lowest price substantially compliant offer ☐ Other PO
Evaluation criteria	☒Full compliance with all requirements as specified in Annex 1 ☒Full acceptance of the General Conditions of Contract ☐Comprehensiveness of after-sales services ☐Earliest Delivery /shortest lead time ☐Others *(for ex, environmental criteria/considerations, etc)*
Right not to accept any 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 for Services
Expected date for contract award	**30 January 2023**
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (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	QTY
1	Office set consists of one desk size 1.4* 0.7m + one revolving office chair, two guest leather chairs, a small coffee table, and an archive shelf with glass doors	EA	4
2	Iron archive rack with glass windows, 2 meters high, 1 meter wide, 40 cm deep, and contains 5 shelves	EA	4
3	Tables for teachers' room, size 1 x 2 m or bigger, wooden with iron frame and legs	EA	4
4	Chairs for teachers' room, leather back and set with steel frame and legs	EA	10
5	Teacher's desks and chairs, should both be steel legs wooden set, and surface	EA	10
6	double students' desks, wooden, according to the ministry of education standards and conditions	EA	50
7	Air conditioner 18 BTU	EA	5
8	Desktop computer, i5, Ram 8GB, HDD 1TB, ICD 22qin 8 (Windows 10 Pro, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in), the supplier is responsible for installation, operating and testing of computers)	EA	20
9	Laptop, i7, Ram 8GB, HDD 1TB, ICD 22qin 8 (Windows 10 Pro, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed)	EA	2
10	Print Speed A4: Up to 18ppm	EA	4

	Print Resolution 600 x 600dpi		5
	Paper Input (Standard) 150 sheets (based on 80g/m2)		
	Paper Output 100 sheets (face down) (based on 80g/m2)		
	Paper Size A4, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL		
	Custom: Width 76.2 to 216 x Length 188 x 356mm		
	Paper Weight 60 to 163g/m2		
	Paper Type Plain paper, Heavy Paper, Transparency, Label, Envelope.		
	USB Interface USB 2.0 High Speed		
	Compatible Operating Systems Windows Mac OS 10.7.x-10.9 *3, Linux*3, Citrix		
	Operation Panel 2 LED Indicators, 2 Operation Key		
	Operating Environment Temperature: 20~45°C		
	Humidity: 20% to 80% RH (no condensation)		
	Power Requirement 220 - 240V (±10%), 50 / 60Hz (±2Hz)		
	Toner Cartridge*6 Cartridge 325: 1,600 pages (Bundled Cartridge: 700 pages)		
	Monthly Duty Cycle*7 Up to 5,000 pages		
	Recommended Monthly Print Volume 200 - 800 pages		
11	Photocopying speed not less than 25 (A4 paper) per minute, 3in 1 with upper feeder - paper size up to A3, colored and B&W, touch screen control, USB outlets.(ensuring that the consumable ink and materials are available in local markets and cheap)	EA	1
12	Scanner	EA	1

	Dimensions (W x D x H) 267 x 466 x 64mm		
	Ejection pockets - Interface Hi-Speed USB 2.0		
	(Type B x 1)		
	Supported Operating System Windows		
	Options / Consumables -		
	Weight Approx. 2.5 kgDocument size - Plain Paper (A4 / F4 / LTR)		
	Width: 216 mm		
	Length: 356 mm Light source LED (red, green and		
	blue)		
	Maximum Resolution 600 dpi		
	Scan Resolution 100 x 100dpi / 150 x 150dpi / 200		
	x 200dpi / 240 x 240dpi / 300 x 300dpi / 400 x		
	400dpi / 600 x 600dpi		
	Scanner Element CIS		
	Scanner Type Desktop flatbed scanner		
	Scanning Modes Black and White, Error Diffusion,		
	256-level Grayscale, Scanning speed A4 / LTR,		
	600dpi:		
	Black and White: 2.5 sec.		
	A4 / LTR, 300dpi:		
	Black and White: 3.0sec		
13	Stereo system, with 8 speakers or more (Power Amplifier stereo sound), supports USB, AUX, MMC, FM, Bkuetiithh, MIC, SD Card. With a wireless microphone, coverage reaches 200 meters with obstructs, with 8 speakers (50 Watt RMS each- or more (4 Speakers must be waterproof as they will be exposed to natural factories like sun and rain) installation, cables, attachments, operating and testing are included with the offer.	EA	1
14	projector (Data show) (Data show) with the	EA	4

	following specification:- Technology 3LCD Projection Method Front & Rear Both Native Resolution 1920 x 1200 (WUXGA) Brightness 3600*3, Contrast Ratio 15000:1*1*3, Zoom 1.2x (Optical Zoom) Remotely Controlled Yes, Aspect Ratio 16:10, Keystone Correction Manual/Auto Type of Light Source UHP Lamp		
15	Power extension with 5 outlets, universal plugs	EA	25

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services To Tripoli After PO signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM	☒ Not applicable Shall be done by: ☐ Name of organisation ☐ Supplier/bidder ☐ Freight Forwarder
Exact Address(es) of Delivery Location(s)	Tripoli
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Other N/A
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:	LY23-008	**Date:** Click or tap to enter a date.

VENDOR INFORMATION SHEET[1]

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

BIDDER'S DECLARATION OF CONFORMITY[2]

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

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[1] Vendor Information Sheet.xlsx
[2] This form is mandatory to fill in and sign by every vendor who submits quotation

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	LY23-008	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

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

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD

REF	Description of Deliverables	Unit	QTY	Unit Price	Total Price
1	Office set consists of one desk size 1.4* 0.7m + one revolving office chair, two guest leather chairs, a small coffee table, and an archive shelf with glass doors	EA	4		
2	Iron archive rack with glass windows, 2 meters high, 1 meter wide, 40 cm deep, and contains 5 shelves	EA	4		
3	Tables for teachers' room, size 1 x 2 m or bigger, wooden with iron frame and legs	EA	4		
4	Chairs for teachers' room, leather back and set with steel frame and legs	EA	10		

5	Teacher's desks and chairs, should both be steel legs wooden set, and surface	EA	10		
6	double students' desks, wooden, according to the ministry of education standards and conditions	EA	50		
7	Air conditioner 18 BTU	EA	5		
8	Desktop computer, i5, Ram 8GB, HDD 1TB, ICD 22qin 8 (Windows 10 Pro, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in), the supplier is responsible for installation, operating and testing of computers)	EA	20		
9	Laptop, i7, Ram 8GB, HDD 1TB, ICD 22qin 8 (Windows 10 Pro, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed)	EA	2		
10	Print Speed A4: Up to 18ppm Print Resolution 600 x 600dpi Paper Input (Standard) 150 sheets (based on 80g/m2) Paper Output 100 sheets (face down) (based on 80g/m2) Paper Size A4, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL Custom: Width 76.2 to 216 x Length 188 x 356mm Paper Weight 60 to 163g/m2 Paper Type Plain paper, Heavy Paper, Transparency, Label, Envelope. USB Interface USB 2.0 High Speed Compatible Operating Systems Windows Mac OS 10.7.x-10.9 *3, Linux*3, Citrix Operation Panel 2 LED Indicators, 2 Operation Key	EA	4		

	Operating Environment Temperature: 20~45°C Humidity: 20% to 80% RH (no condensation) Power Requirement 220 - 240V (±10%), 50 / 60Hz (±2Hz) Toner Cartridge*6 Cartridge 325: 1,600 pages (Bundled Cartridge: 700 pages) Monthly Duty Cycle*7 Up to 5,000 pages Recommended Monthly Print Volume 200 - 800 pages			12	
11	Photocopying speed not less than 25 (A4 paper) per minute, 3in 1 with upper feeder - paper size up to A3, colored and B&W, touch screen control, USB outlets.(ensuring that the consumable ink and materials are available in local markets and cheap)	EA	1		
12	Scanner Dimensions (W x D x H) 267 x 466 x 64mm Ejection pockets - Interface Hi-Speed USB 2.0 (Type B x 1) Supported Operating System Windows Options / Consumables - Weight Approx. 2.5 kgDocument size - Plain Paper (A4 / F4 / LTR) Width: 216 mm Length: 356 mm Light source LED (red, green and blue) Maximum Resolution 600 dpi Scan Resolution 100 x 100dpi / 150 x 150dpi / 200 x 200dpi / 240 x 240dpi / 300 x 300dpi / 400 x 400dpi / 600 x 600dpi Scanner Element CIS Scanner Type Desktop flatbed scanner Scanning Modes Black and White, Error Diffusion,	EA	1		

	256-level Grayscale, Scanning speed A4 / LTR, 600dpi: Black and White: 2.5 sec. A4 / LTR, 300dpi: Black and White: 3.0sec				13
13	Stereo system, with 8 speakers or more (Power Amplifier stereo sound), supports USB, AUX, MMC, FM, Bkuetiithh, MIC, SD Card. With a wireless microphone, coverage reaches 200 meters with obstructs, with 8 speakers (50 Watt RMS each- or more (4 Speakers must be waterproof as they will be exposed to natural factories like sun and rain) installation, cables, attachments, operating and testing are included with the offer.	EA	1		
14	projector (Data show) (Data show) with the following specification:- Technology 3LCD Projection Method Front & Rear Both Native Resolution 1920 x 1200 (WUXGA) Brightness 3600*3, Contrast Ratio 15000:1*1*3, Zoom 1.2x (Optical Zoom) Remotely Controlled Yes, Aspect Ratio 16:10, Keystone Correction Manual/Auto Type of Light Source UHP Lamp	EA	4		
15	Power extension with 5 outlets, universal plugs	EA	25		
Total					

Breakdown of Fees

Compliance with Requirements

	You Responses

	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	☐	☐	*Click or tap here to enter text.*
Validity of Quotation	☐	☐	*Click or tap here to enter text.*
Payment terms	☐	☐	*Click or tap here to enter text.*
Other requirements [pls. specify]	☐	☐	*Click or tap here to enter text.*

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company	Authorized Signature:
Company Name*Click or tap here to enter text.*	Date:*Click or tap here to enter text.*
Address: *Click or tap here to enter text.*	Name:*Click or tap here to enter text.*
Click or tap here to enter text.	Functional Title of Authorised
Phone No.:*Click or tap here to enter text.*	Signatory:*Click or tap here to enter text.*
Email Address:*Click or tap here to enter text.*	Email Address: *Click or tap here to enter text.*