



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

IOM Libya Mission

REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS) RFQ-LY21-328

To: Eligible Suppliers

Project: Provision of equipment to Alwehda Al-Arabiya school in Ubari

Date: December 9th, 2021

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 *Community Stabilization Program*, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of Provision of equipment to Ubari secondary school.

| No. | Item | Unit | Quantity required |
|-----|---|------|-------------------|
| 1 | Office set high quality comprised of: <ul style="list-style-type: none"> - One wooden desk with drawers size 2m wide - One Revolving chair - 2 Guest chairs of fabric - coffee table size 50*50cm - One office type rug size 4*4,5m - 2 Office wooden cabinets with upper doors of glass and lower wooden doors | Each | 1 |
| 2 | Bottled water dispensers <ul style="list-style-type: none"> - Capacity of 18L water bottles, cold and hot water | Each | 8 |
| 3 | Air conditioner <ul style="list-style-type: none"> - Split power inverter 12000 BTU | Each | 4 |
| 4 | Air conditioners <ul style="list-style-type: none"> - Split power inverter 18000 BTU | Each | 1 |
| 5 | Rug <ul style="list-style-type: none"> - Regular office type light brown color 4*4,5m | Each | 1 |
| 6 | Rug <ul style="list-style-type: none"> - Regular office-type light brown color, size 4,6*6,5m | Each | 1 |
| 7 | Rug <ul style="list-style-type: none"> - Regular office-type light brown color, size 3,50*4,50 | Each | 1 |
| 8 | Wooden meeting table 70cm high, 5m length, 1,5m wide, any wooden color | Each | 1 |

| | | | |
|----|--|------|----|
| 9 | Chair, office - Revolving chair for meeting table, leather-wrapped, light khaki color | Each | 24 |
| 10 | Office set (all set same color) - 2 revolving chairs of fabric wrapping - 2 wooden cabinet with glass double open doors - 4 visitor chairs fabric wrapped - 2 coffee table size 50*50cm | EACH | 2 |
| 11 | Office set (all set same color) - 2 revolving chairs of fabric wrapping - 2 wooden cabinet with glass double open doors - 4 visitor chairs fabric wrapped - 2 coffee table size 50*50cm - Rug, 4,5X5m | Each | 2 |
| 12 | Desktop computer all in one, - Core i5, HDD 500GB, RAM 4GB, 7th gen or later | Each | 25 |
| 13 | Photocopier - 3 in one copy machine, BW only with paper, size up to A3 and with the upper auto paper feeder | Each | 1 |

Important information to Vendors and suppliers:

- Delivery location will be Ubari the Center.
- All prices should include transportation, packing and labeling costs.
- All Vendors must provide clear picture of the samples they are proposing. Pictures shall be clear showing the brand and model of the items. Failing to provide sample pictures may result Vendor offer to be declared.

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)

1. Description of Goods

IOM request prospective suppliers to submit quotation for the supply and delivery of Provision of equipment to Alwehda Al-Arabiya school in Ubari.

| No. | Item | Unit | Quantity required |
|-----|--|------|-------------------|
| 1 | Office set high quality comprised of: <ul style="list-style-type: none"> - One wooden desk with drawers size 2m wide - One Revolving chair - 2 Guest chairs of fabric - coffee table size 50*50cm - One office type rug size 4*4,5m - 2 Office wooden cabinets with upper doors of glass and lower wooden doors | Each | 1 |
| 2 | Bottled water dispensers <ul style="list-style-type: none"> - Capacity of 18L water bottles, cold and hot water | Each | 8 |
| 3 | Air conditioner <ul style="list-style-type: none"> - Split power inverter 12000 BTU | Each | 4 |
| 4 | Air conditioners <ul style="list-style-type: none"> - Split power inverter 18000 BTU | Each | 1 |
| 5 | Rug <ul style="list-style-type: none"> - Regular office type light brown color 4*4,5m | Each | 1 |
| 6 | Rug <ul style="list-style-type: none"> - Regular office-type light brown color, size 4,6*6,5m | Each | 1 |
| 7 | Rug <ul style="list-style-type: none"> - Regular office-type light brown color, size 3,50*4,50 | Each | 1 |
| 8 | Wooden meeting table 70cm high, 5m length, 1,5m wide, any wooden color | Each | 1 |
| 9 | Chair, office <ul style="list-style-type: none"> - Revolving chair for meeting table, leather-wrapped, light khaki color | Each | 24 |
| 10 | Office set (all set same color) <ul style="list-style-type: none"> - 2 revolving chairs of fabric wrapping - 2 wooden cabinet with glass double open doors - 4 visitor chairs fabric wrapped - 2 coffee table size 50*50cm | EACH | 2 |
| 11 | Office set (all set same color) <ul style="list-style-type: none"> - 2 revolving chairs of fabric wrapping - 2 wooden cabinet with glass double open doors - 4 visitor chairs fabric wrapped - 2 coffee table size 50*50cm - Rug, 4,5X5m | Each | 2 |
| 12 | Desktop computer all in one, <ul style="list-style-type: none"> - Core i5, HDD 500GB, RAM 4GB, 7th gen or later | Each | 25 |
| 13 | Photocopier <ul style="list-style-type: none"> - 3 in one copy machine, BW only with paper size up to A3 and with the upper auto paper feeder | Each | 1 |

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 any thing 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 C) to establish their eligibility together with the Quotation.

Vendors failing to fill Annex C 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 E-mail address iomlibyaproposal@iom.int

IOM will respond to any request for clarification received on or before *December 20Th, 2021*. Copies of the response including description of the clarification will be shared on IOM Libya Website.

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.) Vendor Information Sheet (Annex C)
- d.) PO Standard Terms and Conditions (Annex D)

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 C) 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** on or before **December 20, 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

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.

Vendors 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: Alwehda Al-Arabiya school in Ubari

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 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 _____ 20_____.

[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 : Provision of equipment to Alwehda Al-Arabiya school in Ubari
LOCATION : Ubari City
REF NO. : LY21-328

| ITEM NO. | ITEM DESCRIPTION | QUANTITY | UNIT | UNIT PRICE \$ | TOTAL PRICE \$ |
|----------|--|----------|------|---------------|----------------|
| 1 | Office set high quality comprised of: - One wooden desk with drawers size 2m wide - One Revolving chair - 2 Guest chairs of fabric - coffee table size 50*50cm - One office type rug size 4*4,5m 2 Office wooden cabinets with upper doors of glass and lower wooden doors | 1 | EA | | |
| 2 | Bottled water dispensers - Capacity of 18L water bottles, cold and hot water | 8 | EA | | |
| 3 | Air conditioner - Split power inverter 12000 BTU | 4 | EA | | |
| 4 | Air conditioners - Split power inverter 18000 BTU | 1 | EA | | |
| 5 | Rug - Regular office type light brown color 4*4,5m | 1 | EA | | |
| 6 | Rug - Regular office-type light brown color, size 4,6*6,5m | 1 | EA | | |
| 7 | Rug - Regular office-type light brown color, size 3,50*4,50 | 1 | EA | | |
| 8 | Wooden meeting table - 70cm high, 5m length, 1,5m wide, any wooden color | 1 | EA | | |
| 9 | Chair, office - Revolving chair for meeting table, leather-wrapped, light khaki color | 24 | EA | | |
| 10 | Office set (all set same color) - 2 revolving chairs of fabric wrapping - 2 wooden cabinet with glass double open doors | 2 | EA | | |

| | | | | | |
|------------------|--|----|----|--|--|
| | - 4 visitor chairs fabric wrapped 2 coffee table size 50*50cm | | | | |
| 11 | Office set (all set same color) - 2 revolving chairs of fabric wrapping - 2 wooden cabinet with glass double open doors - 4 visitor chairs fabric wrapped - 2 coffee table size 50*50cm Rug, 4,5X5m | 2 | EA | | |
| 12 | Desktop computer all in one, - Core i5, HDD 500GB, RAM 4GB, 7th gen or later | 25 | EA | | |
| 13 | Photocopier - 3 in one copy machine, BW only with paper, size up to A3 and with the upper auto paper feeder | 1 | EA | | |
| TOTAL USD | | | | | |

Suppliers authorized signature over printed name

VENDORS INFORMATION SHEET (VIS)

[insert here IOM Standard Vendors Information Sheet (VIS) and other required eligibility requirement if any]

VENDOR INFORMATION SHEET (VIS)

Name of the Company _____

Address Leased Owned Area: _____sqm

House No _____
Street Name _____
Postal Code _____
City _____
Region _____
Country _____

Contact Numbers/Address

Telephone Nos. _____ Contact Person: _____
Fax No. _____
E mail Address _____ Website: _____

Location of Plant/Warehouse Leased Owned Area: _____sqm

Business Organization Corporation Partnership Sole Proprietorship

Business License No.: _____ Place/Date Issued: _____ Expiry Date _____

No. of Personnel _____ Regular _____ Contractual/Casual _____

Nature of Business/Trade

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Authorized Dealer | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Wholesaler | <input type="checkbox"/> Retailer | <input type="checkbox"/> Computer Hardware |
| <input type="checkbox"/> Trader | <input type="checkbox"/> Importer | <input type="checkbox"/> Service Bureau |

Site Development/ Construction
 Consultancy
 Others _____

Number of Years in business: _____
 Complete Products & Services

Payment Details

Payment Method Cash Check Bank Transfer Others
 Currency Loc.Currency USD EUR Others
 Terms of Payment 30 days 15 days 7 days upon receipt of invoice
 Advance Payment Yes No % of the Total PO/Contract

Bank Details:

Bank Name _____
 Bldg and Street _____
 City _____
 Country _____
 Postal Code _____
 Country _____
 Bank Account Name _____
 Bank Account No. _____
 Swift Code _____
 Iban Number _____

Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)

| Name | Title/Position | Signature |
|-------|----------------|-----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

| Company Name | Business Value | Contact Person/Tel. No. |
|--------------|----------------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Have you ever provided products and/or services to any mission/office of IOM?

Yes

No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

| Name of Person | Mission/Office | Items Purchased |
|----------------|----------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Trade Reference

| Company | Contact Person | Contact Number |
|---------|----------------|----------------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Banking Reference

| Bank | Contact Person | Contact Number |
|-------|----------------|----------------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

| No. | Document | For IOM use only | |
|-----|--|------------------|----------------|
| | | Submitted | Not Applicable |
| 1 | Company Profile (including the names of owners, key officers, technical personnel) | | |
| 2 | Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any. | | |
| 3 | Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry | | |
| 4 | Valid Government Permits/Licenses | | |
| 5 | Audited Financial Statements for the last 3 years* | | |
| 6 | Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details) | | |
| 7 | Catalogues/Brochures | | |
| 8 | List of Plants/Warehouse/Service Facilities | | |
| 9 | List of Offices/Distribution Centers/Service Centers | | |
| 10 | Quality and Safety Standard Document / ISO 9001 | | |
| 11 | List of all contracts entered into for the last 3 years (indicate whether completed or ongoing) * | | |
| 12 | Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation | | |
| 13 | For Construction Projects: List of machines & equipment (<i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i>) | | |

* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

** Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

Signature

Printed Name

Position/Title

Date

Signature

Printed Name

Position/Title

Date

FOR IOM USE ONLY

Purchasing Organization _____
Account Group _____

Industry 001 002 003

where 001 - Transportation related to movement of migrants
002 - Goods (e.g. supplies, materials, tools)
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type Global Local



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

Manila Administrative Support Office

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

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

PO Date
 Revision Date

PURCHASE ORDER

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

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

| |
|------------------|
| Terms of Payment |
|------------------|

| No | Description | Project Budget Line/WBS | Qty | Unit | Unit Price | Total |
|----|-------------|-------------------------|-----|------|------------|-------|
| | | | | | | |

| | |
|--|---|
| Sub-Total Taxes (if any) Shipping Insurance Discount (if any) | |
| TOTAL | - |

Vendor's Acceptance

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 also further certify that I am authorized by my company to accept this Purchase Order in its behalf.

Sign Over Printed Name & Date

Prepared by: _____

Date _____

Approved by: _____

Date _____

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: