

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY22-328

Date: 18 September 2022

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Medicines, medical supplies and equipment**

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: Procurement Team

Title: Libya Procurement Team

Date: 18-SEP-2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	02-OCT-2022 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</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: LY22-328_Company name</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 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>

<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<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
<b>Quotation validity period</b>	Quotations shall remain valid for 60 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
<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
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Procurement Team E-mail address: iomlibyaproposal@iom.int
<b>Clarifications</b>	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 through email by 22 September 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
<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 type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <i>-Eligible Interested vendors and suppliers who will pass the vendor eligibility could be asked to present a physical sample delivered to IOM-Libya office (Hal Al Kuwait , Janzour)</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 40% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	16 October 2022
<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.
<b>Samples</b>	Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by IOM or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to IOM are non-returnable unless otherwise stated. Samples should be marked with the ITB number. If a bidder fails to provide samples or documents requested by IOM in a timely manner, IOM may declare the bid unsuccessful.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	Albendazole 400mg Tablets - Pack of 1 Tablet	30	Pack
2	Albendazole suspension 200mg/5ml-Bottle 10 ml	20	Bottle
3	Adrenalin 1mg/ml Ampule-Ampoule	10	EA
4	Glimepiride 2mg Tablet- Pack of 30 Tablet	30	Pack
5	Glimepiride 6mg Tablet- Pack of 30 Tablet	30	Pack
6	Amiodarone 150mg/3ml-Ampoule	10	EA
7	Amitriptyline 25 mg- Pack of 30 Tablet	20	Pack
8	Amlodipine 5mg Tablet-Pack of 28 Tablet	150	Pack
9	Amlodipine 10mg Tablet-Pack of 28 Tablet	150	Pack
10	Amoxicillin 250mg Syrup - Bottle 100 ml	75	Bottle
11	Amoxicillin 500mg Capsule - Pack of 21 Cap	250	Pack
12	Amydramine Syrup - Bottle 120 ml	400	Bottle
13	Antacid oral suspension Sachets-10 ml sachet	1000	Sachet
14	Aspirin 75 mg Tablet - Pack of 56 Tab	100	Pack
15	Atorvastatin 20mg Tablet - Pack of 30 Tab	125	Pack
16	Atrovent (Ipratropium bromide) 500 mcg/2 ml - Pack of 20 Nebules	4	Pack
17	Augmentin 156 mg/5ml - Bottle 100 ml	90	Bottle
18	Augmentin 457 mg/5ml - Bottle 70 ml	90	Bottle
19	Augmentin 625 mg Tablet - Pack of 20 Tab	300	Pack
20	Augmentin 1g Tablet - Pack of 14 Tab	300	Pack

21	Azithromycin 200mg/5ml - Bottle 15 ml	90	Bottle
22	Azithromycin 500mg Tablet - Pack of 3 Tab	300	Pack
23	Beclomethasone Dipropionate 250mcg inhaler - Inhaler	12	EA
24	Benzyl Benzoate lotion (Ascalol) - 125 ml Bottle	600	Bottle
25	Betamethasone valerate 0.1% cream - 15 g Tube	300	EA
26	Bisoprolol fumarate 5mg Tablet - Pack of 28 Tab	90	Pack
27	Budesonide 0.5mg/2ml nebulizer suspension - Pack of 20 Nebules	4	Pack
28	Calamin Lotion - Bottle 200 ml	210	Bottle
29	Candesartan cilexetil 8 mg Tablet - Pack of 28 Tab	100	Pack
30	Candesartan cilexetil 16 mg/Hydrochlorothiazide 12.5 mg Tablet	100	EA
31	Carbamazepine 400 mg CR Tablet - Pack of 30 Tab	50	Pack
32	Carbimazole 5 mg tablet - Pack of 100 Tab	20	Pack
33	Cefixime 100 mg/5 ml suspension - Bottle 30 ml	75	Bottle
34	Cefixime 400 mg Capsule - Pack of 5 Cap	120	Pack
35	Ceftriaxone 1g IM - Pack of 1 Vial	250	Pack
36	Chloramphenicol 1% eye Ointment - 5g Tube	250	EA
37	Chlorpheniramine Syrup 2mg/5ml - Bottle 100 ml	120	Bottle
38	Ciprofloxacin 500mg Tablet - Pack of 10 Tab	250	Pack
39	Ciprofloxacin hydrochloride 0.3% eye/ear drops - Bottle 5 ml	105	Bottle
40	Clopidogrel 75 mg Tablet - Pack of 28 Tab	20	Pack
41	Clotrimazole 1% spray - Spray 40 ml	180	EA
42	Clotrimazole skin cream 1% - 20 g Tube	120	EA
43	Depakine 500 mg (Sodium Valproate ) Tablet - Pack of 40 Tab	30	Pack
44	Dewax ear drops (0.5% Docusate Sodium) - Bottle 10 ml	105	Bottle
45	Dexamethasone 0.5mg/5ml - Bottle 100 ml	90	Bottle
46	Dexamethasone 4mg/ml - Pack of 10 Amp	12	Pack
47	Dextromethorphan Syrup 15mg/5ml - Bottle 120 ml	250	Bottle
48	Dextrose 50 % Injection-10 ml Amp	15	EA
49	5% Dextrose and 0.45% Sodium Chloride Injection- 500ml Bag	100	EA
50	Diamicon (Gliclazide) 60mg MR Tablet - Pack of 30 Tab	50	Pack

51	Diclofenac Sodium 1% Gel - 30 g Gel Tube	540	EA
52	Diclofenac Sodium 50 mg Tablet - Pack of 20 Tab	600	Pack
53	Diclofenac Sodium 75mg/3ml Injection - Pack of 5 Amp	65	Pack
54	Doxycycline 200mg Tablet - Pack of 8 Tab	90	Pack
55	Eucarbon Tablet - Pack of 20 Tab	200	Pack
56	Ferrous Sulphate 200 mg Tablet - Pack of 30 Tab	275	Pack
57	Fluconazole Tab 150mg - Pack of 1 Tab	90	Pack
58	Folic Acid 5mg Tablet - Pack of 28 Tab	250	Pack
59	Fucicort Cream - 15 g Tube	400	EA
60	Fybogel sachet - Pack of 10 Sachet	200	Pack
61	Gentamicin 0.3% eye drops - Single Pack	120	Pack
62	Glibenclamide 5mg Tablet-Pack of 30 Tablet	75	Pack
63	Glycerin Suppository Adult - Pack of 10 Suppositories	150	Pack
64	Glycerin Suppository Children's - Pack of 5 Suppositories	90	Pack
65	Hydrochlorothiazide 25 mg Tablet - Pack of 20 Tab	50	Pack
66	Hydrocortisone 100mg Vial - Vial	60	EA
67	Hydrocortisone Acetate Ointment 1% - 15 g Tube	300	EA
68	Buscopan (Hyoscine Butyl bromide 10 mg Tablet) - Pack of 20 Tab	300	Pack
69	Buscopan (Hyoscine Butyl bromide 20 mg/ml ampoule)- Pack of 6 Amp	32	Pack
70	Ibuprofen 100mg/5ml - Bottle 100 ml	100	Bottle
71	Ibuprofen 400mg Film Coated - Pack of 24 Tab	400	Pack
72	Lactulose Syrup - Bottle 200 ml	240	Bottle
73	Levothyroxine 50 mcg Tablet - Pack of 28 Tab	60	Pack
74	Levothyroxine 50 mcg Tablet - Pack of 28 Tab	60	Pack
75	Librax Tablet (5 mg chlordiazepoxide /2.5 clidinium bromide - Pack of 30 Tab	120	Pack
76	Lidocaine 2% injection - Single Vial	30	EA
77	Lisinopril 10mg Tablet - Pack of 28 Tab	120	Pack
78	Loperamide 2mg Capsule - Pack of 10 Cap	100	Pack
79	Loratadine 10mg Tablet - Pack of 10 Tab	750	Pack

80	Mebeverine hydrochloride 135mg Tablet-Pack of 50 Tablet	20	Pack
81	Mebo Cream (25%w/w B-sitosterol) - 15 g Tube	150	EA
82	Metformin 500 mg Tablet - Pack of 30 Tab	250	Pack
83	Metformin 850 mg Tablet - Pack of 30 Tab	250	Pack
84	Metformin 1000 mg Tablet - Pack of 30 Tab	250	Pack
85	Metoclopramide 10mg Injection - Pack of 10 Amp	18	Pack
86	Metoclopramide 10mg Tablet - Pack of 30 Tab	75	Pack
87	Metronidazole 125 mg/5ml Suspension - Bottle 100 ml	75	Bottle
88	Metronidazole 500mg Tablet - Pack of 30 Tab	175	Pack
89	Miconazole Vaginal Cream 2% - 78 g Tube	90	EA
90	Mixtard 70/30 Suspension for Injection 100IU/ml - Vial 10 ml	400	EA
91	Multivitamins Children's Syrup - Bottle 100 ml	120	Bottle
92	Multivitamins Tablet - Pack of 30 Tab	500	Pack
93	Muscadol Tablet - Pack of 20 Tab	500	Pack
94	Nefopam 20mg/2 ml injection	6	EA
95	Normal Saline 0.9% IV solution - 500 ml Bag	120	EA
96	Normal Saline 0.9% nasal drops - 10 ml dropper	300	EA
97	Nystatin suspension 100 000 IU/ mL - Bottle of 30 ml	100	Bottle
98	Omeprazole 40 mg Capsule - Pack of 28 Capsule	420	Pack
99	Omeprazole 40 mg Vial - Pack of 1 vial	90	Pack
100	ORS (oral rehydration salt) - Pack of 10 sachet	180	Pack
101	Osteocare tablet-Pack of 30 Tablet	50	Pack
102	Otipax ear drops (Lidocaine hydrochloride+Phenazone) - Dropper Bottle 15 ml	105	Bottle
103	Paracetamol 250mg Syrup - Bottle 100 ml	400	Bottle
104	Paracetamol 150mg Suppository - Pack of 10 Suppository	150	Pack
105	Paracetamol 500 mg Tablet - Pack of 100 Tab	300	Pack
106	Paracetamol 1000mg /100ml infusion - Single Pack	200	Pack
107	Prednisolone 5 mg Tablet - Pack of 20 Tab	70	Pack
108	Prisoline eye drops - Dropper Bottle	180	Bottle

109	Rhinostop Tablet - Pack of 20 Tab	240	Pack
110	Ringer Lactate IV solution - 500 ml Bag	100	EA
111	Salbutamol 0.1 mg/dose Inhaler 200 doses - Inhaler	120	EA
112	Salbutamol nebules 2.5mg/2.5 ml - Pack of 20 Nebules	4	Pack
113	Salicylic acid ointment 40% - Jar of 30g	20	EA
114	Silver sulfadiazine cream 1% - 50 g Tube	140	EA
115	Simethicone oral drops - Bottle 15 ml	20	Bottle
116	Sudocream - 60 gm Jar	180	EA
117	Spironolactone 25mg Tablet-Pack of 20 Tab	20	Pack
118	Sulphur Ointment 3% - 40 gm Jar	72	EA
119	Sulphur Soap - Single Pack	600	Pack
120	Supraproct-S cream (antihemorrhoidal cream) - 20 g Tube	120	EA
121	Tamsulosin 0.4mg Tablet-Pack of 30 Tab	15	Pack
122	Tetanus antitoxin injection-Single Ampule	20	EA
123	Telmisartan 80 mg /12.5 mg hydrochlorothiazide-Pack of 28 tab	75	Pack
124	Thiocolchicoside 4mg/2ml - Pack of 6 Amp	60	Pack
125	Timolol Eye drop 0.5%-Bottle of 5 ml	15	Bottle
126	Trifed Syrup - Bottle 100 ml	240	Bottle
127	Uricol Sachet - Pack of 12 sachet	240	Pack
128	Vitamin B complex Tablet - Pack of 30 Tab	180	Pack
129	Vitamin B6 25mg Tablet - Bottle of 30 Tab	120	Bottle
130	Vitamin C (Ascorbic Acid) 500mg - Pack of 30 Tab	360	Pack
131	Vitamin B complex IM injection -Pack of 5 Ampoule	15	Pack
132	Vitamin D 50000 IU-Pack of 15 Tab	24	Pack
133	Water for injection 10ml - Pack of 100 Amp	12	Pack
134	Xylometazoline 0.05% nasal drops - Single Pack	120	Pack
135	Xylometazoline 0.1% nasal drops - Single Pack	120	Pack
136	Absorbent surgical cotton wool roll-500gram roll	70	EA
137	Adhesive non woven wound dressing 10 m x 15 cm Roll -Single unit	70	EA
138	Alcohol medical swabs / pads-Pack of 100	60	Pack



139	Alcohol hand gel sanitizer 70%-Bottle of 500 ml	150	Bottle
140	Biohazard Bags 10 L - roll of 100	10	EA
141	Blood Lancet for Glucometer - Pack of 100	5	Pack
142	Cannula, IV short, 18G (1.3 x 32 mm) sterile, disposable - Single Unit	500	EA
143	Cannula, IV short, 20G (1.1 x 32 mm) sterile, disposable - Single Unit	500	EA
144	Cannula, IV short, 22G (0.9 x 25 mm) sterile, disposable - Single Unit	500	EA
145	Catheter Foley,CH18,sterile,disposable - Single Unit	70	EA
146	Disposable Sharp bin container (7L) - Single Unit	40	EA
147	Disposable Bed sheets - Single unit	600	EA
148	Elastic Crepe Bandages 10 cm X 4m - Roll	2500	EA
149	Examination Gloves Size L Nitrile - Pack of 100	150	Pack
150	HS Classification 6307.90.Face masks Surgical Type IIR - Pack of 50	150	Pack
151	Gauze bandage roll 10 cm cmx 4.5 m - Single unit	500	EA
152	Gloves, surgical size 7.5, sterile, disposable, - BOX-50 Pair	6	Box
153	Glucometer test strips (Accu check ) - Pack of 50 test strips - EA	20	Pack
154	Infusion Set - Single set	400	EA
155	Mask, N95 Valve Non-sterile .N95 mask (3M-1860) - Single Mask	100	EA
156	Nebulizer Masks (Adult size) - Single Unit	50	EA
157	Nebulizer Masks (Pediatric size) - Single Unit	50	EA
158	Oxygen Mask adult size - Single Unit	50	EA
159	Non woven adhesive wound dressing 10cm x 10cm	20	EA
160	Non Sterile Gauze Pads 7.5cm X 7.5cm - Pack of 100 Pad	250	Pack
161	Paraffin Dressing Gauze 10cm X10 cm - pack of 10"	200	Pack
162	Povidone Iodine 10% - 1 Liter Bottle	40	Bottle
163	Pregnancy Rapid test kit - Single unit	50	EA
164	RAPID TEST FOR COVID -19 (CoV- Antigen Rapid Test) Nasopharyngeal COVID-19 rapid test .Sensitivity Ct ≤30: 100%, sensitivity Ct≤25: 100%; specificity overall: 97.3%	250	EA
165	Syringes Insulin U-100 1ml - Single Unit	2000	EA
166	Syringes 10 ml - Single Syringe	1000	EA
167	Syringes 3 ml - Single Syringe	1000	EA

168	Syringes 5 ml - Single Syringe	1000	EA
169	Sputum collection container 60 ml - Single unit	250	EA
170	Sterile Surgical Blades no 22 - Pack of 100	30	Pack
171	Sterile Gauze Swab 10 cm X 10 cm - Pack of 100	120	Pack
172	Surgical gown Reinforced sterile size L and XL - Single pack	300	Pack
173	Surgical Vicryl Stitches ( Size 0-6 ) - Pack of 12	6	Pack
174	Surgical Vicryl Stitches ( Size 0-3 ) - Pack of 12	6	Pack
175	Urine collection bag 2000ml - Single unit	150	EA
176	ECG12-channel electrocardiograph, equipped with a full alphanumeric keyboard featuring excellent functional one-touch operation keys. It features a 8.4" LCD display with two screen type options. With paper roll. single unit	2	EA
177	Digital infant weight scale with display Capacity Max.: 20KG g, Min.: 100 g transportable - Large LCD display. replaceable battery powered device. Dimension 32.5cm x55cm x 3.5cm. single unit	2	EA
178	Wheel chair- Standard Manual wheelchairs with Foldable armrest , and solid tyre , Swing type footrest, Seat width 24 x 11 x 32 inches. single unit	2	EA
179	Sphygmomanometer aneroid manual blood pressure measurement device with removable adult sized cuff and children sized blood pressure measurement cuff . single unit	2	EA
180	Stethoscope - Acoustic Chrome-plated binaural metal with diaphragm & cone and non-chill large bell. single unit	2	EA
181	Glucometer with glucose test strips-Digital device with battery , lancets , lancet pin , and 50 test strips (Accu check ) . single unit	2	EA
182	Otoscope Reister .Otoscope Set with handle, otoscope head ( optical quality GLASS lens ), several different sizes of reusable specula and Protective Zippered Case. single unit	2	EA
183	Medical flash light, pen or other. Medical halogen pen light Made of high-quality anodized aluminum, Button for interval or permanent operation, Fine thread for bulb replacement, Spatula mount as accessory, Standard battery. single unit	4	EA
184	Storage Shelves , steel made with adjustable height and 5 rows, depth of 50 cm, sheet height 2.2 m, shelf capacity 0.96cm.including installation	7	EA
185	Transportation to Sabha area	1	Trip

## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder should address their delivery on ANNEX 3
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Full address and contact details will be forwarded to awarded vendors and suppliers upon delivery and conformation of awarding and contract.
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	As per information provided on above table
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	-All Medicines must have min 18 Months Shelf life; expiration date must exceed 18 months at the date of delivery. -All Medical equipment must have at least 1-year warranty.
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Land
<b>Other information</b>	N/A

## 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:		
RFQ reference:		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.ungm.org/Public/CodeOfConduct">https://www.ungm.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:

Title:

Date:

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid 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:		
RFQ reference:	<b>LY22-328</b>	Date:
Please send pictures and catalogs as samples to evaluate your proposal		

Currency of the Quotation: USD						
INCOTERMS: DAP						
Item No	Description	UOM	Qty	Delivery Time	Unit price	Total price
1.		Pack	30			
2.		Bottle	20			
3.		EA	10			
4.		Pack	30			
5.		Pack	30			
6.		EA	10			
7.		Pack	20			
8.		Pack	150			
9.		Pack	150			
10.		Bottle	75			
11.		Pack	250			

12.		Bottle	400			
13.		Sachet	1000			
14.		Pack	100			
15.		Pack	125			
16.		Pack	4			
17.		Bottle	90			
18.		Bottle	90			
19.		Pack	300			
20.		Pack	300			
21.		Bottle	90			
22.		Pack	300			
23.		EA	12			
24.		Bottle	600			
25.		EA	300			
26.		Pack	90			
27.		Pack	4			
28.		Bottle	210			
29.		Pack	100			
30.		EA	100			

31.		Pack	50			
32.		Pack	20			
33.		Bottle	75			
34.		Pack	120			
35.		Pack	250			
36.		EA	250			
37.		Bottle	120			
38.		Pack	250			
39.		Bottle	105			
40.		Pack	20			
41.		EA	180			
42.		EA	120			
43.		Pack	30			
44.		Bottle	105			
45.		Bottle	90			
46.		Pack	12			
47.		Bottle	250			
48.		EA	15			
49.		EA	100			



50.		Pack	50			
51.		EA	540			
52.		Pack	600			
53.		Pack	65			
54.		Pack	90			
55.		Pack	200			
56.		Pack	275			
57.		Pack	90			
58.		Pack	250			
59.		EA	400			
60.		Pack	200			
61.		Pack	120			
62.		Pack	75			
63.		Pack	150			
64.		Pack	90			
65.		Pack	50			
66.		EA	60			
67.		EA	300			
68.		Pack	300			

69.		Pack	32			
70.		Bottle	100			
71.		Pack	400			
72.		Bottle	240			
73.		Pack	60			
74.		Pack	60			
75.		Pack	120			
76.		EA	30			
77.		Pack	120			
78.		Pack	100			
79.		Pack	750			
80.		Pack	20			
81.		EA	150			
82.		Pack	250			
83.		Pack	250			
84.		Pack	250			
85.		Pack	18			
86.		Pack	75			
87.		Bottle	75			

88.		Pack	175			
89.		EA	90			
90.		EA	400			
91.		Bottle	120			
92.		Pack	500			
93.		Pack	500			
94.		EA	6			
95.		EA	120			
96.		EA	300			
97.		Bottle	100			
98.		Pack	420			
99.		Pack	90			
100.		Pack	180			
101.		Pack	50			
102.		Bottle	105			
103.		Bottle	400			
104.		Pack	150			
105.		Pack	300			
106.		Pack	200			

107.		Pack	70			
108.		Bottle	180			
109.		Pack	240			
110.		EA	100			
111.		EA	120			
112.		Pack	4			
113.		EA	20			
114.		EA	140			
115.		Bottle	20			
116.		EA	180			
117.		Pack	20			
118.		EA	72			
119.		Pack	600			
120.		EA	120			
121.		Pack	15			
122.		EA	20			
123.		Pack	75			
124.		Pack	60			
125.		Bottle	15			

126.		Bottle	240			
127.		Pack	240			
128.		Pack	180			
129.		Bottle	120			
130.		Pack	360			
131.		Pack	15			
132.		Pack	24			
133.		Pack	12			
134.		Pack	120			
135.		Pack	120			
136.		EA	70			
137.		EA	70			
138.		Pack	60			
139.		Bottle	150			
140.		EA	10			
141.		Pack	5			
142.		EA	500			
143.		EA	500			
144.		EA	500			

145.		EA	70			
146.		EA	40			
147.		EA	600			
148.		EA	2500			
149.		Pack	150			
150.		Pack	150			
151.		EA	500			
152.		Box	6			
153.		Pack	20			
154.		EA	400			
155.		EA	100			
156.		EA	50			
157.		EA	50			
158.		EA	50			
159.		EA	20			
160.		Pack	250			
161.		Pack	200			
162.		Bottle	40			
163.		EA	50			

164.		EA	250			
165.		EA	2000			
166.		EA	1000			
167.		EA	1000			
168.		EA	1000			
169.		EA	250			
170.		Pack	30			
171.		Pack	120			
172.		Pack	300			
173.		Pack	6			
174.		Pack	6			
175.		EA	150			
176.		EA	2			
177.		EA	2			
178.		EA	2			
179.		EA	2			
180.		EA	2			
181.		EA	2			
182.		EA	2			

183.		EA	4			
184.		EA	7			
185.	Transportation to Sabha area	Trip	1			
						Total Price
						Transportation Price
						Insurance Price
						Installation Price
						Training Price
						Other Charges (specify)
						<b>Total Final and All-inclusive Price</b>

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	
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Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	
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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 the company</i> Company Name Address:  Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address:
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VENDOR INFORMATION SHEET

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

Registered Vendor Name\*: Mr. \_\_\_\_\_

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

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

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

Industry Category\*:
0100 - Commercial Vendors
0200 - National CSOs
0300 - National Government Entities
0400 - International CSOs
0500 - International Organizations - Non-UN
0600 - UN entities
0005 - Individual Consultant/Non-Staff

Business Type\*:
Direct Producer/Manufacturing
Reseller/Distributor/Service Provider

Provide Services/Goods Internationally\* Yes No
Disability-inclusive\* Yes Not applicable
Women-owned/controlled\* At least 51% women-owned/controlled
Less than 51% women-owned/controlled
Not applicable
Environmental Statement\* Yes No
Environmental or Energy Management System\* Yes No

Notes
All fields marked with \* are mandatory.
The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).
Vendor Name - should match IDs or registration documents.
If there is insufficient space, please use the Other Information section

Product Categories (check all applicable)\*
Agriculture, Livestock and Fisheries
Chemicals
Clothing and Luggage
Construction
Consultancy and Contracted Services
Finance and Administration
Food and Beverage
Fuels and Derivatives
Furniture
Hospitality, Events
Insurances
IT and Communications
Land and Buildings
Learning, Training and Recreation
Legal and Investigation
Logistics and Warehousing
Media and Printing
Medical, Drugs and Pharma
NFIs - Household and Camps
Office Equipment and Supply
Personal Care
Power Supply and Electric
Quality Control and Environment
Security
Social and Humanitarian Services
Tickets
Tools and Machinery
Vehicles and Accessories

UNGM No. \_\_\_\_\_
UN Partner Portal Reference \_\_\_\_\_
Registration Date\* \_\_\_\_\_
VAT Number \_\_\_\_\_
https://www.ungm.org/UNUser/Home
https://www.unpartnerportal.org
Country of Operations (dd-mmm-yyyy)

Licensing Auth./Type \_\_\_\_\_ License No.: \_\_\_\_\_ Reg. Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_
For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)
Same entity registered in another office \_\_\_\_\_
Parent company \_\_\_\_\_
Subsidiaries/Branches \_\_\_\_\_

Other Information:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



## VENDOR INFORMATION SHEET

### Section II: Payment and Banking Information

#### Payment Details

Payment Method\*  Bank Transfer  Check\*\*  Cash\*\*  Others\*\* \_\_\_\_\_

Justification for Non-Bank Payment Method\*\* \_\_\_\_\_  
\_\_\_\_\_

#### Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.  
Non-bank payment methods require justification.

#### Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name \_\_\_\_\_  
Bldg and Street \_\_\_\_\_  
City \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Bank Account Name \_\_\_\_\_  
Bank Keys \_\_\_\_\_  
Account Currency \_\_\_\_\_  
Bank Account No. \_\_\_\_\_

\*Depending on the country

Swift Code/BIC (accounts outside U.S.A.) \_\_\_\_\_  
IBAN Number (mandatory for banks in Europe) \_\_\_\_\_  
Clearing No. (CHF accounts in Switzerland) \_\_\_\_\_  
ABA No. for ACH (USD accounts in U.S.A.) \_\_\_\_\_  
Bank Branch Code \_\_\_\_\_

#### Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

**If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM**

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

## UN SUPPLIER CODE OF CONDUCT

**United Nations Charter:** The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN<sup>1</sup> are expected to adhere.

**Global Compact:** The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at [www.unglobalcompact.org](http://www.unglobalcompact.org).

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the UN's expectation that any supplier providing products or services to the UN will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.<sup>2</sup>

### 1. Scope of Application:

The provisions of this Code of Conduct set forth the UN's expectations for all suppliers that are registered with the UN or with whom it does business. The UN expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The UN expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a supplier to be registered as a UN supplier or to do business with the UN, the supplier is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of UN Suppliers. In addition, suppliers should note that certain provisions of this Code of Conduct will be binding on the supplier in the event the supplier is awarded a contract by the UN pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents of one or more organizations in the UN. Prospective suppliers are invited to review the specific terms and conditions of contract and procurement policies of the organization(s) within the UN with which they would like to do business in order to ascertain their current and future eligibility.

### 2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. The UN expects suppliers to strive to exceed both international and industry best practices. The UN also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The UN recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

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<sup>1</sup> In this Code of Conduct, "UN" shall refer to the UN Secretariat, Programmes and Funds of the UN, Specialised Agencies of the UN and all other entities belonging to the UN system, that have adopted this Code of Conduct through the High Level Committee on Management - Procurement Network.

<sup>2</sup> The full texts of the ILO Conventions and Recommendations can be accessed at: <http://www.ilo.org/global/standards/lang--en/index.htm>

### 3. Management, Monitoring and Evaluation:

It is the expectation of the UN that its suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders.

### Labour:

**4. Freedom of Association and Collective Bargaining:** The UN expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.<sup>3</sup>

**5. Forced or Compulsory Labour:** The UN expects its suppliers to prohibit forced or compulsory labour in all its forms.<sup>4</sup>

**6. Child Labour:** The UN expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.<sup>5</sup>

**7. Discrimination:** The UN expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.<sup>6</sup> The UN expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.

**8. Wages, Working Hours and Other Conditions of Work:** The UN expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.<sup>7</sup>

<sup>3</sup>These principles are set out in the ILO fundamental Conventions, No. 87, *Freedom of Association and Protection of the Right to Organise*, 1948 and No. 98, *Right to Organise and Collective Bargaining*, 1949.

<sup>4</sup>This principle is set out in the ILO fundamental conventions, No. 29, *Forced Labour*, 1930, its Protocol of 2014 and No. 105, *Abolition of Forced Labour*, 1957.

<sup>5</sup>These principles are set out in the ILO fundamental Conventions, No. 138, *Minimum Age*, 1973 and No. 182, *Worst Forms of Child Labour*, 1999 and in the UN Convention on the Rights of the Child.

<sup>6</sup>These principles are set out in the ILO fundamental Conventions, No. 100, *Equal Remuneration*, 1951 and No. 111, *Discrimination (Employment and Occupation)*, 1958.

<sup>7</sup>These principles are set out in ILO Conventions No. 95, *Protection of Wages*, 1949 and No. 94, *Labour Clauses (Public Contracts)*, 1949 and in a number of Conventions addressing working time (see:

<http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm>).

**9. Health and Safety:** The UN expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.<sup>8</sup>

#### **Human Rights:**

**10. Human Rights:** The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.<sup>9</sup>

**11. Harassment, Harsh or Inhumane Treatment:** The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN. Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier's obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the United Nations. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

**12. Mines:** The UN expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

#### **Environment:**

**13. Environmental:** The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

**14. Chemical and Hazardous Materials:** Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

**15. Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

<sup>8</sup>These principles are set out in the ILO Conventions, Recommendations and Codes of Practice (see: <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm>).

<sup>9</sup>These principles are derived from Universal Declaration of Human Rights (UDHR) and are set out in the United Nations Global Compact (see [http://www.unglobalcompact.org/Issues/human\\_rights/index.html](http://www.unglobalcompact.org/Issues/human_rights/index.html))

**16. Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

**17. Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

**Ethical conduct:**

**18. Corruption:** The UN expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

**19. Conflict of Interest:** UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

**20. Gifts and Hospitality:** The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a UN staff member in order to facilitate the suppliers’ business with the UN.

**21. Post employment restrictions:** Post-employment restrictions may apply to UN staff in service and former UN staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. UN suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

**Contacts:**

**Any questions related to this Code of Conduct can be addressed to the High Level Committee on Management - Procurement Network (HLCM-PN) at email: [hcmpn.secretariat@one.un.org](mailto:hcmpn.secretariat@one.un.org).**