

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY23-012

Date: 10 January 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Equipment and medical supplies for 5 PHCs.

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: 10-JAN-2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	31-JAN-2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other</p> <p>Bid submission address: iomlibyaproposal@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25MB ▪ Mandatory subject of email: LY23-xxx_Company name ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Local bidders registered in Libya have the legal capacity to enter into a binding contract with IOM and Should have Libyan license and registration (MoH).
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
Contact Person for correspondence, notifications and clarifications	Focal Person: Procurement Team E-mail address: iomlibyaproposal@iom.int
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated through email by 24 January 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input 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>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 40% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	20 February 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration

	functionality that allows IOM procurement personnel to add local vendors to the UNGM.
Samples	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	Adhesive non woven wound dressing 10 m x 15 cm. Roll	Roll	450
2	3ml Syringe Sterile with detached needle, 21Gx1 1/2" (0.80 x 40mm), disposable. EA	EA	3,000.00
3	Syringe, 5ml, sterile, with detached (bi-packed / mounted) needle, 21Gx1 1/2" (0.80 x 40mm), disposable. EA	EA	3,000.00
4	Syringe, 10ml, sterile, with detached (bi-packed / mounted) needle , 21Gx1 1/2" (0.80 x 40mm), disposable. EA	EA	3,000.00
5	Syringe, 20 ml-EA	EA	500
6	Syringe 50 ml-EA	EA	500
7	Sterile Gauze 10 cm X 10 cm. Box of 100	Box	700
8	IV cannula sterile size 20 G. EA	EA	500
9	IV cannula sterile size 22 G. EA	EA	500
10	Catheter, Foley, CH18, sterile, disposable. EA	EA	250
11	Biohazard Bags 10 L. Roll of 100	Roll	10
12	Non woven adhesive wound dressing 10cm x 10cm. box of 50	Box	30
13	Adult endotracheal tubes cuffed size 7.5. EA	EA	25
14	Adult endotracheal tubes cuffed size 8. EA	EA	25
15	Thoracic catheter without trocar size FG 28 .EA	EA	30
16	Thoracic catheter without trocar size FG 32. EA	EA	30
17	Pediatric endotracheal tubes cuffed size 4.5. EA	EA	25
18	Surgical gown reinforced sterile size L. EA	EA	1,000.00

19	Surgical gown reinforced sterile size XL. EA	EA	1,000.00
20	Povidone Iodine 10%. 1 liter bottle	bottle	100
21	Infusion set. EA	EA	1,500.00
22	Surgical gloves size 7.5. Box of 50 pair	Box	50
23	Surgical gloves size 8 . Box of 50 pair	Box	50
24	Paraffin Dressing Gauze 10cm X10 cm. Pack of 10	Pack	1,450.00
25	Elastic Crepe Bandages 10 cm X 4m - Roll	Roll	4,000.00
26	Bedsheet non woven 30-35 g . EA	EA	6,000.00
27	Surgicell ABSORBABLE HEMOSTAT 4 X 8 Inch. Pack of 12	Pack	22
28	Colostomy plate which can fit multiple size 50mm-60mm-70mm. EA	EA	400
29	Sterile disposable infant feeding tube length 40 cm size FG 08. EA	EA	300
30	Nebulizer adult mask. EA	EA	500
31	Nebulizer pediatric mask. EA	EA	500
32	Prolene #0 Suture round body. Pack of 12	Pack	10
33	Prolene #1 Suture round Body. Pack of 12	Pack	10
34	Prolene #2 Suture round Body. Pack of 12	Pack	10
35	Prolene sutures #3-0 round/cutting. Pack of 12	Pack	25
36	Prolene sutures #4-0 round/cutting. Pack of 12	Pack	25
37	Vicryl #1 Suture round Body. Pack of 12	Pack	10
38	Vicryl #2 Suture round Body. Pack of 12	Pack	10
39	Delivery Pack	EA	100
40	Urine collection bag 2000ml	EA	500
41	Multiparameters in-patient monitor.12.1" Patient Monitor ECG (3/5), SpO2, NiBP, Resp, Temp (2)Each base configuration is supplied with:1 x 5 Way ECG cable (IEC) - ADU / PED, or 1 x 3 Way NEO cable (IEC) IPP1 x NiBP cuff set (3) - ADU, PED or NEO1 x NiBP Hose (3M)1 x SpO2 sensor - ADU, PED or NEO1 x Temp sensor - ADU, PED or NEO1 x Grounding cable1 x Power cord1 x Instructions for use	EA	3
42	ECG machine. 12-channel electrocardiograph, facilitates 12-lead ECG measuring for the acquisition of ECG parameters and electrocardiograms .It features a simultaneous acquisition mode, 1000 Hz sampling frequency and 4 functional filters , equipped with a full alphanumeric keyboard featuring excellent functional one-touch	EA	3

	operation keys. 8.4" LCD display with two screen type options. With 10 paper roll.		
43	Suction Machine with suction capacity of 40 l/min with 1000-2000 ml autoclavable jar , - Silicone Tubes ø 6x10mm (autoclavable) - Patient Tube length 140cm	EA	1
44	Electro surgical Skin Cautery Machine. Suitable for a variety of surgical applications including cystoscopy, arthroscopy, lapa	EA	1
45	Stethoscope. Acoustic Chrome-plated binaural metal with diaphragm & cone and non-chill large bell	EA	5
46	Infusion pump: Pumping type:Peristaltic finger pump IV set requirement:Standard IV set Flow rate setting range: 1 ml/h-1800 ml/	EA	2
47	Poratable AED (defibrillator) with illuminated monitor -ECG display, instructions in text form, measured values. switches to a	EA	1
48	Surgical trolley table - stainless steel Size (60*40*86cm) preferable with one drawer	EA	4
49	CTG machine. Cardiotocograph (CTG) system for antepartum foetal and maternal monitoring. Capable of external monitoring of foet	EA	2
50	ABG Machine Blood gas analyzer : pH, pCO ₂ , pO ₂ , Complete reagent kits /cartridges with replacement electrodes if bundled. Comp	EA	1
51	Laboratory refrigerator 400 L for blood bank. air cooled .Height-adjustable shelf divides the chamber into different sized stor	EA	2
52	Digital thermometer, Oral Thermometer reading within 30 second. Measurement range 32 °C - 42 °C	EA	10
53	Digital infant weight scale with display Capacity Max.: 20KG g, Min.: 100 g transportable - Large LCD display. replaceable batt	EA	2
54	Good quality Mechanical or Digital weight and height scale with weight capacity and readability 200 kg, and height capacity fro	EA	2
55	Sphygmomanometer aneroid blood pressure measurement device with removable adult sized cuff and children sized blood pressure m	kit	8
56	Autoclave Sterilizer, Stem Autoclave 16 with 3 sterilization Basket container made of stainless steel spesifications: 2 sterili	EA	1
57	Wheel chair- Standard Manual wheelchairs with Foldable armrest , Swing type footrest, Seat width 24 x 11 x 32 inches, solid tyr	EA	4
58	CBC Device (with reagents sufficients for 4 months use) Twenty parameters in both PD and WB mode The hourly throughput is appr	EA	1
59	Blood tubes Roller Mixer. EA	EA	2

60	Professional Good quality Binocular laboratory microscope. Objectives 4X, 10X, 40X, 100XR . With cedar wood oil (100 ml) for th	EA	5
61	Cobas C-111 for automated clinical chemistry testing including Basic Metabolic Panel • Comprehensive Metabolic Panel • Electrol	EA	1
62	Semi-automatic coagulation analyzer sysmex CA-101/ detetct 4 Parameters PT, APTT, Fbg, TT. with reagents sufficient for 3 month	EA	1
63	Good quality benchtop Laboratory centrifuge. Multipurpose (with blood, urine, cell/tissue culture, plates or cytology) centrif	EA	2
64	Laryngoscope Complete Laryngoscope Sets straight or curved Configurations of 3 blades and battery handles in impact-resistant c	EA	4
65	Multivolume adjustable micropipette (2-20ul)	EA	6
66	Multivolume adjustable micropipette (20-200ul)	EA	6
67	Multivolume adjustable micropipette 500ul	EA	4
68	Multivolume adjustable micropipette 1000ul	EA	6
69	100 ul Universal Filter Pipette Tips	EA	2,000.00
70	200 ul Universal Filter Pipette Tips	EA	2,000.00
71	500 ul pipette Filter Pipette Tips	EA	2,000.00
72	1000 ul pipette Filter Pipette Tips	EA	2,000.00
73	Adrenalin 1mg/ml ampule . EA	EA	350
74	Amydramine Syrup. Bottle of 120 ml	Bottle	200
75	Antacid oral suspension Sachets. 10 ml sachet	EA	2,000.00
76	Amoxicillin /Clavulanic acid (Augmentin) 625 mg Tablet .Pack of 20 Tab	Pack	100
77	Amoxicillin /Clavulanic acid (Augmentin) 1g Tablet. Pack of 15 Tab	Pack	100
78	Amoxicillin 1g/Clavulanic acid 200 mg injection. Vial	EA	750
79	Atrovent 500 mcg/2 ml. Pack of 20 Nebules	EA	30
80	Atropine 1mg/1ml. Ampoule	EA	50
81	Azithromycin 200mg/5ml.Bottle 15 ml	Bottle	60
82	Azithromycin 500mg Tablet. Pack of 3 Tablet	Pack	200
83	Bisacodyl 5mg tablet. Pack of 30 Tablet	Pack	30
84	Bromhexine 8mg/5ml . Bottle of 100 ml	Bottle	150
85	Candesartan cilexetil 8 mg Tablet. Pack of 28 Tablet	Pack	50

86	Candesartan cilexetil 16 mg/Hydrochlorothiazide 12.5 mg Tablet. Pack of 28 Tablet	Pack	50
87	Carbamazepine 400 mg CR Tablet. Pack of 30 Tablet	Pack	25
88	Carbimazole 5 mg tablet . Pack of 100 Tablet	Pack	15
89	Cefixime 100 mg/5 ml suspension. Bottle of 30 ml.	Bottle	60
90	Cefixime 400 mg Capsule. Pack of 5 Capsule	Pack	100
91	Chloramphenicol 1% eye Ointment. Tube of 5g	EA	100
92	Chlorpheniramine Syrup 2mg/5ml. Bottle of 100 ml	Bottle	100
93	Ciprofloxacin 500mg Tablet. Pack of 10 Tablet	Pack	100
94	Ciprofloxacin hydrochloride 0.3% eye/ear drops. Bottle of 5 ml	Bottle	30
95	Ciprofloxacin 200mg/100ml injection. Pack of 100 ml	Pack	700
96	Clopidogrel 75 mg Tablet. Pack of 28 Tablet	Pack	25
97	Ceftriaxone 1g IM. Vial	EA	2,000.00
98	Clotrimazole skin cream 1%. Tube of 20 g	EA	50
99	Depakine 500 mg (Sodium Valproate) Tablet. Pack of 40 Tablet	Pack	15
100	Docusate Sodium 0.5% (Dewax ear drops).Bottle of 10 ml	Bottle	50
101	Dexamethasone 0.5mg/5ml. Bottle of 100 ml	Bottle	60
102	Dexamethasone 4mg/ml injection. Pack of 10 Ampoule	Pack	500
103	Dextromethorphan Syrup 15mg/5ml. Bottle of 120 ml	Bottle	150
104	Diamicron (Gliclazide) 30mg MR Tablet. Pack of 30 Tablet	Pack	50
105	Diclofenac Sodium 1% Gel. Tube of 30g	EA	150
106	Diclofenac Sodium 50 mg Tablet. Pack of 20 Tablet	Pack	250
107	Diclofenac Sodium 75mg/3ml Injection. Pack of 5 Ampoule	Pack	1,000.00
108	Dextrose 5% infusion. Bag of 500 ml	EA	500
109	Dextrose 5% and 0.45% Sodium Chloride infusion. Bag of 500 ml	EA	500
110	Epoetin Alfa (EPREX) 4000 IU / ML .Pack of 6 Pre-Filled Syringes	EA	30
111	Esmeron (Rocuronium) 50mg/5ml injection. Vial	EA	100
112	Ferrous Sulphate Tablet (Tardyferon 80mg Iron). Pack of 30 Tablet	Pack	100
113	Fluconazole 150 mg Tablet. Pack of 1 tablet	Pack	50
114	Folic Acid 5mg Tablet. Pack of 28 Tablet	Pack	100

115	Fucicort (Fusidic acid 20mg/g and betamethasone valerate 0.1%) ointment	EA	200
116	Gentamicin 0.3% eye drops. 10 ml pack	Pack	50
117	Glibenclamide 5mg Tablet. Pack of 30 Tablet	Pack	50
118	Glycerin Suppository Adult. Pack of 10 Supp	Pack	25
119	Glycerin Suppository Children's. Pack of 5 supp	Pack	25
120	Hydrocortisone Acetate Ointment 1%. Tube of 15 g	EA	50
121	Hyoscine Butylbromide 10 mg Tablet. Pack of 20 Tablet	Pack	100
122	Hyoscine Butylbromide 20 mg/ml. Pack of 6 Amp	Pack	200
123	Heparin sodium 25000 iu solution for dialysis Machine	EA	600
124	Ibuprofen 400mg Film Coated. Pack of 24 Tablet	Pack	250
125	Lactulose Syrup. Bottle of 200 ml	Bottle	100
126	Levothyroxine 50 mcg Tablet. Pack of 30 Tablet	Pack	30
127	Librax Tablet (5 mg chlordiazepoxide /2.5 clidinium bromide . Pack of 30 Tablet	Pack	50
128	Lisinopril 10mg Tablet. Pack of 28 Tablet	Pack	50
129	Lidocaine 2% injection . Single vial	EA	50
130	Loperamide 2mg Capsule. Pack of 10 Capsule	Pack	50
131	Loratadine 10mg Tablet. Pack of 10 Tablet	Pack	100
132	Metoclopramide 10mg Injection. Pack of 10 Ampoule	Pack	5
133	Metronidazole 125 mg/5ml Suspension. Bottle of 100 ml	Bottle	30
134	Metronidazole 500mg Tablet. Pack of 20 Tablet	Pack	100
135	Metronidazole 500mg/100ml Intravenous Infusion. Bottle of 100 ml	Bottle	500
136	Mixtard 70/30 Suspension for Injection 100IU/ml	EA	200
137	Multivitamins Tablet. Pack of 30 Tablet	Pack	100
138	Multivitamins Children's Syrup. Bottle of 100 ml	Bottle	100
139	Muscadol Tablet (Orphenadrine citrate 35 mg/paracetamol 450 mg). Pack of 20 Tablet	Pack	100
140	Mercaine spinal heavy 0.5% (Bupivacaine 5mg/ml)	EA	200
141	Neostigmine methyl sulphate injection 1mg/ml .	EA	200
142	Normal Saline 0.9% IV solution. 500 ml Bag	EA	2,000.00

143	Nystatin suspension 100 000 IU/ mL. Bottle of 30 ml	Bottle	100
144	Omeprazole 40 mg Capsule. Pack of 28 Capsule	Pack	200
145	Omeprazole 40 mg Vial. Single Vial	EA	500
146	Osteocare tablet. Pack of 30 Tablet	Pack	100
147	Otipax ear drops (Lidocaine hydrochloride+Phenazone). Bottle of 15 ml	Bottle	50
148	Oxytocin 10 IU/ml. Pack of 10 Amp	Pack	25
149	Paracetamol 150mg Suppository. Pack of 10 Supp	Pack	50
150	Paracetamol 1000mg /100ml infusion. Bottle of 100 ml	Bottle	2,100.00
151	Prisoline eye drops. 15 ml Dropper Bottle	Bottle	150
152	Phytomenadione (Vitamin K1 10mg/ml Injection)	EA	30
153	Propofol injection 10mg/ml. Ampoule 20 ml	EA	450
154	Rhinostop Tablet (paracetamol, pseudoephedrine and chlorphenamine) . Pack of 20 Tablet	Pack	200
155	Ringer Lactate IV solution. 500 ml Bag	EA	300
156	Simethicone oral drops. Bottle 15 ml	Bottle	30
157	Silver sulfadiazine cream 1%.Tube of 50 gr	EA	50
158	Suxamethonium chloride 100mg/2ml. Ampoule	EA	100
159	Tetanus antitoxin injection. Ampoule	EA	70
160	Thiocolchicoside 4mg/2ml. Pack of 6 Ampoule	Pack	75
161	Vitamin B complex IM injection . Pack of 5 Ampoule	Pack	200
162	Vitamin B complex Tablet. Pack of 30 Tablet	Pack	100
163	Vitamin C (Ascorbic Acid) 500mg. Pack of 30 Tablet	Pack	250
164	Vitamin D 50000 IU. Pack of 15 Tab/Cap	EA	75
165	Transportation to Three hospitals in the southern region : Brak Alshatti Hospital-Gagem Alshatti Hospital- Ubari Hospital	Trip	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder should address their delivery on ANNEX 3
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<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
Exact Address(es) of Delivery Location(s)	Full address and contact details will be forwarded to awarded vendors and suppliers upon delivery and conformation of awarding and contract.
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	As per information provided on above table
Training on Operations and Maintenance	N/A
Warranty Period	-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.
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Land
Other information	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 SHEET¹

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

BIDDER'S DECLARATION OF CONFORMITY²

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.

¹ [Vendor Information Sheet.xlsx](#)

² 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 https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

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:	LY23-012	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
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						Total Price
						Transportation Price
						Insurance Price
						Installation Price
						Training Price
						Other Charges (specify)
						Total Final and All-inclusive Price

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:	
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	

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

Exact name and address of the company

Company Name

Address:

Phone No.:

Email Address:

Authorized Signature:

Date:

Name:

Functional Title of Authorised
Signatory:

Email Address: