

# INVITATION TO BID (ITB)

## Provision of land transportation Services for Migrants in Libya for Two (2) years on long term agreement (LTA) basis

ITB Reference No: LY24-006

Country: Libya

Date: 11 March 2024

### SECTION 1: LETTER OF INVITATION

International Organization for Migration, hereinafter referred to as IOM, hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Technical Bid
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: financial proposal (Price schedule)

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in Section 3: Data Sheet.

Please acknowledge receipt of this ITB by completing and returning the attached Form A: Bid Confirmation by email to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) no later than **25 March 2024 at 1700 Hrs Libya time**, indicating whether you intend to submit a bid or not. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this ITB.

We look forward to receiving your bid.

Approved by:

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Name: LY24-006

**Title:** Provision of land transportation services for migrants in Libya for Two (2) years on long term agreement (LTA)

[IN/168 \(Rev.3\): Procurement Manual\\_ Annex 22\\_ effective on 17 March 2023](#)

basis

Date: 11 March 2024

## SECTION 2: INSTRUCTIONS TO BIDDERS

| GENERAL   |  |
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| <p><b>1. Scope</b></p>                              | <p>Bidders are invited to submit a bid for the goods/services/works specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet.</p> <p>Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by IOM. This ITB is conducted in accordance with Policies and Procedures of IOM.</p>   |
| <p><b>2. Interpretation of the ITB</b></p>          | <p>Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid by IOM. IOM is under no obligation to award a contract to any bidder as a result of this ITB.</p>   |
| <p><b>3. Supplier Code of Conduct</b></p>           | <p>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>.</p>   |
| <p><b>4. Eligible bidders</b></p>                   | <p><b>Bidders shall have the legal capacity to enter into a binding contract with IOM in Libya (Bidders must be registered in Libya)</b></p> <p>A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IOM to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.</p> <p>Bidders shall not be eligible to submit a bid if at the time of bid submission:</p> <ul style="list-style-type: none"> <li>● is included in the Ineligibility List, hosted by <a href="http://ungm.org">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>● is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989 list</a>;</li> <li>● is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>;</li> <li>● Other sanctions lists, if applicable, as per the discretion of the IOM.</li> </ul> |
| <p><b>5. Eligible goods, works and services</b></p> | <p>All goods, works and/or services to be supplied under the contract shall have their origin in any country apart from the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, works and services.</p> <p>For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product result that is substantially different in basic characteristics</p>   |

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|  | <p>or in purpose or utility from its components.</p> <p>The origin of goods, works and services is distinct from the nationality of the bidder.</p>  |
| <b>6. Proprietary information</b>  | <p>The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by IOM are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to bidders shall remain the property of IOM. All documents which may form part of the bid will become the property of IOM, who will not be required to return them to your firm.</p>  |
| <b>7. Publicity</b>  | <p>During the ITB process, a bidder is not permitted to create any publicity in connection with the ITB.</p>   |
| <b>SOLICITATION DOCUMENTS</b>  |  |
| <b>8. Clarification of solicitation documents</b>                              | <p>Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>IOM will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>IOM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IOM to extend the submission date of the bids, unless IOM deems that such an extension is justified and necessary.</p> |
| <b>9. Amendment of solicitation documents</b>                                  | <p>At any time prior to the deadline of bid submission, IOM may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IOM may extend the deadline for submission of the bid to give the bidders reasonable time to incorporate the amendment into their bids.</p>   |
| <b>PREPARATION OF BIDS</b>   |  |
| <b>10. Cost of preparation of bid</b>  | <p>The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. IOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>   |
| <b>11. Language</b>  | <p>The bid, as well as any and all related correspondence exchanged by the bidder and IOM, shall be written in the language(s) specified in Section 3: Data Sheet.</p>   |
| <b>12. Documents comprising the bid</b>  | <p>The bid shall comprise the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> <li>a) Documents establishing the eligibility and qualifications of the bidder.</li> <li>b) Technical bid</li> <li>c) Price Schedule</li> </ul>  |
| <b>13. Documents establishing eligibility and qualifications of the bidder</b> | <p>The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a bidder, its qualifications must be documented to IOM's satisfaction.</p>  |
| <b>14. Technical bid</b>   | <p>The bidder is required to submit a technical bid using the form provided in Section 7 and taking into consideration the requirements in the ITB.</p>  |
| <b>15. Price Schedule</b>  | <p>The Price Schedule shall be prepared using the form provided in Section 7 and taking into</p>   |

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|                                       | <p>consideration the requirements in the ITB.</p> <p>The prices and discounts quoted by the bidder shall conform to the requirements specified below.</p> <ul style="list-style-type: none"> <li>● All items and lots (if applicable) must be listed and priced separately.</li> <li>● The price to be quoted shall be the total price of each item/kit, excluding any discounts offered.</li> <li>● The bidder shall quote any unconditional discounts and indicate the method for their application.</li> <li>● The INCOTERM shall be governed by the rules prescribed in the 2020 edition of INCOTERMS, published by The International Chamber of Commerce. The INCOTERM rules and place of destination are specified in Section 5: Schedule of Requirements.</li> <li>● Prices quoted by the bidder shall be fixed during the bidder’s performance of the contract and not subject to variation on any account unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.</li> <li>● If indicated in Section 3: Data Sheet that bids are being invited for individual contracts (lots) and unless otherwise indicated in Section 3: Data Sheet, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.</li> </ul> |
| <p><b>16. Bid currencies</b></p>      | <p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids:</p> <ul style="list-style-type: none"> <li>● IOM will convert the currency quoted in the bid into the IOM preferred currency, in accordance with the prevailing IOM Operational Rate of Exchange on the date of the bid closure; and</li> <li>● In the event that IOM selects a bid for the award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, IOM shall reserve the right to award the contract in the currency of IOM’s preference, using the conversion method specified above.</li> </ul>  |
| <p><b>17. Duties and taxes</b></p>    | <p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>   |
| <p><b>18. Bid validity period</b></p> | <p>Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by IOM and rendered non-responsive.</p> <p>During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price.</p>  |

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|  | <p>In exceptional circumstances, prior to the expiration of the bid validity period, IOM may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing and shall be considered integral to the bid.</p> <p>If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 19 (Bid Security) in all respects.</p> <p>The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated.</p>   |
| <p><b>19. Bid Security (NOT APPLICABLE)</b></p>            | <p>A bid security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.</p> <p>The bid security shall be included along with the bid. If a bid security is required by the ITB but is not found in the bid, the offer shall be rejected.</p> <p>If the bid security amount or its validity period is found to be less than is required by IOM, IOM shall reject the bid.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, bidders shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by IOM pursuant to Article 18 (Bid Validity Period).</p> <p>The bid security may be forfeited by IOM, and the bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>● If the bidder withdraws its offer during the period of the bid validity specified in Section 3: Data Sheet, or;</li> <li>● In the event the successful bidder fails: <ul style="list-style-type: none"> <li>○ to sign the Contract after IOM has issued an award; or</li> <li>○ to furnish the Performance Security, insurances, or other documents that IOM may require as a condition precedent to the effectivity of the contract that may be awarded to the bidder.</li> </ul> </li> </ul> |
| <p><b>20. Joint Venture, Consortium or Association</b></p> | <p>If the bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that:</p> <ul style="list-style-type: none"> <li>● they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and</li> <li>● if they are awarded the contract, the contract shall be entered into by and between IOM and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IOM.</p> <p>If a JV, Consortium or Association's bid is the bid selected for award, IOM will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p>   |

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|                                      | <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 21 (Only one Bid) herein in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IOM.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>● Those that were undertaken together by the JV, Consortium or Association; and</li> <li>● Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> |
| <p><b>21. Only one bid</b></p>       | <p>The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>● they have at least one controlling partner, director or shareholder in common; or</li> <li>● any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>● they have the same legal representative for purposes of this ITB; or</li> <li>● they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another bidder regarding this ITB process;</li> <li>● they are subcontractors to each other's bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.</li> </ul>  |
| <p><b>22. Alternative bids</b></p>   | <p>Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of an alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IOM reserves the right to award a contract based on an alternative bid.</p> <p>If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.</p>  |
| <p><b>23. Pre-bid conference</b></p> | <p>When appropriate, a pre-bid conference will be conducted at the date, time and location</p>  |

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| <p><b>(NOT APPLICABLE)</b></p>                     | <p>and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder.</p> <p>IOM will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 41 (Clarification of Bids).</p> <p>The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility) bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by IOM in writing.</p> <p>Minutes of the pre-bid conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the bidder’s conference or issued/posted as an amendment to ITB.</p>   |
| <p><b>24. Site inspection (NOT APPLICABLE)</b></p> | <p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a bidder who does not attend the site inspection shall become ineligible to submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested bidder.</p> <p>Bidders participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection.</p> <p>Prior to attending a site inspection, bidders shall execute an indemnity and a waiver releasing IOM in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness to, or death of, any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by IOM to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul> <p>IOM will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 8 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by IOM in writing.</p> |
| <p><b>25. Errors or omissions</b></p>              | <p>Bidders shall immediately notify IOM in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies,</p>   |

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|  | inconsistencies or other faults.   |
| <b>26. Bidders responsibility to inform themselves</b> | <p>Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they:</p> <ul style="list-style-type: none"> <li>• examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB;</li> <li>• review the ITB to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry;</li> <li>• verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site inspection or any discussion with IOM, its employees or agents;</li> <li>• attend any Pre-bid conference or site inspection if it is mandatory under this ITB;</li> <li>• fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and</li> <li>• form their own assessment of the nature and extent of the goods, works and /or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid.</li> </ul> <p>Bidders acknowledge that IOM, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this ITB or any other information provided to the bidders.</p> |
| <b>27. No material change(s) in circumstances</b>      | <p>The bidder shall inform IOM of any change(s) of circumstances arising during the ITB process, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a change affecting any declaration, accreditation, license or approval;</li> <li>• major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors;</li> <li>• a change to any information on which IOM may rely on assessing bids.</li> </ul>   |
| <b>SUBMISSION AND OPENING OF BIDS</b>                  |  |
| <b>28. Instruction for bid submission</b>              | <p>The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.</p> <p>Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the IOM General Conditions of Contract.</p>  |
| <b>29. Deadline for bid submission</b>                 | <p>Complete bids must be received by IOM in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. IOM shall accept no responsibility for bids that arrive late due to the courier company or any</p>  |



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|  | <p>technical issues and shall only recognize the actual date and time that the bid was received by IOM.</p> <p>IOM may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 9 Amendment of solicitation documents. In this case, all rights and obligations of IOM and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>  |
| <b>30. Withdrawal, substitution and modification of bids</b> | <p>A bidder may withdraw, substitute, or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to IOM, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of bids, by clearly marking them as “WITHDRAWAL”, “SUBSTITUTION” OR “MODIFICATION”.</p> <p>However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by IOM for the entire bid validity period, as may be extended.</p> <p>Bids requested to be withdrawn prior to the deadline for submission of the bids shall be made available for collection by the bidder that submitted it within 15 days of its withdrawal. Otherwise, IOM shall have the right to discard such bid unopened without further notice to the bidder. IOM shall not be responsible to return the bid to the bidder at IOM’s cost.</p> |
| <b>31. Storage of bids</b>                                   | <p>Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in Section 3: Data Sheet. No responsibility shall be attached to IOM for prematurely opening an improperly addressed and/or identified bid.</p>  |
| <b>32. Bid opening</b>                                       | <p>Bids will be opened by a committee formed by IOM consisting of at least two (2) personnel.</p> <p>Bidders may attend the opening of the bids if stated in Section 3: Data Sheet.</p> <p>The bidders’ names, modifications, withdrawals, bid prices, the condition of the envelope labels/seals, the number of folders/files and all other such details as IOM may consider appropriate will be announced at the opening and recorded on the bid opening report, which will be available for viewing only to bidders who have submitted a bid for a period of thirty days from the date of opening. Information not included in the bid opening report will not be provided to bidders. No bid shall be rejected at the opening stage, except for late submissions.</p>   |
| <b>33. Late bids</b>   | <p>Any bid received by IOM after the deadline for submission of bids will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned bidding documents.</p> <p>In exceptional circumstances, late bids may be accepted if it is determined that the submission was sent in ample time prior to the bid closing and the delay could not be reasonably foreseen by the bidder or was due to force majeure.</p>   |
| <b>EVALUATION OF BIDS</b>                                    |   |
| <b>34. Confidentiality</b>                                   | <p>Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a bidder or anyone on behalf of the bidder to influence IOM in the examination, evaluation and comparison of the bids or contract award decisions may, at IOM’s decision, result in the rejection of its bid and may subsequently be subject to the</p>   |

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|  | application of prevailing IOM's vendor sanctions procedures.  |
| <b>35. Evaluation of bids</b>                          | <p>IOM shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted.</p> <p>IOM shall conduct the evaluation solely based on the bids received according to the evaluation criteria in Section 4.</p> <p>Evaluation of bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary examination</li> <li>b) Evaluation of eligibility and qualification based on PASS or FAIL criteria.</li> <li>c) Evaluation of technical bids will be based on the PASS or FAIL criteria.</li> <li>d) Evaluation of prices of bids found to be Technically compliant will be done based on average prices.</li> </ul> <p>After completion of the evaluation, but prior to award, IOM shall conduct a post-qualification assessment of the bidder recommended for the award (if pre-qualification was not done) as per Article 40 (Post-qualification).</p>  |
| <b>36. Preliminary examination</b>                     | IOM shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any bid at this stage.  |
| <b>37. Evaluation of eligibility and qualification</b> | The eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible Bidders).   |
| <b>38. Evaluation of technical bids</b>                | Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.  |
| <b>39. Evaluation of prices</b>                        | The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest average overall costs to IOM.  |
| <b>40. Post-qualification</b>                          | <p>IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of the information provided by the bidder;</li> <li>b) Validation of the extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction over the bidder, or with previous clients, or any other entity that may have done business with the bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the bidder's offices, branches or other places where business</li> </ul> |

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|  | <p>transpires, with or without notice to the bidder;</p> <p>f) Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>  |
| <p><b>41. Clarification of bids</b></p>                          | <p>IOM may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the bids, in accordance with Instructions to Bidders Article 25 (Errors or omissions).</p> <p>IOM may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.</p>  |
| <p><b>42. Responsiveness of bid</b></p>                          | <p>IOM's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the bidding documents, IOM's rights or the bidder's obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.</li> </ul> <p>If a bid is not substantially responsive, it shall be rejected by IOM and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>  |
| <p><b>43. Nonconformities, reparable errors and omission</b></p> | <p>Provided that a bid is substantially responsive, IOM may waive any non-conformities or omissions in the bid that, in the opinion of IOM, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other bidders.</p> <p>Provided that a bid is substantially responsive IOM may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.</p> <p>For bids that have passed the preliminary examination, IOM shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IOM there is an obvious misplacement of the decimal point in the unit price; in which case, the line-item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>If the bidder that submitted the lowest evaluated bid does not accept the correction of</p> |

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|  | errors, its bid shall be rejected, and its bid security may be forfeited.  |
| <b>44. Right to accept any bid and to reject any or all bids</b> | IOM reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for IOM's action. IOM shall not be obliged to award the contract to the lowest priced offer.   |
| <b>45. Samples (NOT APPLICABLE)</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.   |
| <b>AWARD OF CONTRACT</b>   |  |
| <b>46. Award criteria</b>  | In the event of a Contract award, IOM shall award the contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest-priced, substantially compliant offer to the ITB. IOM reserves the right to conduct negotiations with the bidder recommended for the award on the content of their bid.  |
| <b>47. Right to vary requirement at time of award</b>            | At the time the Contract is awarded, IOM reserves the right to increase or decrease the quantity of goods, works and/or services originally specified in Section 5: Schedule of Requirements, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the bid and the bidding document.  |
| <b>48. Notification of award</b>                                 | Prior to the expiration of the period of bid validity, IOM will notify the successful bidder in writing by email, fax or post, that its bid has been accepted. Please note that the bidder, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.  |
| <b>49. Debriefing</b>  | In the event that a bidder is unsuccessful, the bidder may request a debriefing from IOM. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for IOM procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed.   |
| <b>50. Performance security</b>                                  | <p>The successful bidder, if so specified in Section 3: Data Sheet shall furnish performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from IOM. Banks issuing performance securities must be acceptable to the IOM controller, i.e. banks certified by the central bank of the country to operate as a commercial bank. IOM shall promptly discharge the bid securities of the unsuccessful bidders pursuant to Article 19 (Bid Security).</p> <p>Failure of the successful bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event IOM may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by IOM to be qualified to perform the contract satisfactorily.</p> |
| <b>51. Bank guarantee for advance payment</b>                    | Except when the interests of IOM so require, it is IOM's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the bidder shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the IOM controller, i.e., banks certified by the central bank   |

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|                               | of the country to operate as a commercial bank.   |
| <b>52. Liquidated Damages</b> | If specified in Section 3: Data Sheet, IOM shall apply Liquidated Damages for the damages and/or risks caused to IOM resulting from the Contractor's delays or breach of its obligations as per the Contract.   |
| <b>53. Proposal protest</b>   | Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to <a href="mailto:mscu@iom.int">mscu@iom.int</a> . |

### SECTION 3: DATA SHEET

The following specific data shall complement, supplement, or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

| Ref. Article in Section 2 |   | Specific Instructions / Requirements  |
|---------------------------|---|---|
| 1.                        | Scope                                   | <p>The reference number of this Invitation to Bid (ITB) is LY24-006.</p> <p>Based on the results of this competitive bidding exercise, IOM intends to enter into non-exclusive Long-Term Agreement(s) (LTAs) with the successful bidder(s) for the supply of an indefinite quantity of the specified products in support of IOM's operations.</p> <p>The successful bidder shall accord the same terms and conditions to any other organisation within the International Organization for Migration that wishes to avail of such terms, after written consent from IOM.</p> <p>The expected duration of the LTA is: Two (2) years with the possibility of Two years extension subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>The estimated volume to be purchased in total is: <b>USD 250,000.00 per year.</b> LTAs are considered non-exclusive and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>IOM reserves the right to enter into LTAs with more than one supplier and the right to split the award of contracts among the LTA holders if it is in the best interests of IOM.</p> <p>The award of a contract under the LTA Will not be subject to secondary competition among the LTA holders.</p> |
| 4.                        | <b>Eligible bidders</b>                 | <b>Bidders must be registered in Libya.</b>   |
| 5.                        | Eligible goods, works and services      | Goods with origin in all countries are eligible in this bidding process.  |
| 8.                        | Clarification of solicitation documents | <p>Contact details for clarification of solicitation documents:</p> <p>Focal Person: Procurement Unit</p> <p>Address: Hay Al Kuwait, Janzour, Tripoli, Libya</p> <p>E-mail address: iomlibyaproposal@iom.int</p> <p><b>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Data Sheet Article 28).</b></p> <hr/> <p>Deadline for submitting requests for clarifications/questions:</p> <p>Date: 26-Mar-24</p> <p>Time: 17:00</p> <p>Time zone: GMT +2 (Tripoli Time)</p> <hr/> <p>Manner of disseminating supplemental information to the ITB and</p>   |

|     |                                |   |
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|     |                                | <p>responses/clarifications to queries:</p> <p>Direct communication to prospective Bidders by email and posting on the website <a href="https://libya.iom.int/tenders">https://libya.iom.int/tenders</a></p>  |
| 11. | Language                       | All bids, information, documents and correspondence exchanged between IOM and the bidders in relation to this bid process shall be in <b>English</b>  |
| 15. | Price adjustment               | The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract.   |
| 15. | Partial bids (lots)            | Bidders shall be allowed to quote prices for one or more lots identified in Section 5: Schedule of Requirements. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot.  |
| 16. | Bid currencies                 | Prices shall be quoted in <b>USD</b>  |
| 17. | Duties and taxes               | All prices shall:<br>Be exclusive of VAT and other applicable indirect taxes.   |
| 18. | Bid validity period            | 180 days for the evaluation phase to be completed. Any accepted bid will be then valid for one year same as the long-term agreement duration.   |
| 19. | Bid security                   | Not required.   |
| 22. | Alternative bids               | Not required.   |
| 23. | Pre-bid conference             | Will not be conducted.  |
| 24. | Site inspection                | A site inspection will not be held.   |
| 28. | Instruction for bid submission | <p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> e-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / hand delivery</p> <p><b>SUBMISSION BY EMAIL:</b></p> <p><b>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></b></p> <p><b>PLEASE DO NOT SEND THE EMAILS WITH YOUR BID TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</b></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: <b>25 MB</b></li> <li>- Mandatory subject of email: <b>LY24-006 Land transportation services for Migrants in Libya LTA "Company Name"</b></li> <li>- If the bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline.</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>- Documents which are required in original (e.g. bid security) should be sent to the below address with a PDF copy submitted as part of the electronic</li> </ul> |

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|     |  | <p>submission: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <p>- It is recommended that the entire bid be consolidated into as few attachments as possible.</p> <p>- The bidder should receive an email acknowledging email receipt.</p>   |
| 29. | Deadline for bid submission                | <p><b>Date: 07-Apr-24</b></p> <p><b>Time: 17:00</b></p> <p><b>Time zone: GMT +2 (Tripoli Time)</b></p>   |
| 32. | Bid opening                                | <input checked="" type="checkbox"/> Public bid opening will not be held  |
|     | Expected date for commencement of contract | <b>06-Jun-24</b>   |
| 47. | Right to vary requirement at time of award | <p>The maximum percentage by which quantities may be increased is 10%.</p> <p>The maximum percentage by which quantities may be decreased is 10%</p>   |
|     | Contract award to one or more bidder       | <p>IOM will award a contract to:</p> <p>One or more Bidders, depending on the following factors:</p> <ol style="list-style-type: none"> <li>1. Eligibility (PASS)</li> <li>2. Technical offer (PASS)</li> <li>3. Price (Average) (LOWEST)</li> </ol>   |
| 50. | Type of contract to be awarded             | <p>LONG TERM AGREEMENT FOR THE TRANSPORTATION OF PERSONS</p> <p>See Section 6: for sample contract.</p>  |
| 50. | Conditions of contract to apply            | See Section 6  |
| 52. | Performance security                       | Not Required.  |
| 53. | Advance payment                            | Not Allowed  |
| 54. | Liquidated Damages                         | <p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 5% up to a maximum of 10% of the Contract value, after which IOM may terminate the contract.</p>   |
| 55. | Sample Submission                          | <b>Not applicable</b>  |
| 56. | Vendor Registration                        | <p><b>Vendors shall register themselves in IOM Libya Vendor Registration system by following this link: <a href="https://lb-p-vendorportal.azurewebsites.net/">https://lb-p-vendorportal.azurewebsites.net/</a></b></p> <p><b>Vendors that are registered shall indicate their IOM vendor number in their application as well.</b></p> |



## SECTION 4: EVALUATION CRITERIA

### Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail** basis and checked during Preliminary Examination.

| Criteria   | Documents to establish compliance  |
|--|--|
| Completeness of the bid  | All documents and technical documentation requested in Section 2: Instructions to Bidders Article 12 have been provided and are complete |
| Bidder accepts IOM General Conditions of Contract as specified in Section 6. | Form C: Bid Submission   |
| Bid Validity   | Form C: Bid Submission   |

### Eligibility and Qualification Criteria

All criteria will be evaluated on a **Pass/Fail basis**.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

| Eligibility Criteria  | Documents to establish compliance |
|---|-----------------------------------|
| Bidder is a legally registered entity in Libya  | Form D: Bidder Information        |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.  | Form C: Bid Submission            |
| No conflicts of interest in accordance with Section 2 Article 4.  | Form C: Bid Submission            |
| The bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future   | Form C: Bid Submission            |
| Certificates and Licences: <ul style="list-style-type: none"> <li>● Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.</li> <li>● Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.</li> <li>● Valid Business Permit in Libya</li> </ul> | Form D: Bidder Information        |

| Qualification Criteria | Documents to establish compliance |
|------------------------|-----------------------------------|
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| History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years. | Form F: Eligibility and Qualification Form |
| Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.                        | Form F: Eligibility and Qualification Form |
| Previous Experience:  |  |
| Minimum <b>3</b> years of relevant experience.  | Form F: Eligibility and Qualification Form |

**Technical Evaluation Criteria**

| <b>Criteria</b>  | <b>Criteria to establish compliance</b>   |
|--|---|
| Fleet Capacity   | Company to provide a letter clearly listing down the vehicle details they own and list of vehicles that are available to rent in order to provide services.                                     |
| Locations company have access within Libya   | Company to provide a letter confirming the locations they may have restrictions to access and areas they have access or sub-contractors can access.   |
| The Comprehensive Motor Vehicle and Third-Party Liability Insurance of each vehicle and passenger liability. | Letter from the company confirming insurance details with premiums to cover the vehicles as well as passengers with maximum coverage clearly indicated with the name of the insurance provider. |

**Evaluation of Prices**

| <b>Criteria</b>  | <b>Documents to establish compliance</b>     |
|------------------|--|
| Price comparison | Form G: Price Schedule ( Financial proposal) |

## **SECTION 5: TERMS OF REFERENCE (TOR)**

### **Background and Objectives**

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 IOM Emergency and Refugee Humanitarian Assistance Program, the IOM now invites interested Bidders to submit "Bid" for the Transportation of Migrants on Long Term Basis for Two (2) years services for various locations in Libya to IOM Libya following:

IOM Libya Country Office will award a Long-Term Agreement (LTA) to the best technical and financial offer for ground transportation of Migrants. IOM reserves the right to split the award to more than one service provider.

Figures stated in this ITB are indicative and do not represent a commitment that IOM will utilize a certain quantity. Quantities may vary and will depend on the actual requirements.

The Services will be provided throughout the term of contract signed between IOM and the selected Proposer(s). The Proposer will abide by all applicable laws and standards to ensure the Services are provided in a safe and professional manner.

The Proposers should quote for the entire Services i.e. all destinations and vehicle types indicated in Form K. Conditions for applying to part or sub-parts of the Services under this ITB are not allowed. Hence, any Proposal offered for part or sub-parts of the Services shall not be considered. The evaluation of proposals will be made per lot. IOM reserves the right to select the overall most favourable solution at its discretion and split contract among the Proposers per lot.

The Proposer will adhere to minimum requirements of IOM stipulated for transportation of migrants' services. Some of these requirements are stated therein.

- **Minimum requirements for the vehicles**

The Proposer(s) shall provide the vehicles which in terms of year of production comply to national regulations established at a time of certification and licensing by the respective state authority, should be roadworthy and in good technical condition, with necessary tools and equipment in case of emergency, First Aid Kit with up-to-date medicines and appropriate signs. The Proposer must provide details of the vehicles, including year of production, load capacity, brand, odometer reading and their actual technical condition.

The Proposer shall keep all vehicles and related equipment used under this Contract in reasonable condition, subject to normal wear and tear. The term "reasonable condition" means, at a minimum, that every transport vehicle provided to IOM must pass any and all inspections and tests required by Libyan law.

In the event of a mechanical failure or breakdown of any of the vehicle, the Proposer ensures that adequate substitutes are made as quickly as possible.

The above requirements are the minimum and actual requirements and may change based on the new requirements of IOM.

- **Minimum requirements for the Drivers**

The Proposer shall provide drivers for the vehicles to the IOM, who are qualified and competent both in the operation and basic maintenance of vehicle which they drive and possessing corresponding commercial driver's license qualified as required by Libyan law.

Each driver shall have a certified safe driving record, and no felony conviction of any sort, whether associated with the operation of a motor vehicle. The Proposer shall be able to provide IOM upon request a statement



either from the court, or Ministry of Interior whichever is applicable by law for eligibility of the driver's records. The Proposer shall ensure that all drivers already working for the Proposer or to be hired under this Contract are in full compliance with the law such as but not limited to alcohol, drug testing and other related health issues.

### **Insurance and Indemnities**

The Proposer shall prove to IOM that it has a valid insurance covering potential losses that may arise in the vehicle: fire, stealing, road accident etc. The insurance policy (Comprehensive) shall also include IOM's property and shipments from pick up at origin and during transport until final destination.

The Proposer ensures that each vehicle is covered by comprehensive motor vehicle insurance issued by a reputable insurance company for the entire duration of the Agreement, as evidenced by a certified true copy of the comprehensive motor vehicle insurance policy to be provided by the Proposer to IOM prior to signing of the Agreement.

Similarly, the Proposer shall furnish IOM with a certificate of insurance for goods in transit setting forth evidence of such coverage for the duration of Contract.

The Service Provider will be liable for all loss or damage, injury or death to the persons and their belongings other than that caused through no fault of the Service Provider of which IOM will be the sole judge. Upon the arrival of persons to the final location indicated by IOM, any damage or loss shall be assessed and recorded by IOM. All missing or damaged belongings of the persons transported will be debited against any sums due. No fees will be paid in relation to lost/damaged belongings of the persons. If the value of lost / damaged belongings or liability for injury or death is greater than the sums due, the balance will be deducted by IOM from the sum due in relation to any other agreement with the Service Provider or will be recoverable as damages.

The Comprehensive Motor Vehicle Insurance of each vehicle which is included in the rental fee shall cover all accidents and any damage caused to the vehicle, its driver and passengers and to a third party as well as to property/luggage damage. IOM shall not, in any case, be held responsible for any damage to the vehicle or to any third party (whether life or property) resulting from any accident in which one of the vehicle's may be involved. The Service Provider will furnish a certified copy of the certificate of insurance in force to IOM upon signature of this Agreement.

The Service Provider 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 Service Provider or its employees, officers, agents or subcontractors, in the performance of this Agreement. IOM shall promptly notify the Service Provider of any written claim, loss, or demand for which the Service Provider is responsible under this clause. This indemnity shall survive the expiration or termination of this Agreement.

The rental fee should include the cost of the salaries and allowances of drivers for each vehicle, Comprehensive Motor Vehicle Insurance, vehicles' maintenance, repair, any taxes, tolls and levies and fuel and any other costs related to the transportation services.

### **Assignment and Subcontracting**

The Service Provider shall not assign or subcontract the activities under this Agreement in whole or in part, unless agreed in writing in advance by IOM. Any subcontract entered by the Service Provider MUST be declared and a full list be submitted during the bidding process.

Notwithstanding a written approval from IOM, the Service Provider shall not be relieved of any liability or obligation under this Agreement, nor shall it create any contractual relation between any subcontractor and IOM. The Service Provider shall include in an agreement with a subcontractor all provisions in this Agreement that are applicable to a subcontractor, including relevant Warranties and Special Provisions. The Service

Provider remains liable as a primary obligor under this long-term Agreement, and it shall be directly responsible to IOM for any faulty performance under any subcontract. The subcontractor shall have no cause of action against IOM for any breach of the subcontract.

Below is the list of requirements needed while providing the transportation services:

### **Scope of the Services**

- 1- All Vehicles must have comprehensive vehicle insurance and third-party liability insurance covering all passengers.
- 2- All Vehicles models shall be minimum 2012 (max 10 years).
- 3- All Vehicles registration documents shall be submitted to IOM prior to assignment of services.
- 4- Each seat must have functioned seatbelt.
- 5- All vehicles shall have drivers which are trained to drive the assigned vehicle.
- 6- All vehicles shall have fire extinguisher, first aid kit and spare tire.
- 7- All vehicles must be available in max 3 working days after the official request from IOM.
- 8- In case if vehicles are required to go to cities that are not listed in the price list, closest city/location cost will be considered for the trip.
- 9- Each vehicle shall keep logbook and copy of the logbook shall be submitted to IOM when requested.
- 10- Service Provider staff shall be respectful to all passengers (IOM staff and Migrants) at all times.
- 11- Service Provider shall make sure all its staff and drivers complete the PSEA training that will be provided by IOM.
- 12- Service Provider shall make sure to arrange all required permits to provide the services specially to transport migrants within Libya.

## SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

### 6.1 Contract Form with General Conditions of Contract

#### **LONG TERM TRANSPORTATION OF PERSONS AGREEMENT**

**between the**

**International Organization for Migration**

**and**

**(Name of the Service provider)**

This Agreement for the Transportation of Persons is entered into by the **International Organization for Migration**, a related organization of the United Nations, acting through its [insert name of office, e.g., Mission in XXX], [Address of the Mission], represented by [Name, Title of Director, CoM, HoO], (hereinafter referred to as “**IOM**”), and [**Name of the Other Party**], [Address], represented by [Name, Title of the representative of the Other Party] (hereinafter referred to as the “**Service Provider**”).

### **Introduction**

- 1.1 The Service Provider agrees to provide IOM with transportation services in accordance with the terms and conditions of this Agreement and its Annexes, if any.

1.2 The following documents form an integral part of this Agreement:

- (a) **Annex A:** IOM Data Protection Principles
- (b) **Annex B:** Vehicle Request Form
- (c) **Annex C:** Price Schedule
- (a) **Annex D:** Advance Payment Bank Guarantee Template
- (b) **Annex E:** Performance Security Template
- (d) **Annex F:** IOM Terms and Conditions for European Union Funded Service Type Agreements

In the event of conflict between the provisions of any Annex and the terms of the main body of the Agreement, the latter shall prevail.

### Services Supplied

2.1 The Service Provider agrees to provide to the IOM transportation of persons according to the following specifications:

- (a) Upon receipt of a Vehicle Request Form (template attached as Annex B), the Service Provider will provide ground transportation with vehicles detailed in Article 3.2 which are officially authorized to transport passengers by the appropriate national transportation agency regulation in excellent mechanical condition. The date and number of vehicles required will be communicated by IOM focal person in [please write the office of location of the IOM focal point and phone number].
- (b) Water and/or meals shall be provided if requested though the Vehicle Request Form in advance by IOM in sufficient quantity and quality for all persons. Any additional fees for the provision of such Service need to be agreed in advance between the Parties and captured in the Vehicle Request Form.
- (c) The Service Provider shall ensure the following rules and regulations are fully respected:
  - i. Before starting any operation, the driver is fully responsible to verify the vehicle's faultless mechanical condition as well as ensuring the cleanliness of the vehicle.
  - ii. The driver in consultation with IOM focal person (or specifically assigned IOM escort) is responsible for the load of the vehicle. IOM focal person or escort has the authority to give instruction on the number of passengers and their seating as well as on the transportation of goods, tonnage limits and distribution of weight in the vehicle to assure the best balance.
  - iii. The drivers must possess a valid driving license for the relevant vehicle type, a copy of the appropriate license for each driver must be submitted to IOM for its records.
  - iv. Drivers must handle the vehicle with care and pay attention to the road condition and other road users including pedestrians.
  - v. The driver must respect all local traffic regulations at all times. Speeding and overtaking are not allowed.

- vi. Transporting passengers, luggage or cargo which are not authorized by IOM is strictly forbidden.
- vii. In case of emergency, including, but not limited to people in need of urgent medical assistance or violent acts or the threat thereof, relevant IOM focal person or escort shall be informed immediately and a detailed written report must be submitted by the driver to IOM within 24 (twenty-four) hours of the occurrence of any such situation.
- viii. Drivers shall respect the culture, custom and habits of all passengers and IOM personnel. They should make every effort to avoid any behaviour that may be considered as not acceptable in a particular cultural context.
- ix. The Service Provider shall ensure that the vehicles provided to IOM are accessible for persons with disabilities, if and as specified by IOM in the Vehicle Request Form or any other Annex.
- x. It is the responsibility of the driver to ensure all the vehicles are parked in a secure area during any designated stop, which shall only be made in areas assessed to be safe and all the curfews must be respected. Driving after dark is not permitted, except if expressly permitted by IOM.
- xi. The Service Provider is responsible for obtaining and verifying all required documentation, including all relevant licenses and transport permissions and other relevant documents, as applicable in the context.
- xii. In case of accident (i.e., any incident that happens unexpectedly resulting in damage to vehicle, passenger’s property, or injury or death of passengers or personnel) the following procedures shall be followed:
  - (1) Ensure first aid is provided and all injured are transferred to the nearest medical facility as quickly as possible.
  - (2) A report should be made to the local authority (if required, the driver must wait at the scene of the accident or report to the nearest police station).
  - (3) The IOM focal person and escort must be notified immediately.
  - (4) A written statement of the accident must be submitted to IOM within 24 (twenty-four) hours of the accident

2.2 The Service Provider shall make the following vehicles available to IOM:

| No. | Type and passenger capacity | Year | Plate number | Engine ID / Chassis ID |
|-----|-----------------------------|------|--------------|------------------------|
| 1   | Volvo 9400, 50 pax          | 2012 | ABCD1234     | XYZ123456              |
| 2   |                             |      |              |                        |
| 3   |                             |      |              |                        |
| 4   |                             |      |              |                        |
| 5   |                             |      |              |                        |
| 6   |                             |      |              |                        |
| 7   |                             |      |              |                        |

2.3 The Service Provider shall provide transportation services from [date] to [date].

*[Optional for Long-Term Agreements (please delete if not applicable)]*

Nothing in this Agreement shall be interpreted as creating an exclusive relationship between the Parties. IOM does not guarantee and is not obliged to request any minimum quantity of Services during the term of this Agreement.

*[Optional for Piggybacking for other UN agencies (please delete if not applicable)]*

2.5 If any United Nations (“UN”) entity wishes to avail of services which are of the same type as the Services through their own contracting formats, the Service Provider shall extend such services to them at prices and on terms no less favourable than those provided in this Agreement for the Services. For this purpose, IOM shall be entitled to disclose information related to this Agreement to any other UN entity.

**Charges and Payments**

3.1 The all-inclusive Service fee for the Services under this Agreement, which is the total charge to the IOM, shall be in accordance with the following table

| No. | Type                           | Price per hour / day / week / month / passenger / completed route |
|-----|--------------------------------|---|
| 1   | Volvo 9400, plate no. ABCD1234 | USD 250.00 (Two Hundred Fifty US Dollars only)                    |
| 2   |                                |   |
| 3   |                                |   |
| 4   |                                |   |
| 5   |                                |   |
| 6   |                                |   |
| 7   |                                |   |

3.2 If, at any time, contracted capacity has not been made available to IOM (in case of technical breakdown, etc.), the corresponding amounts will be deducted from the total owed proportionally.

3.3 The rental fee includes the cost of the salaries and allowances of drivers for each vehicle, Comprehensive Motor Vehicle Insurance, vehicles’ maintenance, repair, any taxes, tolls and levies and fuel and any other costs related to the transportation services.



- 3.4 The Service Provider shall invoice IOM upon completion of each movement/at the end of every week/month [delete/adapt as required]. The invoice shall include: *[services provided, routes completed, daily/weekly/monthly rate / rate per pax, number of hours billed, (add/delete as necessary)]*.
- 3.5 The Fee shall become due [insert number of days in numbers] ([write figure in words]) days after IOM's receipt and approval of the invoice. Payment shall be made in [Currency code] by [bank transfer] to the following bank account:

Bank Name:

Bank Branch:

Bank Account Name:

Bank Account Number:

Swift Code:

IBAN Number:

Any change to the bank account shall be formalized by an amendment to this Agreement.

- 3.6 The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this Agreement.
- 3.7 In the event of a delay to the specified delivery schedule IOM shall charge a penalty of 0.1% (one tenth of one percent) of the Service fee for every day of breach of the delivery schedule.
- 3.8 IOM shall be entitled, without prejudice to any other rights or remedies it may have, to withhold payment of part or all of the Fee until the Service Provider has completed to the satisfaction of IOM the Services to which those payments relate.

#### **Advance Payment Bank Guarantee and Performance Security**

##### **4.1 Advance Payment Bank Guarantee (IF APPLICABLE)**

The Service Provider shall provide IOM with a bank guarantee to secure the requested advance payment (the "Bank Guarantee") in an amount equivalent to the total amount advanced to be issued by a reputable bank or financial entity acceptable to IOM, based on the template in Annex E, or as otherwise accepted by IOM in writing. The Bank Guarantee shall be effective until [insert date of Services completion], following which the Bank Guarantee will be discharged by IOM. IOM shall not be obliged to make any advance payment until the Bank Guarantee is received and approved by IOM.

#### 4.2 Performance Security (IF APPLICABLE)

4.2.1 The Service Provider shall provide IOM with a performance security in the amount equivalent to 10% (ten percent) of the Service Fee, to be issued by a reputable bank or surety company in a form acceptable to IOM (the “Performance Security”).

4.2.2 The Performance Security shall serve as the guarantee for the Service Provider’s satisfactory performance and compliance with the terms and conditions of this Agreement. The amount of the Performance Security shall not be construed as the limit of the Service Provider’s liability to IOM in any event. The Performance Security shall be effective from the date of commencement of the Services until [insert a date 30 days from the completion of Service Provider’s obligations] following which it will be released by IOM.

#### **Warranties**

The Service Provider warrants that:

It is the legal owner of the vehicles, and that the vehicles are each properly registered, as evidenced by a Certified True Copy of each vehicle’s registration papers. Each vehicle must carry the original registration papers at all times during the period of this Agreement;

Each vehicle is covered by a Comprehensive Motor Vehicle Insurance issued by a reputable insurance company for the entire duration of the Agreement, as evidenced by a Certified True Copy of comprehensive motor vehicle insurance policy to be provided by the Service Provider to IOM prior to signing this Agreement;

Each vehicle is officially authorized to transport persons and all appropriate national transportation regulations and standards are met;

Each vehicle is in good working condition (road worthy) such as to ensure the safety of goods and has all the necessary tools and equipment that may be needed in times of emergency, as evidenced by a list of such equipment certified by IOM’s focal person or escort;

The vehicles provided by the Service Provider are to include the driver, (or in case of long-haul journey, two drivers), an adequate supply of fuel, lubricants, spare parts, and, in particular, a sufficient number of spare tires. If refueling is not possible because of fuel shortage IOM will consider vehicles as non-operational and deductions will be made accordingly;

All vehicles shall bear IOM markings. Upon completion of each movement the markings should be removed immediately;

All aspects of the drivers including payment are the responsibility of the Service Provider. No employment relationship exists between IOM and the drivers;

The drivers assigned to vehicles used for the purpose of transportation under this Agreement are to be properly licensed, trained and suitably attired at all times in the prescribed uniform and

shall conduct themselves in a manner that will not cause any prejudice or bad publicity to IOM. No unauthorized driver shall be allowed to drive any vehicle at any time;

The maximum number of working hours of the drivers shall not exceed applicable national standards and regulations (in order to avoid accidents due to fatigue). The drivers shall follow the instructions given by IOM staff, provided those instructions do not go against applicable law. Drivers found to be unsuitable by IOM shall be replaced immediately and without contest. Consumption of alcohol and/or other drugs or driving under the influence thereof is strictly forbidden and constitutes grounds for immediate dismissal of the driver;

The Service Provider is fully responsible for all the maintenance and repair of each vehicle including when the vehicle is damaged or is not in good working condition. Maintenance should be conducted by the Service Provider every 5,000 km (five thousand kilometers) or 3 (three) months whichever comes first. During such maintenance or repair, the Service Provider shall provide IOM with a service vehicle of the same quality, type and condition as the vehicle which is undergoing maintenance. In case the Service Provider fails to provide such vehicle within 24 (twenty-four) hours of required replacement, IOM reserves the option to either terminate or suspend the Agreement until such time that the subject vehicle or its replacement is made available to IOM by giving an immediate notice to the Service Provider. IOM shall not be responsible for any rental fee during the suspended period;

No arms, prohibited or dangerous items or contraband shall be carried/transported on-board the IOM contracted vehicles;

The subject vehicles are officially authorized to transport humanitarian aid;

The Service Provider further warrants that:

- (a) It is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactorily, within the stipulated completion period, all the Services in accordance with this Agreement;
- (b) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this Agreement;
- (c) In all circumstances it shall act in the best interests of IOM;
- (d) No official of IOM or any third party has received from, will be offered by, or will receive from the Service Provider any direct or indirect benefit arising from the Agreement or award thereof;
- (e) It has not misrepresented or concealed any material facts in the procurement of this Agreement;
- (f) The Service Provider, its staff, or shareholders have not previously been declared by IOM ineligible to be awarded agreements by IOM;
- (g) It will maintain reasonable and appropriate organizational, administrative, physical, and technical safeguards to ensure the integrity and confidentiality of the information shared pursuant to this Agreement. The safeguards shall be designed to protect against any foreseeable threats or risks to the security and integrity of such information as well as the unauthorized access, use or disclosure thereof. If requested by IOM at any time during the term of this Agreement, the Service Provider shall provide IOM with copies of its policies, protocols, records, and other relevant materials implementing the safeguards;

- (h) It has or shall take out relevant insurance coverage for the period the Services are provided under this Agreement;
- (i) The Fee specified in this Agreement shall constitute the sole remuneration in connection with this Agreement. The Service Provider shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or the discharge of its obligations thereunder. The Service Provider shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration;
- (j) It shall respect the legal status, privileges and immunities of IOM as an intergovernmental organization, such as inviolability of documents and archive wherever it is located, exemption from taxation, immunity from legal process or national jurisdiction. In the event that the Service Provider becomes aware of any situation where IOM's legal status, privileges or immunities are not fully respected, it shall immediately inform IOM;
- (k) It is not included in the most recent United Nations Security Council Consolidated List nor is it the subject of any sanctions or other temporary suspension. The Service Provider will disclose to IOM if it becomes subject to any sanction or temporary suspension during the term of this Agreement;
- (l) It must not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the most recent United Nations Security Council Consolidated List and all other applicable anti-terrorism legislation. If, during the term of this Agreement, the Service Provider determines there are allegations or suspicions that funds transferred to it in accordance with this Agreement have been used to provide support or assistance to individuals or entities associated with terrorism, it will inform IOM immediately who in consultation with the donors as appropriate, shall determine an appropriate response. The Service Provider shall ensure that this requirement is included in all subcontracts.

The Service Provider warrants that it shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any fraudulent, corrupt, discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The Service Provider shall immediately inform IOM of any allegation or suspicion that the following practice may have occurred or exist:

- (a) fraudulent practice, defined as any act or omission, including misrepresentation or concealment, that knowingly or recklessly misleads, or attempts to mislead, a natural or legal person in the procurement process or the execution of a contract party to obtain a financial gain or other benefit, or to avoid an obligation or in such a way as to cause a detriment to IOM.
- (b) corrupt practice defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another natural or legal person in the procurement process or in contract execution, such as through bribery.
- (c) collusive practice defined as an arrangement between two or more bidders, or other natural or legal persons designed to achieve an improper purpose, including influencing improperly the actions of another natural or legal person or artificially altering the results of the procurement process to obtain a financial gain or other benefit.
- (d) coercive practice defined as impairing or harming, or threatening to impair or harm, directly or indirectly, any natural or legal person or the property of any such person to influence improperly its actions or impact the execution of a contract.

- (e) obstructive practice defined as acts or omissions intended to materially impede the exercise of IOM’s contractual rights of audit, investigation and/or access to information, including deliberately destroying, falsifying, altering or concealing of evidence material to IOM investigations, or making false statements to IOM investigators in order to materially impede a duly authorized investigation into allegations of fraudulent, corrupt, collusive, coercive or unethical practices; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- (f) unethical practice defined as a practice contrary to the IOM Unified Staff Regulations and Rules or UN Supplier Code of Conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority, harassment, discriminatory or exploitative practices or practices inconsistent with the rights set forth in the Convention on the Rights of the Child.
- (g) money laundering practice defined as the conversion or transfer of property knowing that such property is derived from any offence(s), for the purpose of concealing or disguising the illicit origin of the property or of assisting any persons who are involved in such offence(s) to evade the legal consequences of their actions. Property shall include, but not be limited to money.

The Service Provider further warrants that it shall:

- (a) Take all appropriate measures to prevent sexual exploitation and sexual abuse (SEA), as those terms are defined in section 1 of ST/SGB/2003/13 (the “SG Bulletin”),<sup>1</sup> and sexual harassment (SH), as that term is defined in section 1 of the UN System Model Policy on Sexual Harassment,<sup>2</sup> by its employees or sub-contractors, consultants, interns or volunteers associated with or working on behalf of the Service Provider to perform activities under this Agreement (“Associated Personnel”);
- (b) accept and follow the standards of conduct listed in section 3 of the SG Bulletin;
- (c) Promptly and confidentially report to IOM any allegations or suspicions of SEA or SH concerning its employees or Associated Personnel; promptly investigate any credible allegations of SEA or SH concerning its employees or Associated Personnel, and inform IOM of the outcome of such investigation; take appropriate corrective measures, including imposing disciplinary measures on any of its employees or Associated Personnel who has committed SEA or SH, and inform IOM of such corrective measures;
- (d) Provide to IOM, on written request, all relevant information to determine whether the Implementing Partner has taken appropriate investigative and corrective action in cases of SEA or SH. Failure to take appropriate investigative or corrective action to the satisfaction of IOM shall constitute material breach of this Agreement;
- (e) Ensure that the SEA and SH provisions contained in this Article are included in all sub-contracts related to this Agreement;
- (f) Adhere to the provisions of this Article for the duration of this Agreement.

The Service Provider expressly acknowledges and agrees that breach by the Service Provider, its employees or its Associated Personnel, of any provision contained in Articles 5.13, 5.14, or

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<sup>1</sup> Secretary-General’s Bulletin Special measures for protection from sexual exploitation and sexual abuse dated 9 October 2003, [N0355040.pdf \(un.org\)](#)

<sup>2</sup> UN System Model Policy on Sexual Harassment, [CEB Model Policy \(unsceb.org\)](#)

5.15 of this Agreement constitutes a material breach of this Agreement and shall entitle IOM to terminate this Agreement immediately on written notice without liability. In the event that IOM determines, whether through an investigation or otherwise, that such a breach has occurred then, in addition to its right to terminate the Agreement, IOM shall be entitled to recover from the Service Provider all losses suffered by IOM in connection with such breach.

IOM shall have the right to investigate any allegations (including but not limited to SEA, SH, fraud and corruption) involving the Service Provider, its employees or its Associated Personnel, notwithstanding related investigations undertaken by the Service Provider or national authorities. The Service Provider shall provide its full and timely cooperation with any such investigations. Such cooperation shall include, but shall not be limited to, the Service Provider's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant access to the Service Provider's premises at reasonable times and on reasonable conditions in connection with such access to the Service Provider's personnel and relevant documentation. The Service Provider shall require its agents, including, but not limited to, the Service Provider's attorneys, accountants or other advisers, to reasonably cooperate with any such investigations carried out by IOM.

### **Assignment and Subcontracting**

- 6.1 The Service Provider shall not assign or subcontract the activities under this Agreement in whole or in part, unless agreed in writing in advance by IOM. Any subcontract entered into by the Service Provider without approval in writing by IOM may be cause for termination of the Agreement.
- 6.2 Notwithstanding a written approval from IOM, the Service Provider shall not be relieved of any liability or obligation under this Agreement nor shall it create any contractual relation between any subcontractor and IOM. The Service Provider shall include in an agreement with a subcontractor all provisions in this Agreement that are applicable to a subcontractor, including relevant Warranties and Special Provisions. The Service Provider remains liable as a primary obligor under this Agreement, and it shall be directly responsible to IOM for any faulty performance under any subcontract. The subcontractor shall have no cause of action against IOM for any breach of the subcontract.

### **Delays, Defaults and Force Majeure**

If, for any reason, the Service Provider does not carry out or is not able to carry out its obligations under this Agreement and/or according to the project document, it must give notice and full particulars in writing to IOM as soon as possible. In the case of delay or non-performance, IOM reserves the right to take such action as in its sole discretion is considered to be appropriate or necessary in the circumstances, including imposing a charge of 1% (one per cent) of the Fee per day of delay, up to a maximum of 10% (ten per cent) of the Fee, or terminating this Agreement. In the event of such termination, the provisions of Article 20 (Termination) shall apply.

Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Agreement if such delay or failure is caused by force majeure, which means any

unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, blockade or embargo, strikes, Governmental or state restrictions, natural disaster, epidemic, public health crisis, and any other circumstances which are not caused by nor within the control of the affected Party.

As soon as possible after the occurrence of a force majeure event which impacts the ability of the affected Party to comply with its obligations under this Agreement, the affected Party will give notice and full details in writing to the other Party of the existence of the force majeure event and the likelihood of delay. On receipt of such notice, the unaffected Party shall take such action as it reasonably considers appropriate or necessary in the circumstances, including granting to the affected Party a reasonable extension of time in which to perform its obligations. During the period of force majeure, the affected Party shall take all reasonable steps to minimize damages and resume performance.

IOM shall be entitled without liability to suspend or terminate the Agreement if the Service Provider is unable to perform its obligations under the Agreement by reason of force majeure. In the event of such suspension or termination, the provisions of the Article on Termination shall apply.

### **Independent Contractor**

The Service Provider, its employees and other personnel as well as its subcontractors and their personnel, if any, shall perform all Services under this Agreement as an independent contractor and not as an employee or agent of IOM.

### **Audit**

The Service Provider agrees to maintain financial records, supporting documents, statistical records and all other records relevant to the Services in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the provision of Services under this Agreement. The Service Provider shall make all such records available to IOM or IOM's designated representative at all reasonable times until the expiration of seven years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Service Provider shall be available for interview.

### **Confidentiality**

All information which comes into the Service Provider's possession or knowledge in connection with this Agreement is to be treated as strictly confidential. The Service Provider shall not communicate such information to any third party without the prior written approval of IOM. The Service Provider shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers, stores or otherwise processes any personal data in the performance of this Agreement. These obligations shall survive the expiration or termination of this Agreement.

Notwithstanding the previous paragraph, IOM may disclose the terms of this Agreement and information related to this Agreement, including the name and address of the Service Provider, the title of the contract/project, the nature and purpose of the contract/project, and the amount of the contract/project to the extent required by its donor/s or auditors in relation to IOM's commitment to any initiative for transparency and accountability of funding received by IOM provided that such disclosure will be in accordance with the policies, instructions and regulations of IOM.

## **Notices**

Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and delivered, or sent by prepaid post or facsimile to the other Party at the following address:

### **International Organization for Migration (IOM)**

Attn: [Name and title/position of IOM contact person]

[IOM's address]

Email: [IOM's email address]

### **[Full name of the Service Provider]**

Attn: [Name and title/position of the Service Provider's contact person]

[Service Provider's address]

Email: [Service Provider's email address]

## **Dispute Resolution**

Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.

In the event that the dispute, controversy or claim is not resolved by negotiation within 3 (three) months of receipt of the notice from one Party of the existence of such dispute, controversy or claim, either Party may request that it be submitted to mediation in accordance with the UNCITRAL Mediation Rules in effect at the time of the dispute.

In the event that mediation is not successful, either Party may submit the dispute, controversy or claim to arbitration in accordance with the UNCITRAL Arbitration Rules in effect at the time of the dispute no later than 3 (three) months following the date of termination of the mediation as per Article 9 of the UNCITRAL Mediation Rules. The number of arbitrators shall be one and the language to be used in the arbitral proceedings shall be English. The appointing authority shall be the Secretary General of the Permanent Court of Arbitration. The arbitral tribunal shall have no authority to award punitive damages. The seat of the arbitration shall be Geneva, Switzerland.



All aspects of the dispute resolution as per paragraphs 1 to 3 of this Article shall be treated as confidential by the Parties and all others involved.

The present Agreement as well as the arbitration agreement above shall be governed by the terms of the present Agreement and supplemented by internationally accepted general principles of law (including the UNIDROIT Principles of International Commercial Contracts) for issues not covered by the Agreement, to the exclusion of any single national system of law that would defer the Agreement to the laws of any given jurisdiction.

This Article survives the expiration or termination of the present Agreement.

#### **Use of IOM Name, Abbreviation, and Emblem**

The Service Provider shall not be entitled to use the name, abbreviation or emblem of IOM without IOM's prior written authorization. The Service Provider acknowledges that use of the IOM name, abbreviation and emblem is strictly reserved for the official purposes of IOM and protected from unauthorized use by Article 6ter of the Paris Convention for the Protection of Industrial Property, revised in Stockholm in 1967 (828 UNTS 305 (1972)).

#### **Insurance and Indemnities**

- 14.1 The Service Provider will be liable for all loss or damage, injury or death to the persons and their belongings other than that caused through no fault of the Service Provider of which IOM will be the sole judge. Upon the arrival of persons to the final location indicated by IOM, any damage or loss shall be assessed and recorded by IOM. All missing or damaged belongings of the persons transported will be debited against any sums due. No fees will be paid in relation to lost/damaged belongings of the persons. If the value of lost / damaged belongings or liability for injury or death is greater than the sums due, the balance will be deducted by IOM from the sum due in relation to any other agreement with the Service Provider or will be recoverable as damages.
- 14.2 The Comprehensive Motor Vehicle Insurance of each vehicle which is included in the rental fee shall cover all accidents and any damage caused to the vehicle, its driver and passengers and to a third party as well as to property damage. IOM shall not, in any case, be held responsible for any damage to the vehicle or to any third party (whether life or property) resulting from any accident in which one of the vehicle's may be involved. The Service Provider will furnish a certified copy of the certificate of insurance in force to IOM upon signature of this Agreement.
- 14.3 The Service Provider 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 Service Provider or its employees, officers, agents or subcontractors, in the performance of this Agreement. IOM shall promptly notify the Service Provider of any written claim, loss, or



demand for which the Service Provider is responsible under this clause. This indemnity shall survive the expiration or termination of this Agreement.

### **Status of IOM**

Nothing in or relating to the Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the IOM.

### **Waiver**

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this Agreement shall not constitute a waiver or relinquishment of the right to enforce the provisions of this Agreement in future instances, but this right shall continue and remain in full force and effect.

### **Termination**

IOM may terminate or suspend this Agreement at any time, in whole or in part.

In the event of termination of this Agreement, IOM will only pay for the Services completed in accordance with this Agreement unless otherwise agreed. Other amounts paid in advance, if any, will be returned to IOM within 7 (seven) days from the date of termination.

Upon any such termination, the Service Provider shall waive any claims for damages including loss of anticipated profits on account thereof.

In the event of suspension of this Agreement, IOM will specify the scope of activities and/or deliverables that shall be suspended in writing. All other rights and obligations of this Agreement shall remain applicable during the period of suspension. IOM will notify the Service Provider in writing when the suspension is lifted and may modify the completion date. The Service Provider shall not be entitled to claim or receive any Service fee or costs incurred during the period of suspension of this Agreement.

### **Severability**

If any part of this Agreement is found to be invalid or unenforceable, that part will be severed from this Agreement and the remainder of the Agreement shall remain in full force.

### **Entire Agreement**

This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, if any, relating to the subject matter of this Agreement.

**Final Clauses**

- 20.1 This Agreement will enter into force upon signature by both Parties. It will remain in force until completion of all obligations of the Parties under this Agreement unless terminated earlier in accordance with the Article on Termination.
- 20.2 Any change to the terms and conditions detailed herein shall be documented in a written amendment to this Agreement.

**Special Provisions (Optional)**

Due to the requirements of the donor financing the project, the Service Provider shall agree and accept the following provisions:

[Insert all donor requirements which must be flowed down to IOM’s implementing partners and subcontractors. In case of any doubt, please contact LEGContracts@iom.int]

Signed in duplicate in English, on the dates and at the places indicated below.

*For and on behalf of*

*For and on behalf of*

The International Organization for Migration

[Name of Service Provider]

Signature

Signature

---

Name:

---

Name:

Position:

Position:

Date:

Date:

Place:

Place:

**SECTION 7: PROPOSAL FORMS**

**Form A: Proposal Confirmation.**

**Form B: Checklist.**

**Form C: Technical Proposal Submission.**

**Form D: Proposer Information.**

**Form E: Joint Venture/Consortium/Association Information.**

**Form F: Eligibility and Qualification.**

**Form G: Format for Financial Proposal (Price Schedule)**



**FORM B: CHECKLIST**

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

**Technical Proposal:**

|  |                          |
|--|--------------------------|
| <b>Have you duly completed all the Returnable Proposal Forms?</b>  |                          |
| ▪ Form C: Technical Proposal Submission  | <input type="checkbox"/> |
| ▪ Form D: Proposer information   | <input type="checkbox"/> |
| ▪ Form E: Joint Venture/Consortium/Association Information   | <input type="checkbox"/> |
| ▪ Form F: Eligibility and Qualification  | <input type="checkbox"/> |
| ▪  |                          |
| <b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b> | <input type="checkbox"/> |
| <b>Have you provided the required documents in support of Form D: Proposer Information?</b>                        | <input type="checkbox"/> |

**Financial Proposal:**

|   |  |
|---|--|
| ▪ Form G: Financial Proposal (Price schedule) |  |
|---|--|

FORM C: TECHNICAL PROPOSAL SUBMISSION

|                   |                                  |       |                               |
|-------------------|----------------------------------|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference:    | LY24-006                         |       |                               |

We, the undersigned, offer to supply the services required for *Provision of Land transportation services for Migrants in Libya for Two (2) years on long term agreement (LTA) basis* in accordance with your ITB No. LY24-006. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

**BIDDER'S DECLARATION OF CONFORMITY<sup>3</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.  |
| <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  |

<sup>3</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

| Yes                      | No                       |  |
|--------------------------|--------------------------|--|
|                          |                          | 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:  Click or tap here to enter text.

Title:  Click or tap here to enter text.

Date:  Click or tap to enter a date.



FORM D: PROPOSER INFORMATION



VENDOR INFORMATION SHEET

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

Registered Vendor Name\*: \_\_\_\_\_

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 Position: \_\_\_\_\_  
Company Website: \_\_\_\_\_

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

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

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.

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  
If there is insufficient space, please use the Other Information section

Product Categories (check all applicable)\*

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

UNGM No. \_\_\_\_\_ <https://www.ungm.org/UNUser/Home>  
UN Partner Portal Reference \_\_\_\_\_ <https://www.unpartnerportal.org>  
Registration Date \_\_\_\_\_ Main Country of Operations (dd-mm-yyyy)

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

**FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

|                   |                                  |       |                               |
|-------------------|----------------------------------|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference:    | LY24-006                         |       |                               |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

| No | Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address) | Proposed proportion of responsibilities (in %) and type of services to be performed |
|----|---|---|
| 1  | Click or tap here to enter text.  | Click or tap here to enter text.  |
| 2  | Click or tap here to enter text.  | Click or tap here to enter text.  |
| 3  | Click or tap here to enter text.  | Click or tap here to enter text.  |

|   |   |
|---|---|
| <p><b>Name of leading partner</b></p> <p>(with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)</p> | <p>Click or tap here to enter text.</p> |
|---|---|

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR**  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to [Click or tap here to enter text](#) for the fulfilment of the provisions of the Contract.

Name \_\_\_\_\_ of \_\_\_\_\_ partner:      Name \_\_\_\_\_ of \_\_\_\_\_ partner:  
 Signature: \_\_\_\_\_      Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_      Date: \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ partner:      Name \_\_\_\_\_ of \_\_\_\_\_ partner:  
 Signature: \_\_\_\_\_      Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_      Date: \_\_\_\_\_

FORM F: ELIGIBILITY AND QUALIFICATION

|                   |                                  |       |                               |
|-------------------|----------------------------------|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference:    | LY24-006                         |       |                               |

*If JV/Consortium/Association, to be completed by each partner.*

**History of Non- Performing Contracts**

| <input type="checkbox"/> No non-performing contracts during the last 3 years |                                    |   |   |
|--|------------------------------------|---|---|
| <input type="checkbox"/> Contract(s) not performed in the last 3 years       |                                    |   |   |
| Year   | Non- performed portion of contract | Contract Identification   | Total Contract Amount (current value in US\$) |
|  |                                    | Name of Client:<br>Address of Client:<br>Reason(s) for non-performance: |   |

**Litigation History** (including pending litigation)

| <input type="checkbox"/> No litigation history for the last 3 years |                                    |   |  |
|---|------------------------------------|---|--|
| <input type="checkbox"/> Litigation History as indicated below      |                                    |   |  |
| Year of dispute   | Amount in dispute (state currency) | Contract Identification   | Total Contract Amount (state currency) |
|   |                                    | Name of Client:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years **(Please provide at least one copy of Purchase order or contract of similar service and similar value with any UN agency, NGO or INGO)**

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

| Project name & Country of Assignment | Client & Reference Contact Details | Contract Value | Period of activity and status | Types of activities undertaken and role (Contractor, sub-contractor, or consortium member) |
|--------------------------------------|------------------------------------|----------------|-------------------------------|--|
|--------------------------------------|------------------------------------|----------------|-------------------------------|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Financial Standing**

|   |      |          |        |
|---|------|----------|--------|
| <b>Annual Turnover for the last 3 years</b>                         | Year | Currency | Amount |
|   | Year | Currency | Amount |
|   | Year | Currency | Amount |
| <b>Latest Credit Rating (if any), indicate the source and date.</b> |      |          |        |

| <b>Financial information</b><br>(state currency)   | <b>Historic information for the last 3 years</b> |        |        |
|--|--|--------|--------|
|  | Year 1   | Year 2 | Year 3 |
|  | <i>Information from Balance Sheet</i>            |        |        |
| Total Assets (TA)                                  |  |        |        |
| Total Liabilities (TL)                             |  |        |        |
| Current Assets (CA)                                |  |        |        |
| Current Liabilities (CL)                           |  |        |        |
|  | <i>Information from Income Statement</i>         |        |        |
| Total / Gross Revenue (TR)                         |  |        |        |
| Profits Before Taxes (PBT)                         |  |        |        |
| Net Profit   |  |        |        |
| Current Ratio (current assets/current liabilities) |  |        |        |

- a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies.
- b) Historic financial statements **audited or not audited is acceptable**.
- c) Historic financial statements must correspond to accounting periods already completed (**audited or not audited is acceptable**). No statements for partial periods shall be accepted.
- d) In case the Tax certificate has a loss then the bidder MUST provide supporting documents to proof the financial capacity of the Company.



**FORM G: FORMAT FOR FINANCIAL PROPOSAL (Price Schedule)**

**Annex G - Price Schedules**

| <b>Price List</b> |   |  |                       |   |
|-------------------|---|--|-----------------------|---|
| #                 | From/To<br>(Detention<br>Center-<br>Embassy-<br>Airport-City) | From/To<br>(Detention<br>Center-Embassy-<br>Airport-City)  | Transport<br>Type     | Unit Price (per one trip)<br>- way one-way (USD)<br>including driver and all<br>other costs |
| 1                 | Mitiga Airport<br>(Tripoli)                                   | All locations in<br>and surrounding<br>of Tripoli (Less<br>than 20KM)                                      | Bus (45-50<br>seats)  |   |
|                   |   |  | Minibus (24<br>Seats) |   |
|                   |   |  | Minivan (7<br>Seats)  |   |
|                   |   |  | Pickup Truck          |   |
|                   |   |  | Box Truck             |   |
|                   |   |  | Sedan Car             |   |
| 2                 | Mitiga Airport<br>(Tripoli)                                   | All locations in<br>and surrounding<br>of Zawia or<br>Janzour (30-<br>100KM)                               | Bus (45-50<br>seats)  |   |
|                   |   |  | Minibus (24<br>Seats) |   |
|                   |   |  | Minivan (7<br>Seats)  |   |
|                   |   |  | Pickup Truck          |   |
|                   |   |  | Box Truck             |   |
|                   |   |  | Sedan Car             |   |
| 3                 | Mitiga Airport<br>(Tripoli)                                   | All locations in<br>and surrounding<br>of Zwara or<br>Gharyan or<br>Alkhoms or<br>Tarhouna (100-<br>150KM) | Bus (45-50<br>seats)  |   |
|                   |   |  | Minibus (24<br>Seats) |   |
|                   |   |  | Minivan (7<br>Seats)  |   |

|  |  |  |              |  |
|--|--|--|--------------|--|
|  |  |  | Pickup Truck |  |
|  |  |  | Box Truck    |  |
|  |  |  | Sedan Car    |  |



|   |                          |  |                    |  |
|---|--------------------------|--|--------------------|--|
| 4 | Mitiga Airport (Tripoli) | All locations in and surrounding of Misrata or Zintan or Mizda or Bani Waleed (150-200KM)      | Bus (45-50 seats)  |  |
|   |                          |  | Minibus (24 Seats) |  |
|   |                          |  | Minivan (7 Seats)  |  |
|   |                          |  | Pickup Truck       |  |
|   |                          |  | Box Truck          |  |
|   |                          |  | Sedan Car          |  |
| 5 | Misrata Airport          | All locations in and surrounding of Misrata (Less than 20KM)                                   | Bus (45-50 seats)  |  |
|   |                          |  | Minibus (24 Seats) |  |
|   |                          |  | Minivan (7 Seats)  |  |
|   |                          |  | Pickup Truck       |  |
|   |                          |  | Box Truck          |  |
|   |                          |  | Sedan Car          |  |
| 6 | Misrata Airport          | All locations in and surrounding of Zliten or Alkhums or Bani Waleed (70-150KM)                | Bus (45-50 seats)  |  |
|   |                          |  | Minibus (24 Seats) |  |
|   |                          |  | Minivan (7 Seats)  |  |
|   |                          |  | Pickup Truck       |  |
|   |                          |  | Box Truck          |  |
|   |                          |  | Sedan Car          |  |
| 7 | Misrata Airport          | All locations in and surrounding of Tripoli or Zawia or Tarhouna (150-200KM)                   | Bus (45-50 seats)  |  |
|   |                          |  | Minibus (24 Seats) |  |
|   |                          |  | Minivan (7 Seats)  |  |
|   |                          |  | Pickup Truck       |  |
|   |                          |  | Box Truck          |  |
|   |                          |  | Sedan Car          |  |
| 8 | Misrata Airport          | All locations in and surrounding of Tripoli or Zwara or Zintan or Mizda or Gharyan (250-350KM) | Bus (45-50 seats)  |  |
|   |                          |  | Minibus (24 Seats) |  |
|   |                          |  | Minivan (7 Seats)  |  |
|   |                          |  | Pickup Truck       |  |
|   |                          |  | Box Truck          |  |
|   |                          |  | Sedan Car          |  |

|    |                   |   |                    |  |
|----|-------------------|---|--------------------|--|
| 9  | Zwara Airport     | All locations in and surrounding of Zwara (Less than 20KM)  | Bus (45-50 seats)  |  |
|    |                   |   | Minibus (24 Seats) |  |
|    |                   |   | Minivan (7 Seats)  |  |
|    |                   |   | Pickup Truck       |  |
|    |                   |   | Box Truck          |  |
|    |                   |   | Sedan Car          |  |
| 10 | Zwara Airport     | All locations in and surrounding of Tripoli or Zawia (50-150KM)                                   | Bus (45-50 seats)  |  |
|    |                   |   | Minibus (24 Seats) |  |
|    |                   |   | Minivan (7 Seats)  |  |
|    |                   |   | Pickup Truck       |  |
|    |                   |   | Box Truck          |  |
|    |                   |   | Sedan Car          |  |
| 11 | Zwara Airport     | All locations in and surrounding of Zintan or Mizda or Gharyan or Alkhoms or Tarhouna (150-250KM) | Bus (45-50 seats)  |  |
|    |                   |   | Minibus (24 Seats) |  |
|    |                   |   | Minivan (7 Seats)  |  |
|    |                   |   | Pickup Truck       |  |
|    |                   |   | Box Truck          |  |
|    |                   |   | Sedan Car          |  |
| 12 | Zwara Airport     | All locations in and surrounding of Misrata or Zliten or Bani Walid (250-350KM)                   | Bus (45-50 seats)  |  |
|    |                   |   | Minibus (24 Seats) |  |
|    |                   |   | Minivan (7 Seats)  |  |
|    |                   |   | Pickup Truck       |  |
|    |                   |   | Box Truck          |  |
|    |                   |   | Sedan Car          |  |
| 13 | Tamanhint Airport | All locations in and surrounding of Sabha or Brak Alshati (less than 70KM)                        | Bus (45-50 seats)  |  |
|    |                   |   | Minibus (24 Seats) |  |
|    |                   |   | Minivan (7 Seats)  |  |
|    |                   |   | Pickup Truck       |  |
|    |                   |   | Box Truck          |  |
|    |                   |   | Sedan Car          |  |

|    |   |  |                    |  |
|----|---|--|--------------------|--|
| 14 | Tamanhint Airport                                       | All locations in and surrounding of Alqatroun or Ubari (250-350KM)           | Bus (45-50 seats)  |  |
|    |   |  | Minibus (24 Seats) |  |
|    |   |  | Minivan (7 Seats)  |  |
|    |   |  | Pickup Truck       |  |
|    |   |  | Box Truck          |  |
|    |   |  | Sedan Car          |  |
| 15 | All locations in and surrounding of Sabha and Tamanhint | All locations in and surrounding of Ghat or Darj (500-1500KM)                | Bus (45-50 seats)  |  |
|    |   |  | Minibus (24 Seats) |  |
|    |   |  | Minivan (7 Seats)  |  |
|    |   |  | Pickup Truck       |  |
|    |   |  | Box Truck          |  |
|    |   |  | Sedan Car          |  |
| 16 | Benina Airport (Benghazi)                               | All locations in and surrounding of Benghazi (Less than 20KM)                | Bus (45-50 seats)  |  |
|    |   |  | Minibus (24 Seats) |  |
|    |   |  | Minivan (7 Seats)  |  |
|    |   |  | Pickup Truck       |  |
|    |   |  | Box Truck          |  |
|    |   |  | Sedan Car          |  |
| 17 | Benina Airport (Benghazi)                               | All locations in and surrounding of Almarj or Slouq (70-150KM)               | Bus (45-50 seats)  |  |
|    |   |  | Minibus (24 Seats) |  |
|    |   |  | Minivan (7 Seats)  |  |
|    |   |  | Pickup Truck       |  |
|    |   |  | Box Truck          |  |
|    |   |  | Sedan Car          |  |
| 18 | Benina Airport (Benghazi)                               | All locations in and surrounding of Ajdabya or Albayda or Shahat (150-250KM) | Bus (45-50 seats)  |  |
|    |   |  | Minibus (24 Seats) |  |
|    |   |  | Minivan (7 Seats)  |  |
|    |   |  | Pickup Truck       |  |
|    |   |  | Box Truck          |  |
|    |   |  | Sedan Car          |  |

|    |                           |  |                    |  |
|----|---------------------------|--|--------------------|--|
| 19 | Benina Airport (Benghazi) | All locations in and surrounding of Tobruk (250-450KM) | Bus (45-50 seats)  |  |
|    |                           |  | Minibus (24 Seats) |  |
|    |                           |  | Minivan (7 Seats)  |  |
|    |                           |  | Pickup Truck       |  |
|    |                           |  | Box Truck          |  |
|    |                           |  | Sedan Car          |  |

**\* Indicate total costs, net of local taxes, to be paid by IOM in USD**

**\* Prices are valid for one year after the signature of the contract.**

**\*Comprehensive Vehicle Insurance and Third-Party Liability Insurance shall be included at all times covering all passengers and luggage.**

**\* The rental fee includes the cost of the salaries and allowances of drivers for each vehicle, Comprehensive Motor Vehicle Insurance, vehicles' maintenance, repair, any taxes, tolls and levies and fuel and any other costs related to the transportation services.**