

REQUEST FOR QUOTATION (RFQ)

RFP Reference: 4200486502

Date: 04 July 2023

SECTION 1: REQUEST FOR Quotation (RFQ) for Provision of Training materials and Equipped Venue for Women Salon_Kufra

International Organisation for Migration (IOM) kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by: IOM Libya Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	15 July 2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlibyaproposal@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25 MB ▪ Mandatory subject of email: 4200486502- "Company Name" ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of Quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	<ul style="list-style-type: none"> - Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. - Bidders shall be certified to implement works in one of the following fields (IT & Stationary_Equipping and delivery_ Training and Education Catering)
Currency of Quotation	Proposal shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes. <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes.</p>

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed. <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other Click or tap here to enter text.
Proposal validity period	Quotations shall remain valid for 45 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. IOM may award one or more bidders based on the technical compliance of the samples provided and bidders shall expect split awards in case if one Vendor doesn't comply with all items. IOM will prefer to award the contract/PO to one company that have all items complied with the min required specs and have also the lowest total price. Thus, the prices of the items shall not be changed when split award is made and the pricing shall be calculated accordingly.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications, and clarifications	Focal Person: IOM Libya Procurement E-mail address: iomlibyaproposal@iom.int
Clarifications	Requests for clarification from bidders will not be accepted any later than One (1) day before the submission deadline. Responses to request for clarification will be communicated through iomlibyaproposal@iom.int
Evaluation method	<input checked="" type="checkbox"/> Technical Evaluation with PASS or FAIL for offered items. <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 supported with sample pictures and full specs of all items <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Best Price
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order (PO) IOM may award one or more bidders based on the technical compliance of the samples provided and bidders shall expect split awards in case if one Vendor doesn't comply with all items. IOM will prefer to award the contract/PO to one company that have all items complied with the min required specs and have also the lowest total price.

Expected date for contract award.	30 July 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	Venue "at least 90 square meter" for 24 participants, downtown, Air conditioned, generator, Projector and WCs within its premises (24 days for training 1 day for preparation)	EA	25
2	Two Women for cleaning and serving food (24*2=48)	EA	48
3	Buffet for 24 persons, including tea, coffee, milk, juice with pastries and cattle (sugar+stirring spoons)24ppl*24 days	EA	576
4	Lunch (white rice 100-Gr, chicken/beef/lamb piece of meat, mixed salad, canned juice of 330 ml any flavour and banana all in one packaging) 24ppl*24 days	EA	576
5	Water bottles of 1.5L (22 ppl x 24day x 1 bottle)	EA	576
6	Notebooks (A4 notebooks with 100 pages and salon logo with EU logo)	EA	65
7	Flipchart papers (A3)	EA	24
8	Flipchart stand	EA	2
9	Pens (Regular dry ink pens, box of 12)	EA	15
10	White board markers different colours (box of 4)	EA	10
11	Yoga Matt (1.5 cm thick, textured foam with elastic straps for secure closs-up, dimensions of 188 cm x 60 cm) for Participants and trainers	EA	66
12	Yoga mat bag (Made of fabric, 70 cm in length with 18 cm diameter) for Participants and trainers)	EA	66
13	Sports water container (750ml, 100% plastic)	EA	66
14	Landscape banner 3 mtr x 1.8 mtr (with IOM and donor logo,EU)	EA	1
15	Roll up stand 1.2 x0.8 mtr (with IOM, EU logo and Salon design)	EA	1
16	Female Photographer (to cover the sessions and take photos)	EA	7
17	Flash drives with donor logo (EU), 32GB	EA	60
18	Printing services (For attendance sheets, training evaluation and during sessions printouts+memos for participants)	EA	1500
19	Garbage bags 1L (pack of 10)	EA	6
20	Tissues and napkins (Good quality thick tissues) box of 12	EA	10
21	Good quality hand soap bar 125gr (Liquid or hard soap) dozen of 12	EA	3
22	Big size scotch tape for use during the training	EA	3
23	Different sizes of paper cups_Tea & Coffee	EA	20
24	Sticky notes (400 sheet, 80 per colour, size of 76 mm x 76 mm)	EA	5

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the Services / goods as per accepted Timeframe After Contract/PO signature.
Delivery Terms (INCOTERMS 2020)	Items shall be delivered within Kufra Municipality
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Kufra Municipality
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Other [N/S]
Other information	

ANNEX 2: Quotation SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	4200486502	Date: Click or tap to enter a date.

BIDDER'S DECLARATION OF CONFORMITY¹

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 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.

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: FINANCIAL OFFER -

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	4200486502	Date: Click or tap to enter a date.

Financial Offer

Description of Works	Unit	Qty	Unit Price	Total Price
Venue "at least 90 square meter" for 24 participants, downtown, Air conditioned, generator, Projector and WCs within its premises (24 days for training 1 day for preparation)	EA	25		
Two Women for cleaning and serving food (24*2=48)	EA	48		
Buffet for 24 persons, including tea, coffee, milk, juice with pastries and cattle (sugar+stirring spoons)24ppl*24 days	EA	576		
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Big size scotch tape for use during the training	EA	3		
Different sizes of paper cups_Tea & Coffee	EA	20		
Sticky notes (400 sheet, 80 per colour, size of 76 mm x 76 mm)	EA	5		
TOTAL				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.			
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.		Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.	