

## REQUEST FOR QUOTATION

RFQ Reference: 4200575176

Date: 28 November 2023

Subject of RFQ): IBG training on Preventing collisions at sea for GACS personnel in Benghazi, 14-18 January 2024

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

### RFQ INFORMATION

<b>Deadline for the submission of quotation</b>	8 December 2023, 17:00 Libya Time (+2 GMT) If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of submission</b>	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email – <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a> <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Contractual Terms</b>	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> or IOM standard contract templates.
<b>Documents to be submitted</b>	Bidders shall submit and sign the-bid submission form below.
<b>Quotation validity period</b>	The quotation shall remain valid for 60 days from the deadline for the submission.
<b>Price</b>	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
<b>Partial quotations</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
<b>Clarifications</b>	Contact person for correspondence, notifications and clarifications Contact person: IOM Libya Procurement E-mail address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotations, nor award a contract or purchase order
<b>Expected date for contract/PO award.</b>	31 December 2023

Thank you and we look forward to receiving your quotation.

Issued by:

IOM Libya Procurement Unit

### QUOTATION SUBMISSION FORM

RFQ Reference: 4200575176	Date: Click or tap to enter a date.
RFQ ref no: Click or tap here to enter text.	

#### Requirements (Specs/TOR/SOW)

Please see page #6

#### Delivery Requirements:

Currency of the Quotation: USD					
INCOTERMS: DAP					
Item No	Description	UOM	Qty	Unit price	Total price
1.	- Venue for five (5) training days, including projector and two flipcharts for 22 people (20 participants + One staff + Trainer).  - From 14-18 Jan 2024	EA	5		
2.	Training delivery and facilitation service, including trainer and training material (20 participants).  - A specialized and certified trainer/training center must provide the training.  - The service provider shall provide comprehensive training deliverables within 72 hours after training completion, including (but not limited to): pre- /post-evaluations, assessment methods/results, certificates for participants, and final report.  - From 14-18 Jan 2024	EA	5		
3.	Lunch break for 22 people daily.  - The meals should be ordered based on the actual attendance number.  - From 14-18 Jan 2024	EA	110		

4.	- Two mini coffee breaks for 22 participants daily, morning and afternoon. - Coffee breaks should include (coffee, tea, refreshments, juice, and water) - The breaks should be ordered based on the actual attendance number. - From 14-18 Jan 2024	EA	220		
5.	- Roll up banner (80*200 cm) as per design shared by IOM with IOM and donor logo	EA	2		
6.	- Notebook and Pens as per design shared by IOM with IOM and donor logo	EA	20		
7.	USB drive (8GB) as per design shared by IOM with IOM and donor logo	EA	20		
				<b>Total Price</b>	
				<b>Transportation Price</b>	
				<b>Insurance Price</b>	
				<b>Installation Price</b>	
				<b>Training Price</b>	
				<b>Other Charges (specify)</b>	
				<b>Total Final and All-inclusive Price</b>	

**COMPANY PROFILE (Vendor Information Form)<sup>1</sup>**

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. <span style="float: right;">Click or tap here to enter text.</span>
Legal structure	Choose an item.
Business type/industry category*	<input type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If yes, insert UNGM Vendor Number</span>
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If</span> no, in which country: <a href="#">Click or tap here to enter text.</a>

<sup>1</sup> If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

Item Description	Detail
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text. Company Website: Click or tap here to enter text. Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

#### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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 vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract.

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor 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 vendor 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 vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that, the vendor 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 vendor, I further represent and warrant that the vendor 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 vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor 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.](#)

## Terms of Reference

### Preventing collisions at sea training

14-18 January 2024, Benghazi, Libya

#### 1. Context

The International Organization for Migration (IOM) works in close partnership with Libyan authorities to enhance their capacity to respond to the challenges related to migration management. IOM takes up the role of promoting the orderly and humane management of migration, promoting international cooperation on migration issues, supporting relevant actors to govern migration flows and effectively maximize their positive impacts while minimizing the potential costs on migrants and society, as well as providing humanitarian assistance to migrants in need.

Thousands of migrants each year continue to make the treacherous trip across the Mediterranean, a journey that has continued to claim the lives of many migrants.

Maritime emergencies present unique challenges that require specialized skills and knowledge. Search and rescue training at sea prepares responders to handle these challenges, such as navigating rough waters, dealing with extreme weather conditions, and using specialized equipment.

Providing thorough training to SAR authorities on vessel response procedures and relevant regulations is paramount and crucial to ensuring the safety and efficacy of search and rescue operations. Against this background, IOM Libya is proposing a five-day training on International Regulations for the Prevention of Collisions at sea for the General Administration for Coastal Security (GACS) in Benghazi.

#### 2. Objectives of the training

After completing the training, officers will be able to: become familiar with steering and sailing rules, understand the meaning and positioning of navigation lights, and recognize the requirements of the Convention concerning lights, shapes, and sound signals.

#### 3. Topics

The training will cover the following topics:

- Rules of Traffic and Maneuvers
- Lights and Shapes
- Optical and Sound Signals
- Exceptions

#### 4. Methodology

The training will consist of interactive sessions, case studies and practical exercises. A pre/post-training evaluation will be conducted to provide feedback on the knowledge gained, quality of delivery, overall organization, and logistics of the training. The training has been designed to encourage active participation. During the practical part of training, participants will be mixed and split for the discussions, while the plenary sessions will be organized and moderated by the trainer. Participants will also be asked to contribute to the training by sharing their national best practices, latest developments, views, and insights.

#### 1. Targeted participants:

##### Ministry of Interior:

- General Administration for Coastal Security (GACS) – Twenty (20) officers involved in search and rescue operations.

#### 5. Dates, location and venue

The five-day training will be held in Benghazi from 14-18 January 2024. The agenda and the exact location will be communicated to all the participants at a later stage.

## جدول الأعمال - Draft Agenda

### The International Organization for Migration in Libya المنظمة الدولية للهجرة في ليبيا

Training on Preventing collisions at sea  
14-18 January 2024  
دورة تدريبية حول منع التصادم في البحر

Speaker/Moderator المتحدث/ مدير الجلسة	DAY 1	اليوم الأول	Time الإطار الزمني
Participants / المشاركون	<ul style="list-style-type: none"> <li>Registration</li> <li>Pre-training assessment</li> </ul>	<ul style="list-style-type: none"> <li>تسجيل المشاركين</li> <li>تقييم قبل التدريب</li> </ul>	9:00-9:15
IOM Libya Immigration and Border Governance Unit قسم الهجرة وإدارة الحدود، المنظمة الدولية للهجرة في ليبيا	<ul style="list-style-type: none"> <li>IOM Libya operations</li> <li>IOM Libya SAR SOPs and coordination with authorities</li> </ul>	<ul style="list-style-type: none"> <li>عمليات المنظمة الدولية للهجرة</li> <li>إجراءات التشغيل الموحدة لعمليات البحث والإنقاذ التي تجريها المنظمة الدولية للهجرة في ليبيا والتنسيق مع السلطات</li> </ul>	09:15 -09:45
Trainer المدرّب	<ul style="list-style-type: none"> <li>Comprehensive introduction to Search and rescue in Libya</li> </ul>	<ul style="list-style-type: none"> <li>مقدمة شاملة عن عمليات البحث والإنقاذ في ليبيا</li> </ul>	09:45-11:00
	<i>Coffee Break</i>	استراحة	11:00-11:15
Trainer المدرّب	<ul style="list-style-type: none"> <li>Rules of Traffic and Maneuvers: <ul style="list-style-type: none"> <li>Introduction</li> <li>Rules and Maneuvers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>قواعد المرور والمناورات: <ul style="list-style-type: none"> <li>مقدمة</li> <li>القوانين والمناورات</li> </ul> </li> </ul>	11:15-12:30
	<i>Lunch</i>	استراحة غداء	13:00-13:30
Trainer المدرّب	<ul style="list-style-type: none"> <li>Steering and sailing rules</li> <li>Conduct of the vessel in any conditions of visibility</li> </ul>	<ul style="list-style-type: none"> <li>قواعد التوجيه والملاحة</li> <li>سلوك السفينة في جميع ظروف الرؤية</li> </ul>	13:30-14:30
	<i>Coffee Break</i>	استراحة	14:30-14:45
Participants المشاركون	<ul style="list-style-type: none"> <li>Conduct of the vessel in sight of one another</li> <li>Conduct of the vessel in restricted visibility</li> </ul>	<ul style="list-style-type: none"> <li>سلوك السفينة في وجود سفينة أخرى</li> <li>سلوك السفينة عندما تكون الرؤية محدودة</li> </ul>	14:45-15:45
Speaker/Moderator المتحدث/ مدير الجلسة	DAY 2	اليوم الثاني	
Trainer المدرّب	<ul style="list-style-type: none"> <li>Lights and shapes <ul style="list-style-type: none"> <li>Technical specification of lights</li> <li>Technical specification of shapes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>الأضواء والأشكال <ul style="list-style-type: none"> <li>المواصفات الفنية للأضواء</li> <li>المواصفات الفنية للأشكال</li> </ul> </li> </ul>	09:15-10:30
	<i>Coffee Break</i>	استراحة	10:30-11:45
Trainer المدرّب	<ul style="list-style-type: none"> <li>Definitions</li> <li>Visibility of lights</li> </ul>	<ul style="list-style-type: none"> <li>تعريفات</li> <li>مدى رؤية الأضواء</li> </ul>	11:45-13:30
	<i>Lunch break</i>	استراحة غداء	13:30-14:30
Trainer المدرّب	<ul style="list-style-type: none"> <li>Applicability: <ul style="list-style-type: none"> <li>Power-driven vessels</li> <li>Towing and pushing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>قابلية التطبيق: <ul style="list-style-type: none"> <li>القوارب الآلية</li> <li>السحب والدفع</li> </ul> </li> </ul>	14:30-15:45



Ministry of Foreign Affairs  
and International Cooperation

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UN MIGRATION



	<ul style="list-style-type: none"> <li>○ Sailing vessels</li> <li>○ Fishing vessels</li> <li>▪ Vessels not under command</li> </ul>	<ul style="list-style-type: none"> <li>○ السفن الشراعية</li> <li>○ سفن الصيد</li> <li>▪ السفن غير الخاضعة لقيادة</li> </ul>	
		استراحة قهوة	15:45-16:00
Participants المشاركون	▪ Roundtable discussions	▪ حلقات نقاشية	16:00-17:00
<b>Speaker/Moderator</b> المتحدث/ مدير الجلسة	<b>DAY 3</b>	<b>اليوم الثالث</b>	
Trainer المدرّب	<ul style="list-style-type: none"> <li>▪ Sound and light signals</li> <li>○ Whistle</li> <li>○ Bell</li> <li>○ Gong</li> </ul>	<ul style="list-style-type: none"> <li>▪ الإشارات الصوتية والضوئية</li> <li>○ الصافرة</li> <li>○ الجرس</li> <li>○ الجرس الصنجي</li> </ul>	09:00-11:30
	<i>Coffee break</i>	استراحة	11:30-11:45
Trainer المدرّب	<ul style="list-style-type: none"> <li>▪ Sound and light signals</li> <li>○ Vessel equipment for sound signals</li> </ul>	<ul style="list-style-type: none"> <li>▪ الإشارات الصوتية والضوئية</li> <li>○ معدات السفن الخاصة بالإشارات الصوتية</li> </ul>	11:45-13:30
	Lunch break	استراحة غداء	13:30-14:30
Trainer المدرّب	▪ Maneuvering and warning signals	▪ المناورات والإشارات التحذيرية	14:30-15:30
	<i>Coffee break</i>	استراحة	15:30-15:45
Trainer المدرّب Participants المشاركون	▪ Maneuvering and warning signals	▪ المناورات والإشارات التحذيرية	15:45-16:15
<b>Speaker/Moderator</b> المتحدث/ مدير الجلسة	<b>DAY 4</b>	<b>اليوم الرابع</b>	
Trainer المدرّب	▪ Manoeuvring and warning signals	▪ المناورات والإشارات التحذيرية	09:00-11:30
	<i>Coffee break</i>	استراحة	11:30-11:45
Trainer المدرّب	▪ Sound signals in restricted visibility	▪ الإشارات الصوتية في حالات الرؤية المحدودة	11:45-13:30
	Lunch break	استراحة غداء	13:30-14:30
Trainer المدرّب	▪ Sound signals in restricted visibility	▪ الإشارات الصوتية في حالات الرؤية المحدودة	14:30-15:30
	<i>Coffee break</i>	استراحة	15:30-15:45
Trainer المدرّب	▪ Sound signals in restricted visibility	▪ الإشارات الصوتية في حالات الرؤية المحدودة	15:45-16:15
<b>Speaker/Moderator</b> المتحدث/ مدير الجلسة	<b>DAY 5</b>	<b>اليوم الخامس</b>	
Trainer المدرّب	▪ Sound signals in restricted visibility	▪ الإشارات الصوتية في حالات الرؤية المحدودة	09:00-11:30
	<i>Coffee break</i>	استراحة	11:30-11:45
Trainer المدرّب	▪ Exceptions	▪ الاستثناءات	11:45-13:30
	Lunch break	استراحة غداء	13:30-14:30
Trainer المدرّب	▪ Final Evaluation	▪ التقييم النهائي	14:30-15:30
	<i>Coffee break</i>	استراحة	15:30-15:45
IOM Libya Immigration and Border Governance Unit قسم الهجرة وإدارة الحدود، المنظمة الدولية للهجرة في ليبيا	▪ Final remarks, certificates and closing ceremony	▪ الملاحظات وتوزيع الشهادات والحفل الختامي	15:45- 16:30