

## REQUEST FOR QUOTATION

RFQ Reference: PR\_4200638438

Date: 19 March 2024

Subject of RFQ): **Provision of equipment to Albakhi clinic in Qatroun**

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> | <b>28-Mar-2024</b><br>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:<br><input type="checkbox"/> E-tendering<br><input checked="" type="checkbox"/> Email<br><input type="checkbox"/> Courier / Hand delivery<br><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.<br>E-mail address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a> <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: 25 MB</li> <li>▪ Mandatory subject of email: <b>RFQ 4200638438, Company name</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul> The proposer should receive an email acknowledging email receipt. |
| <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<br><input type="checkbox"/> Permitted   |
| <b>Clarifications</b>                           | Contact person for correspondence, notifications, and clarifications.<br>Contact person: <b>IOM Libya Proposal</b><br>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.<br><input checked="" type="checkbox"/> Other Technical evaluation will be done on PASS /FAIL basis<br><input checked="" type="checkbox"/> Full compliance with all requirements |
| <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 PO award.</b>       | 09 April 2024_ Purchase Order   |

Thank you and we look forward to receiving your quotation.

Issued by: **IOM Libya Procurement**

### QUOTATION SUBMISSION FORM

|                              |                                     |
|------------------------------|-------------------------------------|
| RFQ Reference: PR_4200638438 | Date: Click or tap to enter a date. |
| RFQ ref no: PR_4200638438    |                                     |

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

**Delivery Requirements:** *All Goods shall be received in Albakhi clinic\_ Qatroun.*

| Currency of the Quotation: US Dollar        |  |     |     |                |                 |
|---|--|-----|-----|----------------|-----------------|
| INCOTERMS: Click or tap here to enter text. |  |     |     |                |                 |
| Item No                                     | Description  | UOM | Qty | Unit price USD | Total price USD |
| 1.  | Wooden desk 1.6m*0.7 with drawers, white color, with installation  | EA  | 2   |                |                 |
| 2.  | Office Chair, Revolving Chair Quality: Good quality Material: Leather wrapped Color: Brown with Installation: Included   | EA  | 2   |                |                 |
| 3.  | visitor chair, metal framed, good quality leather wrapped, brown color, with installation  | EA  | 4   |                |                 |
| 4.  | Reception chair, 3-seater Waiting Bench, Metal Chair leather-wrapped   | EA  | 4   |                |                 |
| 5   | Medical stools, Type: Lightweight Wheelchair - User: Adults - Frame Material: Aluminium Weight Capacity: 150kg - Armrests: Flip-Up Desk Arms for Easy Transfer - Footrests: Adjustable & Easy- Release Footrests - Safety: Equipped with Safety Anti-Tippers | EA  | 8   |                |                 |
| 6   | Portable Emergency Stretcher, Lightweight Ambulance Emergency Stretcher Hospital Medical - 159kg Wheels Loading Capacity   | EA  | 2   |                |                 |
| 7   | Patient examination bed, Type: Patient Examination Bed - Material: Stainless Steel - Adjustability: Manual - Wheels: Not Included.   | EA  | 2   |                |                 |
| 8   | AC – Split – Inverter – 9000BTU – electric switch - (installation includes any requirements for linking to the power source and electrical switch 32A)   | EA  | 1   |                |                 |

|                      |  |      |   |  |  |
|----------------------|--|------|---|--|--|
| 9                    | AC – Split – Inverter – 12000BTU – electric switch -<br>(installation includes any requirements for linking to the power source and electrical switch 32A                                | EA   | 2 |  |  |
| 10                   | printer, LaserJet "scanner, color printer, and photocopier" 3 in 1, with installation  | EA   | 1 |  |  |
| 11                   | desktop, all in one, set with "mouse, keyboard and monitor" Corei5 – Ram 16G – 512GB, 24inch LED screen 11th generation, original windows 11, with installation                          | EA   | 2 |  |  |
| 12                   | desktop, all in one, set with "mouse, keyboard and monitor" Corei7 – Ram 16G – 1TB, 24inch LED screen 11th generation, original Windows 11, with installation, for Finance Unit use      | EA   | 1 |  |  |
| 13                   | Folding screen, ward screen with wheels for hospital use (curtain)   | EA   | 8 |  |  |
| 14                   | Water Dispenser for 18L water bottle with bottle   | EA   | 2 |  |  |
| 15                   | Extension Lead Socket - Outlets: 4-Way, Cable Length: 3 meters - Amperage Rating: 16A Safety: Surge Protection and Overload Protection - Plug - Type: Standard - Usage: Indoor Use       | EA   | 7 |  |  |
| 16                   | Stainless Steel electric kettle, 1.7 L   | EA   | 2 |  |  |
| 17                   | Scale, infant, spring-type, 25kgx100g, weighing in kilograms   | EA   | 2 |  |  |
| 18                   | 372 Liters - Temperature Range: 0 to 10° C - Type: Glass Door Refrigerator - Capacity: Refrigerant: R600a - External Measurements: 595x650x2000 mm, Internal Dimensions: 490x447x1557 mm | EA   | 2 |  |  |
| 19                   | Digital Weight and Height Scale for Adults, Maximum Weight Capacity: 120 kg  | EA   | 2 |  |  |
| 20                   | Blood pressure/ Pulse monitoring device  | EA   | 3 |  |  |
| 21                   | Trolley, Emergency Medical Trolley - Usage: Hospital and Medical Facilities - Drawers: 5 Drawers - Wheels: 4 Wheels, material: Aluminium   | EA   | 3 |  |  |
| 22                   | Medical infusion stand, stainless steel with 5 wheels  | EA   | 8 |  |  |
| 23                   | Hospital bed Aluminium alloy side rail 2 function foldable patient nursing bed, with medical mattress  | EA   | 6 |  |  |
| 24                   | Garden bench "seat", 3 seated garden benches made from wood, Black color Iron frame, Size: 122cm (W)*74cm (H)*54cm (D), including installation   | EA   | 8 |  |  |
| 25                   | Pinboard for walls, size 90*120cm, with installation   | EA   | 2 |  |  |
| 26                   | Transportation of the goods to Albakhi Clinic in Qatroun city  | Trip | 1 |  |  |
| Total Price          |  |      |   |  |  |
| Transportation Price |  |      |   |  |  |

|  |                         |
|--|-------------------------|
|  | Other Charges (specify) |
| <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<br><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><br>no, in which country: Click or tap here to enter text.   |
| Contact information*  | Company Tel/Mobile: Click or tap here to enter text.<br>Company Email: Click or tap here to enter text.<br>Company Website: Click or tap here to enter text.<br>Contact Person 1: Click or tap here to enter text.<br>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.<br>Bank Address: Click or tap here to enter text.<br>IBAN: Click or tap here to enter text.<br>SWIFT/BIC: Click or tap here to enter text.   |

<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  |
|------------------|---|
|                  | Account Currency: Click or tap here to enter text.<br>Bank Account Number: Click or tap here to enter text.<br>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.  |
| <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   |

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

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
|                          |                          | 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.