

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200655147

Date: 26 May 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) For Procurement of medicines and medical supplies to the medical team in Ghadames

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Approved by:

Supply Chain Unit

IOM Libya Mission

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>10 July 2024 17:00</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><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 and Excel ▪ 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: 30 MB ▪ Mandatory subject of email: RFQ 4200655147 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	<p>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.</p> <p>QA documents:</p> <p>Pharmaceuticals:</p> <p>Low Risk: Prequalified Lists WHO - Prequalification of Medical Products (IVDs, Medicines, Vaccines and Immunization Devices, Vector Control)/SRA</p> <p>Certification or</p> <p>Medium Risk:</p> <ol style="list-style-type: none"> A. COO, COA, Batch Release Certificate, Certificate of Good Manufacturing Practice for QA verification or B. FDCC Clearance certificate of each medicine with detailed specifications and batches intended to be supplied and C. FDCC Registration of the local vendors

	<p>Medical supplies: Low Risk: SRA Certificate or Medium Risk: CE Certificate or High-Risk: FDCC certificate of each medical supplies (if applicable) and FDCC Registration of the local vendors.</p>
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <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	<p>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 checked="" type="checkbox"/> Other Bidder not already registered with IOM must submit listed documents: Company Profile, Valid Company Registration Certificates, Company Articles of association, Company Organogram, Bank account letter, Audited financial statement for last two years or Bank account statement for one year, Tax Certificate, references.</p>
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted (<i>per line item</i>)
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 <i>Click or tap here to enter text.</i>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Procurement focal point E-mail address: iomlibyaprocurement@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by email by 16 May 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <i>Click or tap here to enter text.</i>
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order

Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	PO for goods
Expected date for contract award.	25 July 2024
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.
Partial Awarding	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted (<i>per line item</i>)

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods

Line Item Text	Quantity
Albendazole Oral suspension 200 mg/5 ml. 10 ml Bottle	20
Albendazole Tablet 400 mg. Pack of one Tablet	20
Amlodipine 5 Mg Tablet. Pack of 28 Tablet	110
Amlodipine 10mg Tablet. Pack of 28 Tablet	110
Adult Cough syrup contains Ammonium Chloride, Diphenhydramine Hcl, Menthol, and Sodium Citrate. Bottle of 120 ml	192
Pediatric Syrup contains Diphenhydramine and Sodium Citrate. Bottle of 120 ml	60
Antacid sachet contains either aluminum hydroxide or sodium alginate. 10 ml sachet	1000
Atorvastatin 20mg Tablet. Pack of 30 Tablet	50
Aspirin 75 Mg Tablet . Pack of 56 Tablet	50
Co-amoxiclav 156 Mg/5ml . Bottle of 100 ml	80
Co-amoxiclav 457 Mg/5ml . Bottle of 70 ml	100
Co-amoxiclav 625 Mg Tablet . Pack of 20 Tablet	275
Co-amoxiclav 1g Tablet . Pack of 14 Tablet	275
Azithromycin 500mg Tablet . Pack of 3 Tablet	100
Azithromycin Syrup 200mg/5ml . Bottle of 15 ml	40
Beclomethasone Dipropionate 250mcg inhaler. 200 dose Inhaler	10
Bisacodyl 5mg Tablet . Pack of 30 Tablet	30
Bisoprolol Fumarate 5 Mg . Pack of 28 Tablet	40
Budesonide 0.5mg/2ml Nebulizer Suspension .Pack of 20 Nebules	2
Carbamazepine 400 mg CR Tablet. Pack of 30 Tablet	12
Carbimazole 5 Mg Tablet. Pack of 100 Tablet	12
Cefixime 100 Mg/5 ML Suspension. Bottle of 30 ml	25
Cefixime 400 mg Capsule. Pack of 5 Capsule	60
Ceftriaxone 1g IM/IV. Single vial	100
Chloramphenicol 1% Eye Ointment. 5g Tube	100
Chlorpheniramine Syrup 2mg/5ml. Bottle of 100 ml	50
Ciprofloxacin 500mg Tablet . Pack of 10 Tablet	100
Clopidogrel 75 Mg Tablet . Pack of 28 Tablet	25
Clotrimazole Skin Cream 1% . Tube of 20 gram	100
Sodium Valproate 500mg Tablet. Pack of 40 Tablet	15
Docusate Sodium 0.5% ear drops . Bottle of 10 ml	30
Dexamethasone 4mg/ml injection. Pack of 10 Ampoule	3
Dextromethorphan 15mg/5ml syrup . Bottle of 120 ml	125
Gliclazide 60mg MR Tablet. Pack of 30 Tablet	30
Diclofenac Sodium 1% Gel . Tube of 30 gram	250
Diclofenac Sodium 50 Mg Tablet .Pack of 20 Tab	600
Diclofenac Sodium 75mg/3ml Injection . Pack of 5 Ampoule	50
Dimeticone 50% anti-lice Spray . 50 ml spray	20
Domperidone 10mg suppository. Pack of 5 suppositories	15
Doxycycline 200mg Tablet. Pack of 8 Tablet	50
Ferrous Sulphate 200mg Tablet. Pack of 30 Tablet	75
Fluconazol Tab 150mg. Pack of 1 Tablet	25
Folic Acid 5mg Tablet . Pack of 28 Tabket	100
Fusidic acid 2 % and betamethasone valerate 0.1% cream. 15 g Tube	250
Furosemide 20mg/2ml Ampule. Pack of 10 Ampoule	1

Gentamicin 0.3% Eye Drops. Bottle of 5 ml	100
Glibenclamide 5mg Tablet. Pack of 60 Tablet	50
Glycerin suppository children . Pack of 5 Suppositories	20
Ibuprofen 100mg/5ml suspension. Bottle of 100 ml	50
Ibuprofen 400mg Film Coated . Pack of 24 Tablet	300
Ipratropium bromide 500 mcg/2 ml. Pack of 20 Nebule	2
Hydrocortisone 100mg Vial. Single Vial	20
Hydrocortisone Acetate Ointment 1%. 15 g Tube	125
Hyoscine Butylbromide 10 mg Tablet. Pack of 20 tablet	100
Hyoscine Butylbromide 20 mg/ml. Pack of 6 Amp	5
Lactobacillus LB (10billion)Probiotics Sachet . Pack of 6 sachets	10
Lactulose Syrup. Bottle of 250 ml	50
Levothyroxine 100 mcg Tablet. Pack of 50 Tablet	50
Chlordiazepoxide 5 mg/2.5 clidinium bromide combination. Pack of 30 Tablet	40
Loperamide 2mg Capsule . Pack of 10 Capsule	30
Loratadine 10mg Tablet . Pack of 10 Tablet	700
Metformin 500 Mg Tablet . Pack of 30 Tablet	150
Metformin 850 Mg Tablet . Pack of 56 Tablet	150
Metformin 1000 Mg Tablet Pack of 60 Tablet	100
Metoclopramide 10mg Injection. Pack of 10 Ampoule	3
Metronidazole 125 Mg/5ml Suspension. Bottle of 100 ml	30
Metronidazole 500mg Tablet. Pack of 30 Tablet	50
Miconazole Vaginal Cream 2% .50 g Tube	40
Insulin Isophane (70%) + Human insulin (30%) .Vial 10 ml	60
Multivitamins Children Syrup. Bottle of 120 ml	75
Multivitamins Tablet . Pack of 50 Tablet	250
Nystatin Suspension 100 000 IU/ ml	40
Normal saline 0.9% infusion. Bag of 500 ml	100
Omeprazole 40 mg Vial. Single vial	30
Omeprazole 40 mg Tablet. Pack of 28 Tablet	300
ORS (oral rehydration salt) . Pack of 10 sachet	50
Paracetamol 1000mg /100ml Infusion. Pack of 100 ml	35
Paracetamol 125mg Suppository. Pack of 10 suppositories	80
Paracetamol 125mg/5 ml Suspension. Bottle of 100 ml	275
Paracetamol 500 Mg Tablet. Pack of 100 Tablet	300
Neomycin sulfate, Dexamethasone sodium Polymyxin B sulphate ear drops. Single Pack	50
Prednisolone 5 Mg Tablet. Pack of 20 Tablet	15
Antihemorrhoidal cream containing Lidocaine/Fluocinolone Acetonide.20 g Tube	20
Paracetamol, chlorpheniramine, and phenylephrine Tablet combination. Pack of 20 Tablet	225
Naphazoline hydrochloride+ Chlorpheniramine maleate eye/Nasal drops. 15 ml Dropper Bottle	100
Salbutamol 0.1 Mg/Dose Inhaler .200 Doses Inhaler	40
Simethicone Oral Drops .Bottle 15 ml	20
Tamsulosin 0.4mg Tablet. Pack of 30 Tablet	20
Candesartan cilexetil 16 mg/Hydrochlorothiazide 12.5 mg Table. Pack of 28 Tablet	30
Tetanus antitoxin injection. Single Ampoule	10
Thiocolchicoside 4mg/2ml. Pack of 6 Ampoule	20

hexamine 500.00 mg . Piperazine citrate 190.00 mg . Khellin 1.83 mg Combination. Pack of 12 Sachet	200
Hydrochlorothiazide 25 mg Tablet . Pack of 20 Tablet	10
Vitamin B Complex Tablet. Pack of 30 Tablet	100
Vitamin B Complex IM Injection. Pack of 5 Ampoule	40
Vitamin C (Ascorbic Acid) 500mg. Pack of 20 Tablet	250
Calcium and minerals Tablet. Pack of 30 Tablet	75
Xylometazoline 0.05% Nasal Drops . Single Pack	100
Xylometazoline 0.1% Nasal Drops .Single Pack	100
Paracetamol 450 mg & Orphenadrine Citrate 35 mg/Tab. Pack of 20 Tablet	200
Sulphur Soap. Single Pack	200
Benzyl Benzoate Lotion 25%. Bottle of 125 ml	200
Silver Sulfadiazine Cream 1%.50 g Tube	30
Sterile Water For Injection 10ml ampoule. Pack of 50 Ampoule	6
Calamine Lotion . Bottle of 100 ml	50
Mometasone Furoate 50mcg spray.120 Nasal Spray	30
Alcohol solution 75 %. Bottle of 1000 ml	15
Alcohol medical swabs. Pack of 100	10
Adhesive non woven wound dressing 10 m x 15 cm Roll. Roll	25
Absorbent Cotton Wool . Roll of 500 g	12
Biohazard Bags 10 L . Roll of 10	12
Blood Lancet for Glucometer 28G. Pack of 100	4
Disposable non -woven Bed sheets-30-35 gram	100
Elastic Crepe Bandages 10 cm X 4m. Roll	500
Gauze bandage roll 10 cm cmx 4.5 m. roll	200
Infusion giving set, sterile. EA	200
Cannula IV short 22G, sterile. EA	100
Cannula IV short 20G, sterile. EA	100
Nebulizer Masks (Adult size). EA	15
Nebulizer Masks (Pediatric size). EA	15
Medical Nitrile examination Gloves, Powder free, disposable. Box of 100	60
Non Sterile Gauze Pads 7.5cm X 7.5cm. Pack of 100	100
Parafine Dressing Gauze 10cm X10 Cm. Pack of 10	10
Povidone Iodine 10% solution. Bottle of 1000 ml	6
Pregnancy Rapid Test Kit. EA	30
Surgical Mask type IIR. Box of 50	25
Sterile Gauze 12 ply 10cm x10 cm. Pack of 100	75
Sterile Surgical Blades no 22. Pack of 100	4
Surgical gown Reinforced sterile size L. EA	40
Sterile surgical gloves size 7.5. Box of 50 Pair	1
Suture vicryl 2-0, reverse cutting. Pack of 12	2
Syringes Insulin U-100 1ml. EA	300
Syringe, 3ml, Sterile with detached needle, 21Gx1 1/2" (0.80 x 40mm), disposable. EA	100
Syringe, 5ml, sterile, with detached (bi-packed / mounted) needle, 21Gx1 1/2" (0.80 x 40mm), disposable. EA	200
Syringe, 10ml, sterile, with detached (bi-packed / mounted) needle , 21Gx1 1/2" (0.80 x 40mm), disposable. EA	200
Urine collection bag 2000ml. EA	30
Wooden Tongue depressor (Sterile) . Pack of 100	5

Clinically validated Automatic Digital Upper Arm Blood Pressure Monitor , Pulse Rate Sphygmomanometer -replaceable battery powered device with digital screen and Adjustable Cuff.	1
Aneroid Sphygmomanometer. Manual blood pressure measurement device with removable adult sized cuff and children sized blood pressure measurement cuff .	1
Digital thermometer, Oral Thermometer reading within 30 second. Measurement range 32 °C - 42 °C. EA	2
Portable Ophthalmoscope 22.5 V xenon/halogen bulb ,aperture selection dial with 18 correction lenses from +20 to -20 dioptries. excellent, uniform illumination.6 diaphragms. Batteries:1.5 V (type AA). EA	1
Portable Otoscope .Otoscope Set with handle, otoscope head (optical quality glass lens), several different sizes of reusable specula and Protective Zippered Case. EA	1
Examination specula- Disposable single use Ear Specula for universal use with the available otoscope - Pack of 100	1
Medical Flashlight LED Pen Light Made of high-quality anodized aluminum, Button for interval or permanent operation, Fine thread or bulb replacement ,Standard battery. EA	2
Reusable elastic Nylon tourniquet with quick release system	2
Good quality Emergency backpack Dimension 420 x 380 x 620 mm , capacity 30 liter .4 external pockets with zip closure. Padded main compartment to provide maximum protection to the content, Strap bands to fix accessory bags, Adjustable and padded shoulder straps	1
Glucometer with glucose test strips-Digital device with battery , lancets , lancet pin with 5 Pack of 50 strips. EA	1
Good quality Dual Head Stethoscope (pediatric +adult), Acoustic Chrome-plated binaural metal with diaphragm & cone and non-chill large bell . EA	2
Finger Pulse oximeter for adults . battery powered portable pulse oximeter with display. EA	1
Good quality Mechanical personal scale .Platform: Grooved natural rubber pleasant to the touch. Dial: A traditional design needle with its chrome ring .Capacity: 150kg.Graduation: 1000 g. Dimensions: 30.3 x 11.8 x 47 cm (L x H x D)	1
Minor surgical kit. All tools are made from high-grade surgical stainless steel (TC Olsen Hager Needle Holder 5.5" (14cm)+ TC Mayo Scissors 5.5" (14cm) +Kelly Forceps 5.5" (14cm) Straight+Kelly Forceps 5.5" (14cm) Curved+Adson Forceps 4.75" (12cm)+Adson Forceps 1x2 Teeth 4.75" (12cm)+Mosquito Forceps 5" (12.5cm) Straight+ Mosquito Forceps 5" (12.5cm) Curved+ Iris Scissors 4.5" (11.4cm)+Spencer Scissors 4.5" (11.4cm)+Dressing Forceps 6.25" (16cm)+Scalpel Handle # 3+Scalpel Handle # 4. EA	1
Wheel chair- Standard Manual wheelchairs with Foldable armrest, Swing type footrest, solid tyre, supports weight loads up to 130 kg , Seat width 24 x 11 x 32 inches. EA	1
Digital infant weight scale, tray with display Capacity Max.: 20KG g, Min.: 100 g transportable - Large LCD display. Replaceable battery powered device. Dimension 32.5cm x55cm x 3.5cm	1
Portable cool Box 35 Liter with four 500ml Ice Pack. EA	1
Disposable Sharp bin container (7 L).	10
Transportation to Ghadames.	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods to Ghadames After Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
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)	To be addressed upon awarding
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
After-sales service and local service support requirements	At least 1 year warranty
Preferred Mode of Transport	Land
Other information	N/A

ANNEX 2: QUOTATION SUBMISSION FORM

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

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

VENDOR INFORMATION SHEET¹

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

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: 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: TECHNICAL AND FINANCIAL OFFER - GOODS

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

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

Please provide sample pictures and country of origin of all medicines and equipment and expiry dates.

Please use the excel sheet with your company letter head signed and stamped [List Of items RFQ 4200655147.xlsx](#)

Currency of the Quotation: USD					
INCOTERMS: DAP					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<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.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<p><i>Exact name and address of the company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>



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
0200 - National CSOs
0300 - National Government Entities
0400 - International CSOs
0500 - International Organizations - Non-UN
0600 - UN entities
0005 - Individual Consultant/Non-Staff

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

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

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.
If there is insufficient space, please use the Other information section

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

UNGM No. _____
UN Partner Portal Reference _____
Registration Date _____
https://www.ungm.org/UNUser/Home
https://www.unpartnerportal.org
Main Country of Operations (dd-mmm-yyyy)
Licensing Auth./Type _____ License No.: _____ Reg. Date: _____ Expiry Date: _____
For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-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

UN SUPPLIER CODE OF CONDUCT

United Nations Charter: The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN¹ are expected to adhere.

Global Compact: The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at www.unglobalcompact.org.

International Labour Conventions and Recommendations: The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the UN's expectation that any supplier providing products or services to the UN will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.²

1. Scope of Application:

The provisions of this Code of Conduct set forth the UN's expectations for all suppliers that are registered with the UN or with whom it does business. The UN expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The UN expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a supplier to be registered as a UN supplier or to do business with the UN, the supplier is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of UN Suppliers. In addition, suppliers should note that certain provisions of this Code of Conduct will be binding on the supplier in the event the supplier is awarded a contract by the UN pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents of one or more organizations in the UN. Prospective suppliers are invited to review the specific terms and conditions of contract and procurement policies of the organization(s) within the UN with which they would like to do business in order to ascertain their current and future eligibility.

2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. The UN expects suppliers to strive to exceed both international and industry best practices. The UN also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The UN recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

¹ In this Code of Conduct, "UN" shall refer to the UN Secretariat, Programmes and Funds of the UN, Specialised Agencies of the UN and all other entities belonging to the UN system, that have adopted this Code of Conduct through the High Level Committee on Management - Procurement Network.

² The full texts of the ILO Conventions and Recommendations can be accessed at: <http://www.ilo.org/global/standards/lang--en/index.htm>

3. Management, Monitoring and Evaluation:

It is the expectation of the UN that its suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders.

Labour:

4. Freedom of Association and Collective Bargaining: The UN expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.³

5. Forced or Compulsory Labour: The UN expects its suppliers to prohibit forced or compulsory labour in all its forms.⁴

6. Child Labour: The UN expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.⁵

7. Discrimination: The UN expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.⁶ The UN expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.

8. Wages, Working Hours and Other Conditions of Work: The UN expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.⁷

³These principles are set out in the ILO fundamental Conventions, No. 87, *Freedom of Association and Protection of the Right to Organise*, 1948 and No. 98, *Right to Organise and Collective Bargaining*, 1949.

⁴This principle is set out in the ILO fundamental conventions, No. 29, *Forced Labour*, 1930, its Protocol of 2014 and No. 105, *Abolition of Forced Labour*, 1957.

⁵These principles are set out in the ILO fundamental Conventions, No. 138, *Minimum Age*, 1973 and No. 182, *Worst Forms of Child Labour*, 1999 and in the UN Convention on the Rights of the Child.

⁶These principles are set out in the ILO fundamental Conventions, No. 100, *Equal Remuneration*, 1951 and No. 111, *Discrimination (Employment and Occupation)*, 1958.

⁷These principles are set out in ILO Conventions No. 95, *Protection of Wages*, 1949 and No. 94, *Labour Clauses (Public Contracts)*, 1949 and in a number of Conventions addressing working time (see:

<http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm>).

9. Health and Safety: The UN expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.⁸

Human Rights:

10. Human Rights: The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.⁹

11. Harassment, Harsh or Inhumane Treatment: The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN. Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier's obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the United Nations. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Mines: The UN expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

13. Environmental: The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

14. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

15. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

⁸These principles are set out in the ILO Conventions, Recommendations and Codes of Practice (see: <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm>).

⁹These principles are derived from Universal Declaration of Human Rights (UDHR) and are set out in the United Nations Global Compact (see http://www.unglobalcompact.org/Issues/human_rights/index.html)

16. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

17. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

18. Corruption: The UN expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

19. Conflict of Interest: UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

20. Gifts and Hospitality: The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a UN staff member in order to facilitate the suppliers’ business with the UN.

21. Post employment restrictions: Post-employment restrictions may apply to UN staff in service and former UN staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. UN suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Contacts:

Any questions related to this Code of Conduct can be addressed to the High Level Committee on Management - Procurement Network (HLCM-PN) at email: hcmpn.secretariat@one.un.org.