

## REQUEST FOR QUOTATION

RFQ Reference: 4200696214

Date: 30 June 2024

Subject of RFQ: Provision of Goods and Services for Ubari Women Salon-7 Sept 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>	10 July 2024, 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 <i>Click or tap here to enter text.</i>
<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 90 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 <i>Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids</i>
<b>Clarifications</b>	Contact person for correspondence, notifications and clarifications Contact person: IOM Supply Chain Unit 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 <i>Click or tap here to enter text.</i>
<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>	1 August 2024

Thank you and we look forward to receiving your quotation.

Issued by:

IOM Supply Chain Unit

**QUOTATION SUBMISSION FORM**

RFQ Reference: Provision of Goods and Services for Ubari Women Salon-7 Sept 2024	Date: Click or tap to enter a date.
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**Delivery Requirements:**

Currency of the Quotation: USD					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Venue "at least 90 square meters" for 28 participants, Air conditioned, generator, Projector and WCs within its premises, corner for prayer. Two Women for cleaning and serving food and a female photographer for 7 sessions, with 2 water tanks to be filled regularly with water during the say 30 days for sessions and 1 day before for preparing the place	EA	31		
2.	buffet for 28 persons, including tea, Arabic coffee and 3 in 1 cappuccino, milk, juice with pastries (sweet and salty) and cattle, to be served in glass or porcelain plates and cups + spoons and forks to reduce the use of plastic rented by vendor  28ppl*30 days  28 ppl (20 participant + trainer + facilitator + yoga trainer+ 2 cleaning ladies + staff+ 2 extra meals for municipality representative or women social affairs in case present)	EA	840		
3.	white rice or Cuscus or Rushda, 100-Gr, with a salty pastry, chicken/beef/lamb piece of meat, mixed salad, canned juice of 330 ml any flavour and banana, to be served in glass or porcelain plates and cups + spoons and forks to reduce the use of plastic rented by vendor  28ppl*30 days  28 ppl (20 participant + trainer + facilitator + yoga trainer+ 2 cleaning ladies + staff+ 2 extra meals for municipality representative or women social affairs in case present)	EA	840		
4.	A4 notebooks with 100 pages and salon design	EA	60		
5.	Flipchart Papers	EA	30		
6.	Flipchart Stand	EA	1		

7.	Regular dry ink pens, Box of 12	EA	12		
8.	White Board Markers, box of 4	EA	18		
9.	Sticky Notes, 400 sheet, 80 per colour, size of 76 mm x 76 mm	EA	4		
10.	Yoga Mat, 1.5 cm thick, textured foam with elastic straps for secure close-up, dimensions of 188 cm x 60 cm  (20 participants x 3 groups) + 4 trainers and facilitators	EA	64		
11.	Yoga Bag, Made of fabric, 70 cm in length with 18 cm diameter  (20 participants x 3 groups) + 4 trainers and facilitators	EA	64		
12.	Reusable Sport Water Bottle, 750ml, steel or sport 100% plastic  (20 participants x 3 groups) + 4 trainers and facilitators	EA	64		
13.	Roll-up Stand, Roll up stand 1.2 x 0.8 metre with IOM, UN logos	EA	1		
14.	USB flash drives with IOM, UN logo, 32 giga bit	EA	64		
15.	Printing Services, For attendance sheets, training evaluation and during sessions printouts + memos for participants	EA	1500		
16.	Trash bags with different sizes, Pack of 12	EA	20		
17.	Floor cleaner with nice scent, Bottle of 1L	EA	10		
18.	Good quality thick tissues, Box of 12 bag	EA	20		
19.	Good quality hand soap, dozens of 12	EA	8		
20.	dish soap with mint scent or fruits, bottle of 1L	EA	5		
21.	small coloured balls for refresher activities	EA	5		
22.	Big size scotch tape for use during the training	EA	2		
				Total Price	
				Transportation Price	
				Insurance Price	
				Installation Price	
				Training 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 <span style="text-align: 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: Click or tap here to enter text.
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.

<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

**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 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.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .

<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"/>	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.