

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200791094

Date: 12 November 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of REHABILITATION OF WADI AL KOOF CLINIC AT AL BYDA

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: 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.

- Valid Company registration documents (**Eligibility**)
- Bank information (**Eligibility**)
- Signed /stamped Code of conduct (**Eligibility**)
- Completed VIS-vendor information sheet (**Eligibility**)
- Signed /stamped DOC- declaration for conformity (**Eligibility**)
- Delivery Lead Time (**Technical Evaluation**)
- Team composition and CVs of key personnel (**Technical Evaluation**)
- List of the equipment (**Technical Evaluation**)
- Company profile (**Technical Evaluation**)

Mandatory Requirements:

Mandatory Site Visit is scheduled on Thursday, 21 November 2024 at: 11:00 AM, failure to attend will be grounds for disqualification and for any technical queries.

If you have any technical questions, please contact:

Engineers: Engr. Ramadan MEFTAH (+218 91 6490154)(+218 92 7590677)

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Supply Chain Unit

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	26 November 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 http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. Bid submission address: iomlibyaproposal@iom.int <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25MB ▪ Mandatory subject of email: 4200791094 ▪ 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	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. <u>Provide the below for eligibility evaluation for non-registered vendors:</u> <ol style="list-style-type: none"> 1. Certificate of registration offering security services. 2. A copy of PO\Contract of all the company’s clients, along with references 3. The address of your office\s 4. The articles of association. 5. Company Organogram (with staff names and roles) or Staff List with names and designation 6. The company’s bank account statement for the past six months or in lieu of a year at least or the last two years audited financial statements 7. Bank account letter

	<p>8. Confirmation that the company's owner if he has another registered business\company in Libya.</p> <p>9. A copy of Commercial Registration.</p> <p>10. A copy of the ID of the owner\General Manager.</p> <p>11. A copy of company's license</p> <p>12. Company profile.</p> <p>13. Tax certificate</p> <p>14. Fill, sign & stamp the attached Vendor Information Sheet (Annex 4)</p> <p>15. Fill, sign & stamp the attached Declaration of Conformity. (Annex 2)</p> <p>Fill, sign & stamp the attached IOM Code of Conducts. (Annex 5)</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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><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:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	Quotations shall remain valid for 90 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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i></p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other 90% within 30 days after receipt of work (CPA) and submission of payment documentation. 10% of the agreement amount will be in hold for 12 months from works completion day. And will be released based of certificate of final completion of works (retention period)</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Abdallah ELHUNI</p> <p>E-mail address: iomlibyaproposal@iom.int</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 24 November 2024
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</p>

	<input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
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	Construction Agreement
Expected date for contract award.	01 December 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	As per the BOQ attached	EA	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods Click or tap here to enter text. After Contract signature.
Delivery Terms (INCOTERMS 2020)	Click or tap here to enter text.
Customs clearance (must be linked to INCOTERM)	<input 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)	WADI AL KOOF CLINIC AT AL BYDA 32.6650897, 21.5445395
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.
Preferred Mode of Transport	Choose an item.
Other information	

ANNEX 2: QUOTATION SUBMISSION FORM

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

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

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information 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.unhcr.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 - WORKS

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

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

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
As per BOQ shared in the attached	EA	1		
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of 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>
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BILL OF QUANTITIES (CIVIL WORKS)

REHABILITATION OF WADI AL KOOF CLINIC							
Locati Albayda							
Coordinates : 32.6650897, 21.5445395							
	DESCRIPTION	UNIT	QTY. الكمية	UNIT Price(\$) سعر الوحدة	TOTAL Price السعر الاجمالي	بيان الاعمال	ر.م
1	CIVIL WORKS					أعمال مدنية	1
1.1	Removing any loose or damaged existing plastering Inside and out) by using the gridner and Hilti . The substrate must be sound, clean and free from , dust . Remove any loose material using a GRINDER ensuring the surface (Plaster) remains tied and not loose . the unwanted materials shall be dumped to disignated dump area (The rate includes the charge for heavy vechile to dump matrials to the designated area in Al Byda)	M2	150		-	إزالة أي لياصة سائبة فطبله في الداخل او الخارج) أو تالف باستخدام هيلجي. يجب أن تكون الطبقة سليمة ونظيفة وخالية م والغبار أو قم بإزالة أي مادة مفكوكة باستخدام الهلجي الصغير لضمان بقاء السطح اللياصة ثابتة وغير متفككه . يجب إلقاء المواد غير المرغوب فيها في مكب النفايات في البيضاء	1.1
1.4	Carry out Plastering work for wall located at the clinic area by using cement mortor which made up from Ordinary Portland Cement conform with C150(ASTM) .The plastering paste shall contain of 350Kg of cement , with 1m3 sand . Mortor paste compontes shall be mix with clean drinkable water to achieve the desired adhivse consistency . Attached with metal or plastic mesh between the concrete elements and block works in both directions vertical and horizontal directions , (Curing with water must be applied for three days to avoid thermal cracks) (The item includes metal or plastic mesh to be put up between the structural elements and block work)	M2	150		-	تنفيذ أعمال اللياصة باستخدام مونة أسمنتية مكونة من أسمنت بورتلاندي عادي مطابق للمواصفة (ASTM) C150 ويجب أن يحتوي معجون التجصيص على 350 كجم أسمنت مع رمل 1 م 3 يجب خلط مكونات عجينة المزج بمياه السرب النظيفة لتحقيق الاتساق اللاصق المطلوب. تعلق بشبكة معدنية أو بلاستيكية بين العناصر الخرسانية وأعمال البلوك في كلا الاتجاهين الرأسى والأفقي ، (يجب تطبيق المعالجة بالماء لمدة ثلاثة أيام لتجنب التشققات الحرارية) (العنصر يشمل شبكة معدنية أو بلاستيكية يتم وضعها بين العناصر الانشائية والبلوك)	1.4
1.6	Dismantling and removal of tiles of floors including , latrines,basins, drainage pipes, water pipes and area preparation to receive new work. The work also includes transportation of resulted material to approved dumping area as per consultant engineer instructions (The toilet set consist of 4 toilet seats and three sinks with all accessories)	PCS	30		-	كبيك وإزالة بلاط الأرضيات بما في ذلك المراحيض والأحواض وأنابيب الصرف وأنابيب المياه وتجهيز المنطقة لاستقبال الأعمال الجديدة. يشمل العمل أيضًا نقل المواد الناتجة إلى المقالب العمومية المعتمدة وفقًا لتعليمات المهندس الاستشاري (يتكون طقم المراض من 4 مقاعد مرحاض وثلاثة أحواض مع جميع الملحقات)	1.6
1.7	Demolishing Cermaic and Plastering which covering the Walls and Partions inside the Toilets (The rate includes dumping all materials to the designated dumping area)(The work procedure shall be carried manually in order to not effect the entire building (M2	110		-	زلة اللياصة والسيراميك الذي يغطي الجدران و الارضيات والأجزاء داخل المراحيض (يشمل السعر إلقاء جميع المواد إلى المكبات العمومية) (يجب تنفيذ إجراءات العمل يدويا من أجل عدم التأثير على المبنى بأكمله)	1.7
Sub-Total in USD					-		
2	CERAMIC AND MARBLE WORKS					اعمال السيراميك والرخام	2
2.1	Laying down and installation of CERAMIC tiles for walls and floors by using an appropriate glue or Cement Paste and finshing off using the approved grout and levelling according to drawings and specifications.	M2	140		-	مع وتركيب بلاط السيراميك للجدران والأرضيات باستخدام الغراء المناسب أو معجون الأسمنت والتشطيب باستخدام الغراوت والتسوية حسب الرسومات والمواصفات.	2.1
Sub-Total in USD					-		
3	WATER SUPPLY AND SANITARY WORKS					اعمال التغذية والصرف الصحي	3
3.1	Supply and install high quality toilet seats including the flush system with minimum 10 liters capacity and cover. The work includes all the necessary to complete the work as per consultant engineer instructions. (One of the seats shall be for disabled person with the accessories)	PCS	2		-	توريد وتركيب مقاعد مرحاض عالية الجودة بما في ذلك نظام الشطف بسعة وغطاء 10 لتر على الأقل يشمل العمل كل ما يلزم لإتمام العمل حسب تعليمات المهندس الاستشاري.	3.1
3.2	Supply and install high quality basin of size 58 x 45 cm minimum. The work includes the mixer, all the fittings, valves, tees, elbows et and all necessary to complete the work as per IOM Engineer	PCS	2		-	توريد وتركيب حوض عالي الجودة مقاس 58 x 45 سم كحد أدنى. يشمل العمل الخلط جميع التركيبات والصمامات والأكواع وكل ما يلزم لإكمال العمل وفقًا لمهندس المنظمة الدولية للهجرة	3.2
3.3	Supply and installation of Drainage pipes for the roof, the work include well protection preparations around the traps and all the accessories and connections to complete the works properly as per technical specifiction. (The building high is 3.5 to the parapet)	PCS	8		-	توريد وتركيب مواسير صرف للسقف ويشمل العمل تجهيزات حماية الانابيب حول الصفايات في السقف وجميع الملحقات والوصلات لإتمام الأعمال بالشكل الصحيح حسب المواصفات الفنية. (رتفاع المبنى 3.5 متر)	3.3

ر.م	بيان الاعمال	TOTAL Price	UNIT Price(\$)	QTY. الكمية	UNIT	DESCRIPTION
3.4	توريد وتركيب أنابيب البولي بروبيلين عالية الجودة بأقطار مختلفة ومعدل 20 بار لشبكة مياه الشرب يجب أن تكون الأنابيب من النوع المعتمد. يجب أن يشمل العنصر تكسر جدران وجميع التركيبات المطلوبة مثل المحملات ، والانحناءات ، والصمامات الحابسة ، والاقيران وجميع الأعمال ذات الصلة والملحقات لإكمال العمل حسب تعليمات المهندس الاستشاري.	-		50	L.M	Supply and install high quality Poly Propylene (PPR) pipes has different diameters and 20 bar rate for potable water network. The pipes should be approved type. The item shall include breaking in walls and all the required fittings such as Tees, bends, stop valves, coupling and all related work and accessories to complete the work as per consultant engineer instructions.
3.5	توريد وتركيب مواسر UPVC عالية الجودة 2 و 4 و 6 و 10 بار لضغط لمياه الأمطار وتصريف مياه الصرف الصحي ويشمل العمل جميع المحملات والانحناءات وجميع مستلزمات العمل والتجهيزات المتعلقة بها.	-		40	L.M	Supply and install high quality UPVC pipes 2, 4 and 6" inches , for sewage water system . The work includes all tees, bends, and all related work accessories and fittings.
3.6	توريد وتركيب غلاية مياه 80 لتر بجودة عالية (ريستون او ما يعادلها). السعر يشمل جميع الأنابيب والمنحنيات والصمامات والوصلات اللازمة حسب تعليمات مهندس الاستشاري	-		2	PCS	Supply and install 80 liters water boiler of high quality (Ariston or equivalent). The price includes all the necessary tubes, bends, valves and connections as per the site engineer instructions.
3.7	توريد وتركيب مضخة مياه عالية الجودة إحصان السعر شامل كل ما يلزم لاتمام العمل حسب تعليمات المهندس الاستشاري.	-		1	PCS	Supply and install 1 Hp high quality water pump, the price includes all the necessary to complete the work as per consultant engineer instructions.
3.8	توريد وتركيب غرفة تفتيش فتحة 60 × 60 سم حسب العمق المطلوب السعر يشمل اللباسة الداخلي والخرسانة وتنعيم القاع والحفر والحشو وغطاء الحديد وكل ما يلزم لاتمام الاعمال حسب تعليمات المهندس الاستشاري.	-		3	PCS	Supply and install 60×60 cm manhole according to required depth, the price includes internal plastering, concrete, bottom smoothing, drilling, filling, cover of iron and all the necessary to complete the work as per consultant engineer instructions.
3.10.	تنظيف شبكة الصرف الصحي للعبادة بأكملها وكذلك غرف التفتيش وإزالة جميع الرواسب وفقا لمهندس المنظمة الدولية للهجرة	-		1	L.S	Cleaning off the sewage system for the entire Clinic as well as the manholes and removing all sludge All according to the IOM Engineer
3.11	توريد وتركيب خزان مرتفع من البولي إيثيلين بما في ذلك الصمام العائم وقاعدة الإطار الفولاذي والغطاء والتثبيت في المكان المخصص (سعة 3000 لتر)	-		1	PCS	supply and installation of polyethylene elevated tank including the floating valve and steel frame base, cover in the designated place (3000L Capacity)
Sub-Total in USD		-				
4	أعمال الأبواب والنوافذ					DOOR , WINDOWS WORKS
4.1	اجراء الصيانة والإصلاح على الأبواب الحديدية الموجودة . يجب أن يشمل العمل إصلاح الأجزاء التالفة المفقودة من الأبواب وتوريد وتركيب ملحقات جديدة ومفصلات وأقفال، وتعديل الأبواب لتغلق وتفتح بالشكل الصحيح بما يرضى المهندس. يجب أن تشمل الأعمال فرك الطلاء القديم وتطبيق طلاء جديد على الأبواب والإطارات مع الدهانات المعتمدة حسب التعليمات والمعتمدة من الاستشاري	-		2	L.S	Conduct maintenance and repair on the existing Steel doors (leaves and frames). the work shall include repairing the damaged/missed parts of the doors , supply and install new accessories, hinges, locks .etc. , and adjusting the doors to close and open properly to the satisfaction of the Engineer. The works shall include rubbing out the old paint and apply new paint on the doors and frames with approved paints as instructed and approved by the Engineer.
4.2	يجب أن يشمل العمل توريد وتصنيع وتركيب أبواب مصنوعة من خشب عالي الجودة معتمد (خشب مونغونو) أو ما يعادله ليتم تشطيبها حسب المواصفات المعنية. أبواب جديدة مماثلة للأبواب الخارجة (2200 * 1000) ملم وسماكة 45 ملم من الخشب الصلب بما في ذلك الملحقات	-		5	PCS	The work shall include supply, fabricate and installation of doors, made out of approved quality timber(Mogono wood) or equivalent to be finish as per the respective specification . of new doors similar to the existing doors(2200*1000) mm size and 45mm thickness of solid core wood including accessories
4.3	توريد وتركيب شبابيك المنيوم وابواب ذات جودة عالية (PS Type). يتضمن العنصر بلوق الرخام والإطار وجميع الملحقات والأقفال والأسطوانات والمفصلات والمقابض. يشمل العمل توريد وتركيب الألواح الزجاجية (حسب الطلب) وكافة المتطلبات حسب المواصفات ذات العلاقة وموافقة المهندس الاستشاري.	-		20	M2	Supply and install aluminum windows, doors of high quality (PS Type). The item includes the frame and marble , all the accessories, locks, cylinders, hinges and handles. The work includes supply and installation of glass panels (as required) and all the requirements according to the relevant specifications and the consultant engineer approval.
Sub-Total in USD		-				
5	الاعمال الكهربائية					ELECTRICAL WORKS
5.1	توريد وتركيب وحدات الإنارة (ليد داخلي 80 وات).	-		20	pcs	Supply and installation of lighting fixtures and lamps (Indoor LED 80 watt).
5.2	فحص النظام الكهربائي بالكامل ، وإصلاح لوحة التحكم الحالية لضمان عمل جميع المفاتيح الكهربائية بشكل كاف ، يجب أن يشتمل العنصر على استبدال أي مفاتيح	-		1	L.S	Checking the entire electrical system , Repairing the existing control panel ensuring all electrical switches are working sufficiently the item shall include the replacement of any switches
5.3	توريد وتركيب مقابس كهربائية ذات الجودة العالية من 16 امبير و 250 فولت	-		15	pcs	Supply and install heavy duty socket outlet 16 A , 250 v wall mounted and all required to complete work,.



	DESCRIPTION	UNIT	QTY. الكمية	UNIT Price(\$) سعر الوحدة	TOTAL Price السعر الاجمالي	بيان الاعمال	ر.م
5.4	Supply and Installation of electrical Switches 16 A and (220 – 240 V)- to be triple, includes the frame and the test and all the needs to complete the work properly	pcs	15		-	توريد وتركيب المفاتيح الكهربائية 16 أ و (220 - 240 فولت) - لتكون ثلاثية تشمل الإطار والاختبار وجميع ما يلزم لإتمام العمل بشكل صحيح	5.4
Sub-Total in USD						-	
6	PAINTING WORKS					اعمال الطلاء	6
6.1	Supply & apply minimum 2 coats of colored emulsion paint of high quality approved product, on the existing internal ceilings and external walls . The work shall also include cleaning, surface preparation, applying putty as needed and all required works and as directed and approved by the Engineer.	M2	500		-	توريد وتطبيق طبقتين على الأقل من الطلاء المستحلب الملون من منتج عالي الجودة معتمد على الأسقف الداخلية والحالية والجدران الداخلية. كما يجب أن يشمل العمل التنظيف وتجهيز الأسطح ووضع المعجون حسب الحاجة وجميع الأعمال المطلوبة ووفقا لتوجيهات المهندس ومعتمدة.	6.1
Sub-Total in USD						-	
Total in USD						-	القيمة الاجمالية
NOTES/(In Arabic)							
1	ALL THE CONSTRUCTION MATERIALS SHOULD BE BRAND NEW AND TESTED ACCORDING TO CONSTRUCTION					جميع مواد الانشاء والصيانة يجب ان تكون جديدة ومعتمدة من المهندس الميسرف	
2	IN CASE OF ANY DIFFERENCE BETWEEN BoQ AND DESIGNS, THE INSTRUCTION OF SUPERVISOR ENGINEER WILL					في حالة وجود أي اختلاف بين جداول الكميات والتصاميم ، سيتم تطبيق تعليمات المهندس الميسرف.	

PROSPECTIVE VENDOR INFORMATION SHEET

Vendor No.: _____
(IOM Internal Use)

Company Details

Registered Vendor Name*: _____
 Tax Organization Type*: _____
 Supplier Type*: _____
 Company Web Site: _____
 Tax Country*: _____
 Taxpayer ID/Tax Registration No*: _____
 Products and/or Services: _____

Additional Information

UNGM No.: _____
 UNPP No.: _____
 Is your Entity Women Owned?: _____
 Is your Entity Disability Inclusive?: _____

Commitment to Antiracism: _____
 Does your entity agrees with UN Supplier Code of Conduct: _____
 Is the Bank Account Certificate added as attachment?: _____

Address*

Street Name and House No. _____
 ZIP/Postal Code* _____
 City* _____
 Region* _____
 Country* _____

Contact Information for communications

First Name*: _____
 Last Name*: _____
 Job Title: _____
 Email*: _____

IMPORTANT

All fields marked with * are mandatory.
 The form will be returned if mandatory field/s is/are empty
 The Vendor Name should match ID or registration documents

Other Contacts

First Name*: _____
 Last Name*: _____
 Job Title: _____
 Email*: _____

Will this person have a role in Wave? _____
 If yes, what will be that role? _____

First Name*: _____
 Last Name*: _____
 Job Title: _____
 Email*: _____

Will this person have a role in Wave? _____
 If yes, what will be that role? _____

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*: _____
 Job Title: _____
 Date: _____

List of attachments	
<input type="checkbox"/>	Taxpayer ID/Tax registration number certificate.
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Id. of the owner
<input type="checkbox"/>	Signed UN Supplier Code of Conduct
<input type="checkbox"/>	Proof of women ownership share of the company
<input type="checkbox"/>	Evidence of commitment to anti-racism
<input type="checkbox"/>	Evidence of entity's disability inclusive policy
<input type="checkbox"/>	Other: _____

SPEND AUTHORIZED SUPPLIER INFORMATION SHEET

Supplier Details

Supplier's Name*: _____
 Supplier Number*: _____

Payment Details

Payment Method*:
 Bank transfer
 Check**
 Cash**
 Others**: _____

IMPORTANT
 All fields marked with * are mandatory.
 The form will be returned if mandatory field/s is/are empty
 The Vendor Name should match ID or registration documents

**If a Non-Bank Payment Method was selected, please provide justification:

Bank Details* (This information is mandatory if payment method is via Bank Transfer)

Bank Name* _____
 Address _____
 City* _____
 Postal Code _____
 Country* _____
 Bank Account Name* _____
 Account Currency _____
 Bank Account Number _____

Swift Code/BIC (outside U.S.A.)	_____
IBAN Number	_____
Clearing Number (Switzerland)	_____
ABA No. for ACH (U.S.A.)	_____

Fill only the code that corresponds to your location*

NOTES

Payment currency must be clearly indicated to avoid delays and additional bank charges

If the company has multiple bank accounts, indicate the default account this form and add an extra sheet with full information of other accounts

PLEASE, FILL IN THE CONTACT INFORMATION ONLY IF IT NEEDS TO BE UPDATED IN THE SUPPLIER PROFILE
Contact Information

First Name: _____
 Last Name: _____
 Job Title: _____
 Email*: _____

Will this person have a role in Wave? ---
 If yes, what will be that role? ---

First Name: _____
 Last Name: _____
 Job Title: _____
 Email*: _____

Will this person have a role in Wave? ---
 If yes, what will be that role? ---

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*: _____
 Job Title _____
 Date _____

List of attachments	
<input type="checkbox"/>	Bank Account Certificate
<input type="checkbox"/>	Declaration of Conformity was signed in solicitation documents
<input type="checkbox"/>	Other: _____

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.