



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones  
**IOM LIBYA**

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## REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)

To : Eligible Suppliers  
 Project: Supply and Delivery of Various Non-Food Items (NFIs)  
 Ref. No.: LY22-017  
 Date : 17 December 2021

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The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of *Emergency and Refugee Humanitarian Assistance Program*, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of *various NFIs as per below table and detailed technical specifications (attached)*.

Item No.	Item Description	Unit	Quantity
1	Winter Clothes Adults	E. A	2455
2	Plastic sheets	E. A	950
3	Kitchen Sets	E. A	670

- Deadline of submission (quotation and samples) on or before 30 Jan 2022
- Delivery of good are requested to be within Feb 2021.
- Only those who passed the eligibility criteria will be subjected for sample inspections/evaluations

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,  
 Procurement Staff/Focal Point

## GENERAL INSTRUCTION TO SUPPLIERS (GIS)

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### 1. Description of Goods

IOM request prospective suppliers to submit quotation for the supply and delivery of *various NFIs as listed in Annex B and Annex C*.

### 2. Corrupt, Fraudulent, and Coercive Practices

IOM requires that all IOM Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### 3. Conflict of Interest

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this quotation;

- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

#### **4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

*Vendors failing to fill Annex D and provide proof of company registration may not be considered as eligible.* Vendors that are already working with IOM may confirm that there are no changes in their Company details instead of submitting new VIS.

Vendors must submit registration letter where it clearly shows that company is authorized to trade such items and services. Failing to proof this may cause Vendors to be declared as ineligible.

#### **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

#### **6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

*[iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int)*

IOM will respond to any request for clarification received on or before *22 December 2021*. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation

shall continue after the procurement process has been completed whether or not the Supplier is successful.

## **8. IOM's Right to Accept any Quotation and to Reject any and all Quotations**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

## **9. Requirements**

### **9.1 Quotation Documents**

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- a.) Quotation Form (Annex A)
- b.) Price Schedule Form (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D) *if already an IOM vendor just indicate so and no need to resubmit unless documents need to be updated*

**Suppliers are required to use the forms provided as Annexes in this document.**

### **9.2 Quotation Form**

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in *English* and prices shall be quoted in **USD**, exclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as nonresponsive and will be rejected.

### **9.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of **60 days**, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

### **9.4 Documents Establishing Supplier's Eligibility and Qualification**

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

Failing to provide company documents or related forms in order for IOM to complete Vendor eligibility may result Vendors to be declared as ineligible.

## 10. Submission of Quotation Documents

As the request is urgent, quotation shall be submitted by email to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before December 12, 2021 (clearly specifying the delivery lead time).

Late Quotations will not be accepted.

## 11. Opening of Quotations

IOM Procurement Unit will make the bids opening right after the deadline of last bids submission. By the deadline, Vendor's eligibility, technical evaluation of the proposed items and price evaluation will be done in case if Vendors found to be eligible and technically compliant.

**PASS and FAIL method** will be applicable for evaluation of items and failing in one item may cause Vendor to be considered as non-compliant with minimum specifications.

## 12. Acceptance of Quotations

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

## 13. Rejection of Quotations

Quotation can be rejected for the following reasons:

- (a) the Quotation is not presented in accordance with this General Instruction;
- (b) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to IOM
- (f) [the offered price is above the approved budget](#)

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

## 14. Evaluation of Quotations

IOM shall evaluate and compare the Quotations on the basis of pass/fail for the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) [Compliance with technical specifications \(includes quality, delivery requirement\)](#)

*IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.*

(c) Price

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

Technical evaluation and inspection of the samples mentioned in clause 14 (b) will follow **PASS and FAIL method** where in case if samples are found to be noncompliant with minimum requirement, Vendor's offer will not be considered for the financial evaluation.

**15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

**16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award or Purchase Order (Goods). IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

**17. Delivery Site and Period of Delivery**

The goods should be delivered at the following delivery site/s:

- IOM Warehouse
- Libya Office, Hai Al-Kuwait, Janzour

Delivery period shall be within *2-3 days* upon signing of the Purchase Order or Contract.

**18. Liquidated Damages**

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

**19. Payment**

Payment shall be made only upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered within 30 calendar days.

**20. Warranty**

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

## **21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.

**Annex A**

**QUOTATION FORM**

Date : \_\_\_\_\_

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of *[insert description of goods]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
*[signature over printed name]*                      \_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*



## PRICE SCHEDULE FORM

PROJECT TITLE : Supply and Delivery of Various Non-Food Items (NFIs)

LOCATION : Tripoli

REF NO. : LY22-017

ITEM NO.	ITEM DESCRIPTION	COUNTRY OF ORIGIN	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	DELIVERY SCHEDULE	DELIVERY SITE /FINAL DESTINATION
1	Winter Clothes Adult		2455	Sets				
2	Plastic sheets		950	Sets				
3	Kitchen Sets		670	Sets				

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 Suppliers authorized signature over printed name


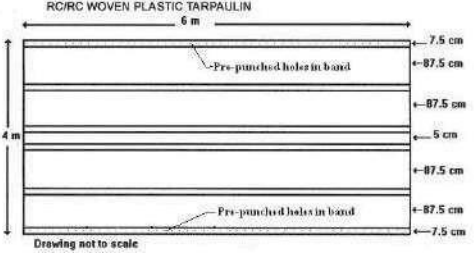


PROJECT TITLE	: LY22-017
Item No	:2.0
Item Description	: Plastic Sheet
Manufacturer	: _____
Origin	: _____
Model	: _____
Cat./Page	: _____

PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
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**Plastic Sheet**

**Plain Sheet**  
High density polyethylene (HDPE)-Black

RC/RC WOVEN PLASTIC TARPAULIN  
6 m  
7.5 cm  
87.5 cm  
87.5 cm  
5 cm  
87.5 cm  
87.5 cm  
7.5 cm  
4 m  
Pre-punched holes in band  
Pre-punched holes in band  
Drawing not to scale

Low-density polyethylene (LDPE)-White sun reflective

**Reinforcement Bands (6 bands of 75mm +/-3%)**  
High density polyethylene (HDPE)-Black  
Low-density polyethylene (LDPE)-Grey

**Manufacturing**  
HDPE is woven into fabric for plain sheet and reinforcement bands.  
Pre-punched 8mm holes on the 2 side bands at 0.1m +/-10% intervals, positioned in the center of the bands (only the reinforcement bands are pre-punched, not the tarpaulin itself).  
Position of the 6 bands and pre-punched holes as per drawing in column pictures column.  
Side bands can be positioned at maximum 10mm from the edge.  
Dimension tolerance on the distance between two bands: +/-10mm

**Strength at state of origin and after UV exposure**

**State of Origin**  
**Tear strength-plain sheet:** Minimum 100N under ISO 4674-1B 2003, with a test piece of 200x200mm as described in ISO 4674 annex B , in plain sheet.  
**Tensile strength-plain sheet:** Minimum 500N and 15% to 25% elongation in warp and weft in plain

sheet under ISO 1421-1.

**Tensile strength-reinforcement bands:** Minimum 700N inside the reinforcement bands as per ISO 1421-1, pulling lengthwise in a pre-punched hole of 8mm with a hook of 8mm wire diameter. To test in 2 holes in each side bands

**After UV Exposure**

**Tensile Strength-plain sheet:** The tarpaulin tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be: Minimum 80% of the original value of the actual product, AND not less than 475N.

**Tensile Strength-reinforcement bands:** The reinforcement bands tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be: Minimum 80% of the original value of the actual product, AND not less than 665N.

**Welding number and strength at state of origin:**

Only one welding allowed, in the middle of the sheet, length wise.  
The tarpaulin tensile strength crossways at the place of the welding under ISO 1421-1 must be: Minimum 50% of the original value of the actual product, AND not less than 400N.

**Size, weight, color**

Width 4 m  $\pm$  1% net width  
Length 6m minimum net length  
Weight, plain sheet only, excluding the bands weight  
190g/m<sup>2</sup>  $\pm$  20g under ISO 3801 (equivalent to 170g/m<sup>2</sup> minimum to 210g/m<sup>2</sup> maximum)

Weight, complete sheet including bands weight.  
Plain sheet specific weight plus 10% additional weight for the reinforcement bands under ISO 3801.  
Total weight from 187g/m<sup>2</sup> minimum and 231g/m<sup>2</sup> maximum  
Specific weight of the bands from 150g/ m<sup>2</sup> minimum and 200g/m<sup>2</sup> maximum

Color: White sun reflective on both sides of the sheet. Grey coating on the outside of the bands. Inner black fibers to ensure opacity.

**White Coating color definition:**

Lab Coordinates under ISO 105J01  
Minimum L : 82

<p>"a" value between -1.7 and +1.5          "b" value between -4.5 and 0</p> <p>Opacity measured as minimum reflection and maximum transmission, in the range of visible light and near infrareds.          Measured under ISO 13468-1.          Values should be measured respectively from 350 to 750nm, and from 750 to 2500nm wavelength.          The final result is the average of the averages in each range.          Minimum total reflection: 35% Maximum total reflex ion: 50%          Maximum total transmission: 5%</p> <p><b>Marking, packing, and accessories</b>          Printing Continuous indelible printing in white color on grey, or in black color on white, of the manufacturer name, the month and year of production (Letters of 2.5cm high +/-10%). Length indicator marks every meter. The plastic sheet has printed IOM logo</p> <p><b>1. Bale Qty: 5 pcs</b>  <b>2. Bale Dimensions</b>          Length: 600mm; Width: 400mm; Height: 180mm (all +/-20%), Suitable to  <b>3. Bale Protection</b>          The bale must be wrapped with a piece of similar material as the one of the tarpaulins.          The wrapping must be properly folded, closely tight to the bale content, making a well-shaped cubic bale.          Inside the bales the tarpaulins are not individually wrapped.  <b>3. Bale Strapping</b>          The bale must be strapped with 2 heat-sealed plastic straps for the length and 2 for the cross  <b>4. Bale Labelling:</b>          a. Each bale has PO number printed on an adhesive sticker and attached to the bale.          b. the label has dimensions printed on the bale          c. the label has month and year of manufacturing          d. each bale has a serial number          Label adhesives bar code pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free</p>	
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PROJECT TITLE : LY22-017  
 Item No : 1  
 Item Description : Winter Clothing Kit-Adults and kids (Uni-Sex)

Manufacturer : \_\_\_\_\_  
 Origin : \_\_\_\_\_  
 Model : \_\_\_\_\_  
 Cat./Page : \_\_\_\_\_

<b>PURCHASER'S SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATIONS</b>
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**Clothing Kits (Adults and Children)**

**NFI Bag**



**MATERIAL:**  
 High quality waterproof fabric with inner rubber coating.

**DIMENSIONS:**  
 Height: 15 cm  
 Width: 25 cm  
 Length: 40 cm

**Design:**  
 Duffle bag design with lockable zipper. Double stitching to ensure the bag can hold weight of the contents inside. Carry handles (20 cm) from bottom attached on 40cm side. Two adjustable straps length wise to adjust inner content volume. Shoulder strap also to carry that go around the bag to ensure bag has sufficient strength to bear weight of the items packed inside. Interlocked double stitch.

<b>Adult Winter Clothing Kit</b>	
<b>Description</b>	<b>Qty</b>
Jacket	1
Sweat Suit-two piece	1
Pair of Gloves	1
Pair of socks	2
Hat	1
Pair of 3 strap adjustable shoe	1
Underwear	2



**Other Details**

**Color:** Blue

**Logo:** IOM logo

**Printing:** the bag has printed in white contents of the bag listed below

**Jackets**

**MATERIAL:** Two layered softshell Jacket. No patterns or designs; plain jackets.

Outer shell: Softshell

Water Column: 5,000-8,0000 mm

DWR (durable water repellent): Treated with Waterproof Coating or functional membrane to make fabric

water resistant.

Compatible to light showers and everyday use.



Inner lining:

Fleece, Faux

Fur or

Sherpa

Fabric compatible to outer shell.

- **Hoods** Optional between a hood or high lined collar.
- **Adjustable cuffs** – Easy adjustment, with Velcro to draw the cuffs in for a better fit.
- **Chin Guard** Fabric covering the top of the zip to protect chin and neck
- **Pockets** – Two external pockets with zipper and one internal pocket without a zipper. The internal pocket big enough to hold at least a standard valet.
- **Wind Resistant** interior storm flap
- Single pull adjustable

**Size and design:**

Adult: Unisex (XS, S, M, L and XL)-Regular Fit, please see attached breakdown for numbers by size

Child: Unisex (infant & toddler)

Color: black or navy blue with grey inner

All jackets are as per EN 13402 or equivalent American size. The samples are to be accordance to and will measured against chest, height, waist girth. The other standards for sizes will not be

accepted.

**Safety:** Children's clothing follows EU safety standards

## Sweat suit (2 pieces)

**Brief description:**

Summer sweat Suit

**Material:**

100%  
cotton



**Design:**

**Size and design:**

Adult: Unisex (XS, S, M, L and XL)-Regular Fit, please see attached breakdown for numbers by size

Child: Unisex (infant & toddler)

All sweat suits are as per EN 13402 or equivalent American size. The samples are to be accordance to

and will be measured against chest, height, waist girth to conform with EN 13402. The other standards

for sizes will not be accepted.

## Gloves

**Description**

No patterns or designs; plain gloves. Only colors accepted black, brown and grey



**MATERIAL**

durable  
combination

of 75% wool and 25% nylon

### Size and design:

**Adult:** Unisex (XS, S, M, L and XL)-  
Regular Fit, please see attached  
breakdown for numbers by size

**Child:** Unisex (infant & toddler)  
The gloves have no writing or marks.

**Color:** black or navy blue with grey inner

All gloves will be evaluated for their  
size as per palm measurement defined  
under EU sizes.

### DIMENSION

	Length	Width
XL (EU 10 or Equivalent US)	204 mm	254 mm
L (EU 9 or Equivalent US)	192 mm	254 mm
M (EU 8 or Equivalent US)	182 mm	203 mm
XS (EU 8 or Equivalent US)	182 mm	203 mm
Toddler	121 mm	124 mm
Infant	84 mm	87 mm



### Socks

#### MATERIAL

Average composition:

- 77% Cotton, 11%

Polyester, 11%

Polyamide, 1 %

Elastane.

Different colors are  
accepted. No  
patterns or designs;  
plain socks.

**Size and design:**

Adult: Unisex (XS, S, M, L and XL)-  
Regular Fit, please see attached  
breakdown for numbers by size  
Child: Unisex (infant & toddler)

## Hats

### MATERIAL

Double layered fleece hats.

Color: black or navy blue. Both layers are same color. No patterns or designs; plain hats.



### DIMENSION.

	Circumference	Height
XL	60.96 cm	29.21 cm
L	57.15 cm	27.94 cm
M	53.34 cm	22.86 cm
XS	48.26 cm	20.32 cm
Toddler	38.26 cm	16.32 cm
Infant	28.8 cm	12.59 cm

### Footwear

#### Brief description:

Open toe adjustable touch fastening straps-casual wear/adjustable fit

No patterns or designs; plain and dark colors (black, grey, navy blue, brown)



### Material

1. Quick-drying waterproof PU upper with good breathability, comfort and not easy to deform
2. PU + phylon + rubber (Phylon insole + Rubber outsole, lightweight soft and flexible enough for most terrains. Well cushioned insole to comfort for long walking. Rugged durable rubber outsole stands up to rough use and non-slip). Quick-drying waterproof PU upper with good breathability, comfort and not easy to deform.

3. Outer Material: PU
4. Inner Material: Synthetic
5. Sole: Gum Rubber

**Design:**

1. 3 hook and loop to allow a customized fit for foot and shaft width.  
Multiple points of

- adjustability for perfect fit
- 2. Unisex
- 3. The Phylon footbed is easy to clean, helps to inhibit bacterial growth, reduces odour
- 4. Closure: hook and loop
- 5. Heel Height: 2 centimetres
- 6. Shaft Diameter: Medium

**Size:**

Adult: Free size corresponding to S, M and L  
Infant and Toddler: 0-5 years

**Packing:**

Adjustable Shoe should be in an individual plastic/polyethylene bag.

## Underwear

**Brief description:** Cotton unisex boxer brief for adults and children to ensure next-to-skin wear with flat seams and encased elastic waistband.

**Material:** 100% organic cotton

**Design and Color:**



- 1. Regular fit
- 2. Encased elastic waistband
- 3. Flat-lock stitching for maximum comfort
- 4. Double layer crotch
- 5. Trans-seasonal fabric weight for versatility
- 6. No patterns or designs; plain and dark colors (black, grey, navy blue, brown)

**Size:**

Adult: Free size corresponding to S, M and L  
Infant and Toddler: 0-5 years

**Packing:**

1. Jacket, Sweat Suit, Gloves, Socks, Hat, Adjustable shoe and underwear are packed in a plastic/polyethylene bag and heat sealed.
2. The contents above at time of packaging in plastic bags should be moisture free and dry to ensure longer life in storage.
3. Each heat-sealed kit to be packed in a duffle bag (if requested).

Duffle Bags are further packed in a carton box for easy stacking and transportation. The number of bags per box are to remain consistent for adults and junior kits. Preferably five (5) duffle bags to be packed in a carton box. In case if duffle bag is not requested, IOM may still request five (5) heat-sealed kits to be packed in a carton box. Carton box details are shared below



PROJECT TITLE : LY22-017  
Item No : 3.0  
Item Description : Kitchen Set  
Manufacturer : \_\_\_\_\_  
Origin : \_\_\_\_\_  
Model : \_\_\_\_\_  
Cat./Page : \_\_\_\_\_

PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
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**Kitchen Set**

- MATERIAL:**  
01 x 7 litres, stainless steel cooking pot  
01 x 2.5 litres, stainless steel frying pan (used as lid for 7L cooking pot)  
01 x 5 litres, stainless steel cooking pot with lid  
05 x 1 litre, stainless steel bowl  
05 x Stainless steel plates  
05 x Stainless steel cups  
05 x Stainless steel table-spoons  
05 x Stainless steel table-forks  
05 x Stainless steel table-knives  
01 x Kitchen knife with stainless steel blade  
01 x Wooden serving spoon  
02 x Serving spoon  
01 x Serving ladle  
01 x Stainless steel scouring pad



All items are made of stainless steel.  
The specifications below indicate the minimum quality standards for stainless steel materials.  
Alternative plastic packaging, if available, can be re-used for food or water storage.  
Stainless steel:  

- For the tableware (plates, cups, bowls, forks,

spoons and knives):

- 200 series stainless steels of the appropriate grades for tableware items, or
- ISO type 1.4016 (American grade 430), or
- ISO type 1.4301 (American grade 304). For the cookware (cooking pots and pan):
- 200 series stainless steels of the appropriate grades for cookware items, or
- ISO type 1.4016 (American grade 430), or
- ISO type 1.4301 (American grade 304).
- All the steel grades used for manufacturing the tableware items must be officially recommended by

the steel manufacturer for such application. The kitchen set supplier will make available all the documents showing the origin of the steel, the steel manufacturer recommendations, and the appropriate control of the grade and the quality. The steel manufacturers must be ISSF members.

- Food grade to be certified in conformity with EU regulations n°1935/2004 on materials and articles intended to come into contact with food.
- Applicable standard as per publication EN 10088-1.

Publications with applicable standards:

Black steel items:

Black steel, cold-hammered common mild steel.

#### **DIMENSION / SPECIFICATIONS:**

##### **Large Stainless Steel pot for 5 persons:**

1. Capacity: 7 liters minimum total inner volume
  2. Material: Stainless Steel
  3. Diameter: min 25cm, max 28cm internal diameter
  4. Thickness: Stainless Steel min 0.8 mm min 5.
- Handles: Stainless Steel handles. Handles to resist to 20kg load in the normal usage position.
6. Lid: refer to frying pan
  7. Finish: no sharp edges, food grade surface finish

##### **Large Stainless Steel fry pan for 5 persons:**

1. Capacity: 2.5 liters minimum total inner volume
2. Material: Stainless Steel
3. Diameter: Adapted as a lid for the 7 liter cooking pot.
4. Handle: 1 detachable Stainless Steel handle. Handle to resist to 10kg vertical load measured at 15cm distance from the inside of the pan

5. Thickness: Stainless Steel min 0.8 mm min
6. Finish: no sharp edges, food grade surface finish

**Stainless steel plates:**

1. Capacity: 0.75 liters minimum
2. Material: stainless steel
3. Thickness: min 0.5mm in the centre of the bottom
4. Diameter: 19 to 22cm (must be adapted to the size of the cooking pot to be packed inside)
5. Finish: no sharp edges, food grade surface finish

**Stainless steel bowls size 22cm**

**Stainless steel (spoon, fork, knife)**

**Stainless steel cups**

**Design of the items:**

**Manufacturers and suppliers are invited to provide items with designs that improve the performance of the material, considering different types of design bends/veins on the pots, lids, bowls, plates, spoons, forks, knives and cups.**

**Kitchen set items**

**1. Cooking Pot, 7l (frying pan lid fits)**

Capacity: 7 liters minimum total inner volume

Material: Stainless steel

Diameter: min 25cm, max 28cm internal diameter

Thickness: min 0.8mm in the center of the bottom and minimum 0.6mm at 20mm from the top of the wall

Handles: 2 stainless steel handles, attached with leakage-proof rivets, or welded, bent upward to allow

a hanging bar to pass through.

Handles to resist to 20kg load in the normal usage position

Lid: refer to frying pan

Finish: No sharp edges, food grade surface finish

**2. Cooking pot, 5l, with lid**

Capacity: 5 litres minimum total inner volume

Material: stainless steel

Diameter: min 22cm max: 24cm internal diameter

Thickness: min 0.8mm in the center of the bottom and minimum 0.6mm at 20mm from the top of the wall

Handles: 2 stainless steel handles, attached with strong leakage proof rivets, or welded, bent upward

to allow a hanging bar to pass through, Handles to

resist to 16kg load in the normal usage position  
Lid: min 0.6mm with strong durable handle /knob  
that resist to minimum 2kg traction  
Finish: no sharp edges , food grade surface finish

**3. Frying Pan, 2.5l, used as lid for the 7L cooking pot**

Capacity: 2.5 liters minimum total inner volume  
Material: stainless steel  
Diameter: Adapted as a lid for the 7 liter cooking pot.  
Handle: 1 detachable steel handle. Handle to resist to 10kg vertical load measured at 15cm distance from the inside of the pan  
Thickness: min 0.8mm in the center of the bottom  
Finish: no sharp edges, food grade surface finish

**4. Bowl, 1l, metallic**

Capacity: 1 liters minimum  
Material: stainless steel  
Height: 5 to 7cm  
Thickness: min 0.5mm in the center of the bottom  
Finish: no sharp edges, food grade surface finish

**5. Plate, 0.75l, metallic**

Capacity: 0.75 liters minimum  
Material: stainless steel  
Thickness: min 0.5mm in the center of the bottom  
Diameter: 24 to 25cm (must be adapted to the size of the cooking pot to be packed inside)  
Finish: no sharp edges, food grade surface finish

**6. Cup, 0.3l, metallic**

Capacity: 0.3 liters minimum  
Material: stainless steel  
Handle: Securely welded. Handle to resist to 1kg pulling  
Finish: no sharp edges, food grade surface finish

**7. Spoon, table, 10ml, stainless steel**

Capacity 10ml minimum  
Material one-piece stainless steel, solid  
Length 17cm minimum  
Thickness min 1mm in the center of the scoop  
Finish no sharp edges, food grade surface finish

**8. Fork table, 17cm, stainless steel**

Material: one-piece stainless steel, solid  
Length: 17cm minimum  
Thickness: min 1.5mm at the back of the tines

Finish: no sharp edges, food grade surface finish

**9. Knife, kitchen, 15cm stainless steel blade**

Material: stainless steel blade, wood or plastic handle

Thickness: Blade base min 1.5mm, measured at the middle of the blade

Length: Blade 15cm usable length minimum

Finish: No sharp edges apart from the cutting edge, food grade surface finish

**10. Serving spoon, 35ml, stainless steel**

Capacity 35ml minimum

Material one-piece stainless steel, solid

Length 30cm minimum

Thickness min 1mm in the center of the scoop

Finish no sharp edges, food grade surface finish

***Packing and Marking***

Carton box, outer dimensions 0.3 x 0.3 x 0.25m  
Height dimension shall be adjusted to the parcel content.

Material: double-corrugated, 5 plies, export-quality cardboard

Strength: withstands 6m-high stacking for more than 48h, and 10 handlings. The final package should

resist without any damage to a weight or a pressure of 120 kg applied on a strong rigid board on top of the box.

Seal: tape plus 4 plastic 10mm straps

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**Annex D**

**VENDORS INFORMATION SHEET (VIS)**

*[insert here IOM Standard Vendors Information Sheet (VIS) and other required eligibility requirement if any]*

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_

Address       Leased       Owned      Area: \_\_\_\_\_sqm

House No \_\_\_\_\_  
 Street Name \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 City \_\_\_\_\_  
 Region \_\_\_\_\_  
 Country \_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 E mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Location of Plant/Warehouse       Leased       Owned      Area: \_\_\_\_\_sqm

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Business Organization       Corporation       Partnership       Sole Proprietorship

Business License No.: \_\_\_\_\_ Place/Date Issued: \_\_\_\_\_ Expiry Date \_\_\_\_\_

No. of Personnel \_\_\_\_\_ Regular \_\_\_\_\_ Contractual/Casual \_\_\_\_\_

Nature of Business/Trade

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized Dealer	<input type="checkbox"/> Information Services
<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Retailer	<input type="checkbox"/> Computer Hardware
<input type="checkbox"/> Trader	<input type="checkbox"/> Importer	<input type="checkbox"/> Service Bureau
<input type="checkbox"/> Site Development/ Construction	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Others _____ _____

Number of Years in business: \_\_\_\_\_

Complete Products & Services

\_\_\_\_\_

\_\_\_\_\_

Payment Details

Payment Method  Cash  Check  Bank Transfer  Others

Currency  Loc.Currency  USD  EUR  Others

Terms of Payment  30 days  15 days  7 days upon receipt of invoice

Advance Payment  Yes  No  % of the Total PO/Contract

Bank Details:

Bank Name \_\_\_\_\_

Bldg and Street \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Bank Account Name \_\_\_\_\_

Bank Account No. \_\_\_\_\_

Swift Code \_\_\_\_\_

Iban Number \_\_\_\_\_

**Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)**

Name	Title/Position	Signature
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Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.

Have you ever provided products and/or services to any mission/office of IOM?

Yes       No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person	Mission/Office	Items Purchased

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.




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Trade Reference

Company

Contact Person

Contact Number

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Banking Reference

Bank

Contact Person

Contact Number

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## REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

No.	Document	For IOM use only	
		Submitted	Not Applicable
1	Company Profile (including the names of owners, key officers, technical personnel)		
2	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		
3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
4	Valid Government Permits/Licenses		
5	Audited Financial Statements for the last 3 years*		
6	Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)		
7	Catalogues/Brochures		
8	List of Plants/Warehouse/Service Facilities		
9	List of Offices/Distribution Centers/Service Centers		
10	Quality and Safety Standard Document / ISO 9001		
11	List of all contracts entered into for the last 3 years (indicate whether completed or ongoing ) *		
12	Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
13	For Construction Projects: List of machines & equipment ( <i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i> )		

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Position/Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Position/Title  
\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_  
Account Group \_\_\_\_\_

Industry  001       002       003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global       Local