



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

**REQUEST FOR QUOTATION (RFQ)
 AND
 GENERAL INSTRUCTION TO CONTRACTORS (GIC)**

To : **Eligible Contractors**
 Project : **WASH Rehabilitation at Shahat DC**
 Ref. No.: **LY22-152**
 Date : **05 May 2022**

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 *Search and Rescue*, IOM invites interested eligible Contractors to submit Quotations for the implementation of *WASH Rehabilitation at Shahat DC*

Please contact with IOM LIBYA PROCUREMENT with email address iomlibyaproposal@iom.int copying gpcostes@iom.int to request clarification on bidding documents. Please mention in email subject: “Clarification to – LY22-152 – Company Name” for IOM to respond on time.

The Mandatory Site visit will be held on 05 May 2022 at 10:00 am. Contractors that are willing to join the site visit should contact **Engineer Khalil Kezeiri, kkezeiri@iom.int, with phone number +218 917016506, +218 925300134** to confirm your attendance on or before CoB, 11 May 2022. **Please note that failure to attend the mandatory site visit is ground for disqualification.**

Kindly note relevant details below:

- The last electronic bids submission deadline is 19 May 2022, COB Libya. Bids shall be sent to iomlibyaproposal@iom.int with email subject of “LY22-152 ‘Company Name’”.
- In case if the proposal e-mail size is more than 10Mb, attachments should be sent in multiple e-mails. In addition to the email, all documents should be shared with any online file sharing website in case if email is not received.

IOM reserves the right to accept or reject any quotations, 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 Contractor/s or any obligation to inform the affected Contractor/s of the ground for the IOM’s action.

Very truly yours,
IOM LIBYA PROCUREMENT

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

GENERAL INSTRUCTION TO CONTRACTORS (GIC)

1. Description of Works

IOM request prospective Contractors to submit quotation for the implementation of *WASH Rehabilitation at Shahat DC*.
(Please find the attached Annex – B: Blank BoQ Forms to be used by the contractor)

2. Corrupt, Fraudulent and Coercive Practices

IOM requires that all IOM Staff, contractors, manufacturers, suppliers or distributors, observe the highest stand of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by contractors, 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 contractors 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

A contractor found to have a conflicting interest to another contractor or in relation with the Procurement Entity shall be disqualified from participating in a tender. A contractor may be considered to have conflicting interest under any of the circumstances set forth below:

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

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

4. Eligible Contractor

Only Contractors that are determined eligible shall be considered for award. The Contractor shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex C) to establish the Contractor's eligibility together with the Quotation. To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria.

- annual volume of construction work of at least *or have signed construction contracts for at least 50.000 USD equivalent in the last three years and completed the works with an official handover certificates countersigned by the client. (Copy of the contracts and H/O certifications to be submitted)*
- experience as prime contractor in the construction of at least *two* works of a nature and complexity equivalent to the Works over the last *three* years, to comply with this requirement, cost of works cited should be at least equivalent to *100%* of the estimated project cost and should be at least 70 percent complete;
- proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed in the Qualification Information.
- a Contract Manager with *five* years' experience in works of an equivalent nature and volume, including no less than three years as Manager;
- liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, is no less than *50% of estimated project cost*.

5. Cost of Quotation Preparation

The Contractor 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 cost incurred.

6. Errors, omissions, inaccuracies, variations and clarification in the Quotation Documents

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.

Contractors shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents. Contractors requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

Email: iomlibyaproposal@iom.int copying gpcostes@iom.int

IOM will respond to any request for clarification received no later than *2-days prior submission*. Copies of the response including description of the clarification will be given to all Contractors 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 Contractor in connection with this General Instruction is to be treated as strictly confidential. The Contractor 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 Contractor 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 submitted, at any time prior to award of contract, without thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the ground for the IOM's action.

9. Requirements

9.1 Quotation Documents

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

- 1.) Quotation Form (Annex A)
- 2.) Bill of Quantities Form (Annex B)
- 3.) Vendor Information Sheet Form (Annex C)
- 4.) Construction Schedule Form (Annex D)
- 5.) Key Supervisory Staff Schedule Form (Annex E)
- 6.) Equipment Schedule Form (Annex F)
- 7.) Plans and Specifications (Annex G)

Contractors 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 Quotations shall be in English and prices shall be quoted USD or EUR, exclusive of VAT.

Prices quoted by the Contractor shall be fixed during the Contractor's performance of the contract and shall not be subjected 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 non-responsive and will be rejected.

9.3 Validity of Quotation Price

Quotation shall remain valid for *60 calendar days* after the deadline for quotation submission.

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

9.4 Documents Establishing Contractor's Eligibility and Qualification

The Contractor shall furnish, as part of its quotation, documents establishing the Contractor's eligibility to submit quotation and its qualifications to perform the contract if its quotation is accepted. The IOM's standard Vendors Information Sheet shall be used for this purpose (Annex C). The documentary evidence of the Contractor's qualifications to perform the contract if its quotation is accepted shall be established to IOM's satisfaction:

- (a) that the Contractor has the financial and technical capacity and track record necessary to perform the contract;
- (b) that the Contractor meets other qualification criteria.

10. Submission of Quotations

Quotations must be submitted electronically to only iomlibyaproposal@iom.int e-mail address. Last bids submission deadline is **COB 19 May 2022**. **Late Quotations will not be accepted.**

Quotation Email Subject should be **"LY22-152 'Company Name' "**.

All documents submitted should be initialed and signed by the company representative. In case if the submitted documents are not signed or stamped, IOM may not accept and consider the bid as incomplete.

11. Opening of Quotations

Quotations will be opened by Procurement Team as iomlibyaproposal@iom.int email address is closed email group and used only for bids submission. Quotations will be checked after the last bids submission deadline of 19 May 2022 and all bids will be shared with the Program Unit and with the IOM Mission Chief Engineer.

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;
- (c) the Contractor is currently under list of blacklisted Contractors;
- (d) the Contractor offer imposes certain basic conditions unacceptable to IOM;
- (e) the offered price is above the approved budget; and
- (f) Failing to attend the site visit.

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 Contractors.

14. Evaluation of Quotations

IOM shall evaluate and compare the Quotations on the basis of the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Contractors technical and financial capacity to perform the Contract
- (c) Compliance with construction schedule and viable methodology offered.
- (d) Compliance with technical specifications.
- (e) Contractors availability and capacity of equipments;
- (f) 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 Contractor 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.

15. Post Qualification

Prior to award, post-qualification will be carried out by IOM to further determine the selected Contractor'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 and previous projects.

16. Award of Contract

The Contractor 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 Contractor through a Notice of Award. IOM shall also notify in writing, the other Contractors who were not selected without disclosing the reason for rejection.

17. Delivery Site and Period of Delivery

The works shall be done in *Shahat, Libya*.

18. Liquidated Damages

If the Contractor fails to deliver the works within the completion period specified in Clause 17 above, a penalty payment of 0.1% of the cost of unfinished Works for every day of breach of completion schedule will be requested.

19. Payment

Payment shall be made only upon IOM's acceptance of the Works, and upon IOM's receipt of invoice.

20. Retention Money

There will be retention of 10% of each payment, as security for the quality of workmanship, conformance with plans and specifications, and third-party liabilities. Notwithstanding the provisions of the Contract, the 10% retention shall be released after the Contractor has complied with the requirements of the Certificate of Final Acceptance and the warranty period.

The Contractor has the option to substitute the cash retained with an acceptable Bank Guarantee of prescribed form in the same amount

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.

QUOTATION FORM

Date : _____

To : _____

Having examined the General Instruction for the Construction of *[insert description of works]*., the receipt of which is hereby duly acknowledge, I, representing *[name of company]*. offer to execute the requested works in conformity with the General Instruction for the total Lump Sum amount of *[total bid amount in words and figures and currencies]* in accordance with the Priced Bill of Quantities which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the Works in accordance with the Bill of Quantities, delivery schedule, plans and specifications.

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]

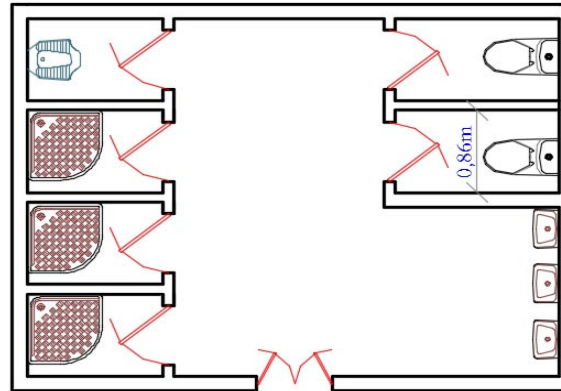
Duly authorized to sign Quotation for and on behalf of
_____ *[name of company]*



International Organization for Migration (IOM)
The UN Migration Agency

Item	Item Description	Unit	Quantity	Unit cost USD	Total Cost USD	وصف البند	البند
1	Dismantling and removal of existing toilets seats, sinks, drainage pipes, water pipes, basins and area preparation to receive new work. The work also includes transportation of resulted material to approved dumping area as per consultant engineer instructions.	L.S	1		0	تفكيك وإزالة الأحواض الغسيل والمرحاض الموجودة ، وأنابيب الصرف، وأنابيب المياه، وتجهيز المكان لاستقبال أعمال جديدة. يشمل العمل أيضًا نقل المواد الناتجة إلى مقالب عمومية معتمدة وفقًا لتعليمات المهندس المشرف.	1
2	Conduct maintenance of all damage Aluminum Windows and doors and frames and area preparation to receive new work. The work also includes transportation of resulted material to approved dumping area as per consultant engineer instructions.	L.S	1		0	إجراء الصيانة اللازمة لجميع الأبواب ونوافذ الألمنيوم التالفة وتجهيز المنطقة لاستقبال أعمال جديدة. يشمل العمل أيضًا نقل المواد الناتجة إلى المقالب العمومية وفقًا لتعليمات المهندس الاستشاري.	2
Painting and coating Works							
3	Supply & apply minimum 2 coats of colored emulsion paint of high quality approved product, on the existing internal ceilings and internal 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.	SQ.M	65		0	توريد وتطبيق طبقتين من الطلاء المستحلب الملون من منتج عالي الجودة معتمد لزوم طلاء الأسقف الداخلية والجدران الداخلية. كما يجب أن يشمل العمل التنظيف وتجهيز الأسطح ووضع المعجون حسب الحاجة وكافة الأعمال المطلوبة وحسب توجيهات المهندس المشرف (كما يجب تقديم عينة/عينات لاعتمادها).	3
Tiling and Marble Works							
4	Conduct maintenance and cleaning works by using proper materials for ceramic floor& walls tiles for the all bathrooms ,as per consultant engineer instructions and approved sample(s).	SQ.M	40		0	إجراء أعمال الصيانة والتنظيف باستخدام المواد المناسبة لسيراميك الأرضيات والجدران للحمامات حسب تعليمات المهندس الاستشاري / العينة / العينات المعتمدة.	4
Plumbing and Sanitary Works							
5	Supply and install high quality Poly Propylene (PPR) pipes has different diameters and 20 bar rate for potable water network for outdoor toilet. 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.	L.S	1		0	توريد وتركيب أنابيب البولي بروبيلين عالية الجودة بأقطار مختلفة ومعدل 20 بار لشبكة مياه الشرب الخاصة بدورة المياه الخارجية. يجب أن تكون الأنابيب من النوع المعتمد. يجب أن يشمل العنصر على تكسير الجدران وجميع التركيبات المطلوبة مثل المحملات ، والانحناءات ، والصمامات الحابسة ، وربط المكونات وجميع الأعمال ذات الصلة والملحقات لإكمال العمل حسب تعليمات المهندس المشرف.	5
6	Conduct maintenance and repair on all works related to water supply and sewerage system for toilets and kitchen , includes Tees, bends, tabs, stop valve and all the necessary to complete the work as per consultant engineer instructions	L.S	1		0	إجراء الصيانة والإصلاح لجميع الأعمال المتعلقة بنظام إمدادات المياه والصرف الصحي لدورات المياه والمطبخ، بما في ذلك المثبتات ، والأكواع ، واشرطة منع التسرب، والصمامات الحابسة وجميع ما يلزم لإكمال العمل حسب تعليمات المهندس المشرف.	6
7	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.	No.	3		0	توريد وتركيب مرحاض أفرنجي عالي الجودة بما في ذلك نظام الشطف بغطاء وبسعة 10 لتر على الأقل والشطف. يشمل العمل كل ما يلزم لإتمام العمل حسب تعليمات المهندس المشرف.	7
8	Supply and install high quality oriental 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.	No.	1		0	توريد وتركيب مرحاض شرقي عالي الجودة بما في ذلك نظام الشطف بغطاء وبسعة 10 لتر على الأقل والشطف. يشمل العمل كل ما يلزم لإتمام العمل حسب تعليمات المهندس المشرف.	8
9	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 consultant engineer instructions.	No.	1		0	توريد وتركيب حوض غسيل الأيدي عالي الجودة مفاص 58 x 45 سم كحد أدنى. يشمل العمل الخلاط وجميع التركيبات والصمامات والأكواع وكل ما يلزم لإكمال العمل حسب تعليمات المهندس المشرف.	9
10	Supply and install chrome plated floor drain of approved sample of 2.5" or 3.0" diameter. The item includes the 15 x 15 cm chrome cover and all the necessary to complete the work as per consultant engineer instructions.	No.	6		0	توريد وتركيب صفيحة أرضي مطلي بالكروم من عينة معتمدة بقطر 2.5 بوصة أو 3.0 بوصة. يحتوي العنصر على غطاء كروم مفاص 15 x 15 سم وكل ما يلزم لإكمال العمل حسب تعليمات المهندس الاستشاري.	10

11	Supply and install high quality approved type chromium plated water tap (hot/cold) 1/2" diameter for the sink in the kitchen, including valves and flexible hose, as directed by Engineer.	No.	1		0	توريد وتركيب خلاط مطلي كروم لزوم حوض المطبخ . يشمل العمل التركيب وجميع التركيبات والصمامات والأكواع وكل ما يلزم لإتمام العمل حسب تعليمات المهندس الاستشاري.	11
12	Supply and install 50 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.	No.	1		0	توريد وتركيب سخانة مياه 50 لتر بجودة عالية (أريستون أو ما يعادلها). يشمل السعر جميع الأنابيب والأكواع والصمامات والوصلات اللازمة حسب تعليمات المهندس المشرف.	12
13	Supply and install high quality approved type chromium plated water tap (hot/cold) 1/2" diameter, including valves and flexible hose, as directed by Engineer.	No.	4		0	توريد وتركيب حنفية مياه مظلية بالكروم من النوع المعتمد عالي الجودة (ساخن / بارد) بقطر 1/2 بوصة ، بما في ذلك الصمامات والخرطوم المرن ، حسب توجيهات المهندس.	13
14	Supply and install high quality approved type chromium shower water tap set (hot/cold) 1/2" diameter, including valves and flexible hose, as directed by Engineer.	No.	4		0	توريد وتركيب خلاط استحمام مظلية بالكروم من النوع المعتمد عالي الجودة (ساخن / بارد) بقطر 1/2 بوصة ، بما في ذلك الصمامات والخرطوم المرن ، حسب توجيهات المهندس.	14
Electrical Works							
15	Conduct maintenance and repair on all electricity network works for toilets , includes wires, lighting, switches, intakes, main switches and all the necessary to complete the work as per consultant engineer instructions.	L.S	1		0	إجراء الصيانة والإصلاح لجميع أعمال شبكة الكهرباء الخاصة بدورات المياه ، وتشمل الأسلاك والإضاءة والمفاتيح والمآخذ والمفاتيح الرئيسية وكل ما يلزم لإنجاز الأعمال حسب تعليمات المهندس الاستشاري.	15
						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 المشرف			
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 المشرف.			



**The bathrooms
for migrants**

CONSTRUCTION SCHEDULE

Project:
Tender Title:

TIME TO COMPLETION

Task completion period _____ Calendar days, starting from the date of _____

List the total time to completion of the project (Attach detailed work schedule including GANTT chart).

No	Sub Activity	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk 10	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												

Name/Signature
/Seal _____

Annex E

EXPERIENCE INFORMATION:

Only list ALREADY IMPLEMENTED construction activities with special focus in the target area:

Name of your company:

Project Description	Location	Buyer/ contracting authority	Cost of project	Date completed

Contractors authorized signature over printed name

EQUIPMENT SCHEDULE
(to be used for the proposed project)

Type/description	Capacity	Age	Condition/Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Indicate if it is owned or to be leased.

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

 Contractors authorized signature over printed name

PLANS AND SPECIFICATIONS