



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

**REQUEST FOR QUOTATIONS (RFQ)
 AND
 GENERAL INSTRUCTION TO SUPPLIERS (GIS)¹
 RFQ LY22-022**

To : All Eligible Suppliers
 Project: Purchases Books for Ubari and Kufra Schools
 Date : 24 January 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 Reading Competition Book Purchases for Ubari and Kufra, the IOM Invites Interested Eligible Suppliers to Submit Quotations for the supply and delivery of Books to be delivered in 10 schools in Ubari and 10 schools in Kufra -Libya, list of the books as per the below Annexes B attached.

	Description	Unit	Quantity	Delivery Date
1	Books for ages 10-15 available in the market, based on Annex B, for Ubari and Alkufra schools	Book	402	mid Feb 2022
2	Books for ages 6-10 available in the market, based on Annex B, for Ubari and Alkufra schools	Book	116	mid Feb 2022

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.

-All prices to be quoted must be valid at least within forty (45) calendar days from the date of quotation.

-Please indicate delivery Leadtime

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

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 SUPPLIERS (GIS)

1. Description of Goods

IOM request prospective suppliers to submit quotation for the supply and delivery of books for Kufra and Ubari schools as per the Annex B.

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 C) to establish their eligibility together with the Quotation.

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.

IOM Libya
Jaunzour, Hay Alkweet
iomlibyaproposal@iom.int

IOM will respond to any request for clarification received on or before *02 February 2022*. 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)
- d.) Vendor Information Sheet (Annex C)
- e.) PO Standard Terms and Conditions (Annex D)

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 non responsive and will be rejected.

9.3 Validity of Quotation Price

The Quotation shall remain valid for a minimum period of *45 calendar 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.

In the case of a Supplier not doing business within the Mission's country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications [*include this clause only if relevant-usually for high value equipment*].

10. Submission of Quotation Documents

Quotation must be submitted in a sealed envelope. The Supplier must seal the original and copy of the Quotation Documents as stated in item 9.1 (Quotation Documents) and shall be addressed to iomlibyaproposal@iom.int

Quotation shall be submitted by *email* to the above address on or before **02 February 2022**. Late² Quotations will not be accepted.

11. Opening of Quotations.

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

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;

² Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to IOM

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 the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications including delivery requirement
- (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.

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. 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:

- *Kufar*
- *Ubari*

The Successful Supplier will supplied regular requirements of Office Supplies/Stationaries for a period of 1 year upon signing of Contract. Every purchase will be covered by approved Purchase Order

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 month upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered³.

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.

³ Insert conditions if progress payment is allowed

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 _____ 20_____.

[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 : _____

LOCATION : _____

REF NO. : _____

Book Title	Author	Quantity	Unit Price	Total Price
كيف أصبحوا عظماء	سعد سعود الكريباتي	3		
عقل بلا جسد	احمد خالد توفيق	1		
إلى ابنائى وبناتى	عبدالكريم بكار	1		
فتاة البرتقال	جوستاين غاردر	1		
الخنافس تطير عند الغروب	ماريا غريبي	1		
دموع شيفا	سيزار ماولوركي	1		
الامير الصغير	انطوان دوسانت اكزوييري	1		
احمد العقاد و طاقية الاخفاء	عبير الطاهر	1		
أحمد العقاد و آلة الزمن	عبير الطاهر	1		
أحمد العقاد و سر المومياء	عبير الطاهر	1		
أحمد العقاد و سر الجارة	عبير الطاهر	1		
من حكايا نهر النيجر	جون موزي	1		
من حكايا الغوايانا	ايف ماري كليمون	1		
عجائب جسم الانسان	جيكور خورشيد	1		
هاري بوتر - حجر الفيلسوف	ج.ك رولنج	4		
هاري بوتر - حجرة الأسرار	ج.ك رولنج	4		
هاري بوتر - سجين ازكابان	ج.ك رولنج	4		
هاري بوتر - كأس العنقاء	ج.ك رولنج	4		
هاري بوتر - كأس النار	ج.ك رولنج	4		

هارى بوتى - الأمر الهجىن	ج.ك رولنج	4		
هارى بوتى - مقدمات الموت	ج.ك رولنج	4		
سلسلة ما وراء الطبىعة - مصاص الدماء و اسطورة الرجل الذئب	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة وحش البجىرة	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة آكل البشر	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة الموتى الأحياء	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة رأس ميدوسا	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة حارس الكهف	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة أرض أخرى	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة لعنة الفرعون	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - اسطورة اللهب الأزرق	أحمد خالد توفىق	1		
سلسلة ما وراء الطبىعة - أسطورة البيت	أحمد خالد توفىق	1		
أسطورة رجل الثلوج	أحمد خالد توفىق	1		
أسطورة النبات	أحمد خالد توفىق	1		
أسطورة النافارى	أحمد خالد توفىق	1		
أسطورة حسناء المقبرة	أحمد خالد توفىق	1		
أسطورة الغرباء	أحمد خالد توفىق	1		
أسطورة بو	أحمد خالد توفىق	1		
حكايات التاروت	أحمد خالد توفىق	1		
أسطورة عدو الشمس	أحمد خالد توفىق	1		
أسطورة المينوتور	أحمد خالد توفىق	1		
أسطورة رعب المستنقعات	أحمد خالد توفىق	1		
أسطورة إيجور	أحمد خالد توفىق	1		
أسطورة الجنرال العائد	أحمد خالد توفىق	1		
أسطورة المواجهة	أحمد خالد توفىق	1		
أسطورتنا	أحمد خالد توفىق	1		
أسطورة آخر الليل	أحمد خالد توفىق	1		

أسطورة الجاثوم	أحمد خالد توفيق	1		
أسطورة بعد منتصف الليل	أحمد خالد توفيق	1		
أسطورتها	أحمد خالد توفيق	1		
أسطورة رفعت	أحمد خالد توفيق	1		
أسطورة أرض المغول	أحمد خالد توفيق	1		
أسطورة الشاحبين	أحمد خالد توفيق	1		
أسطورة دماء دراكيولا	أحمد خالد توفيق	1		
أسطورة الفصيلة السادسة	أحمد خالد توفيق	1		
أسطورة الدمية	أحمد خالد توفيق	1		
أسطورة النصف الآخر	أحمد خالد توفيق	1		
أسطورة التوءمين	أحمد خالد توفيق	1		
وراء الباب المغلق	أحمد خالد توفيق	1		
أسطورة فرانكشتاين	أحمد خالد توفيق	1		
أسطورة الكلمات السبع	أحمد خالد توفيق	1		
أسطورة تختلف	أحمد خالد توفيق	1		
أسطورة رجل بكين	أحمد خالد توفيق	1		
أسطورة بيت الأفاعي	أحمد خالد توفيق	1		
أسطورة طفل آخر	أحمد خالد توفيق	1		
أسطورة المنزل رقم 5	أحمد خالد توفيق	1		
أسطورة المومياء	أحمد خالد توفيق	1		
أسطورة العشييرة	أحمد خالد توفيق	1		
في جانب النجوم	أحمد خالد توفيق	1		
أسطورة الرقم المشنوم	أحمد خالد توفيق	1		
أسطورة مملة	أحمد خالد توفيق	1		
أسطورة النبوءة	أحمد خالد توفيق	1		
أسطورة العراف	أحمد خالد توفيق	1		
أسطورة (099###)	أحمد خالد توفيق	1		
أسطورة ملك الذباب	أحمد خالد توفيق	1		

أسطورة المقبرة	أحمد خالد توفيق	1		
أسطورة أرض العظايا	أحمد خالد توفيق	1		
أسطورة رونيل السوداء	أحمد خالد توفيق	1		
المتحف الأسود	أحمد خالد توفيق	1		
أسطورة الشيء	أحمد خالد توفيق	1		
أسطورة صندوق بندورا	أحمد خالد توفيق	1		
أسطورة المحركين	أحمد خالد توفيق	1		
أسطورتهم	أحمد خالد توفيق	1		
أسطورة العلامات الدامية	أحمد خالد توفيق	1		
أسطورة الرجال الذين لم يعودوا كذلك	أحمد خالد توفيق	1		
أسطورة بيت الأشباح	أحمد خالد توفيق	1		
أسطورة أرض الظلام	أحمد خالد توفيق	1		
أسطورة نادي الغيلان	أحمد خالد توفيق	1		
الحلقات المنسية	أحمد خالد توفيق	1		
أسطورة الظلال	أحمد خالد توفيق	1		
أسطورة الطوطم	أحمد خالد توفيق	1		
أسطورة شبه مخيفة	أحمد خالد توفيق	1		
نظرية الفستق 1	فهد عامر الأحمدى	4		
نظرية الفستق 2	فهد عامر الأحمدى	4		
مميز بالأصفر	جاكسون براون	4		
أنا ملالا	كريستينا لامب	4		
عمر بن الخطاب	أدهم شرقاوي	2		
تستطيع الاسترخاء و التغلب على التوتر	مايك جورج	2		
كن قويا	سهام العنزي	2		
استمتع بحياتك	محمد العريفى	2		
أوكلمنا اشتهيت اشتريت	محمد عمر الجعدي	2		
العادات السبع للمراهقين الأكثر فعالية	شين كوفي	3		
العادات السبع للناس الأكثر فعالية	ستيفن كوفي	3		

القائد الذي بداخلي	ستيفن كوفي	3		
جورج و القمر الأزرق	ستيفن هوكنج	1		
مفتاح جورج السري للكون	ستيفن هوكنج	1		
بحث جورج للكوز الكوني	ستيفن هوكنج	1		
جورج و الانفجار العظيم	ستيفن هوكنج	1		
جورج و الترميز الغير قابل للإتكسار	ستيفن هوكنج	1		
أربعون 40	أحمد الشقيري	3		
أنت قوة مذهلة	جين سينسيرو	2		
المادة التي يتكون منها جسمك	سيرين تيلور	2		
المادة التي يتكون منها مخك	جيرى بيلي	2		
المادة التي يتكون منها الكون	سيرين تيلور	2		
المادة التي تتكون منها عائلتك	جيرى بيلي	2		
جسم الانسان	جون ريتشارد-إد سيمكنز	1		
المملكة الحيوانية	جون ريتشارد-إد سيمكنز	1		
الموارد الطبيعية	جون ريتشارد-إد سيمكنز	1		
إسمي ألبرت آينشتاين	لويس كوجوتا	1		
إسمي ماري كوري	لويس كوجوتا	1		
الضوء و خصائصه المثيرة	أيمن أبو الروس	1		
موسوعي الصغيرة (أطلس العالم)	ناشيونال جيوغرافيك	2		
أطلس الفضاء	ناشيونال جيوغرافيك	2		
الكرة الأرضية بين يديك	ناشيونال جيوغرافيك	2		
500 حقيقة و معلومة (غرائب الإنسان)	خليل توفيق موسى	2		
500 حقيقة و معلومة (غرائب الحيوان)	خليل توفيق موسى	2		
500 حقيقة و معلومة (العادات و الأماكن)	خليل توفيق موسى	2		
كان يا ماكان	خليل توفيق موسى	1		
قصص الحيوانات المحببة	خليل توفيق موسى	1		

500 حقيقة و معلومة (المشاهير و الاختراعات)	خليل توفيق موسى	1		
كتابي العلوم	خليل توفيق موسى	2		
كتابي اللغة العربية 1	خليل توفيق موسى	2		
قصص الأطفال الشرقية	زهرة سامي	2		
ترانيم في ظل تامارا	محمد عفيفي	1		
شيفرة بلال	أحمد خيرى العمري	1		
لماذا ننام	ماثيو ووكر	1		
رهان سلمى	سيلفن جاوي	1		
أرض العميان	دلال آريا	1		
أغلق عينيك تر	عدنان أحمد	1		
النهر عائلتي الغابة أيضاً	على حمزة	1		
عنكب المختلف	عائشة الحارثي	1		
أبوصير و أبوقير	كامل كيلاني	1		
آدم يرى الشمس لأول مرة	همسة المطبقاتي	1		
أحب ان أدور	ليلى شكري	1		
أخاف من ماذا	كورالي سادو	1		
أخي الكبير	أولف ستارك	1		
أغراضى	هبة شبارو	1		
أم جديدة	سماح ادريس	1		
أمسكوا فايبان	يان ليف	1		
أنا و أبي و أمي و الأصدقاء و الكتب	دانييل ماركوت	1		
انا أيضاً أريد	كارول تريمبلاي	1		
أنا و الأقلام الملونة	معصومة انصاريان	1		
أنا و عمتي	عبير الطاهر	1		
أول يوم في المدرسة	جيرالدين كوريه	1		
أيادي صغيرة	محمد عبدالطيف	1		
أنقذوا السلاحف	سامح الصحفي	1		
من يعيش في السافانا	إميلي بومون و ناتالى	1		

	بيلينو			
من يعيش في الغابة	إميلي بومون وَ ناتالي بيلينو	1		
من يعيش في المحيط	إميلي بومون وَ ناتالي بيلينو	1		
من يعيش في الدغل	إميلي بومون وَ ناتالي بيلينو	1		
من يعيش في المزرعة	إميلي بومون وَ ناتالي بيلينو	1		
أين ياسمين	عبير الطاهر	1		
أين قطة ياسمين	عبير الطاهر	1		
انقاذ في البحر	جيل اتكينز	1		
من يعيش في المستنقع	إميلي بومون وَ ناتالي بيلينو	1		
ابتسامة نور	أكرم قاسم	1		
استيقاظ المومياء	باد بات	1		
إسمي هو	مهند العاقوص	1		
إكتشف داخل الفضاء	إميلي بومون وَ ناتالي بيلينو	1		
إكتشف داخل الحديقة	إميلي بومون وَ ناتالي بيلينو	1		
إكتشف داخل الليل	إميلي بومون وَ ناتالي بيلينو	1		
الأرجوحة	كيث غاينس	1		
الأميرة دانا	عبير الطاهر	1		
الاولاد الآليون	لين بورجيس	1		
البركة الجميلة	كامبيز كاوند	1		
البنات الشقراء	سماح ادريس	1		
البيت القديم	جعفر ابراهيمي	1		
البنات التي اسمها قمر	أميمة عز الدين	1		

التلميذ الجديد	تايندر دامي	1		
الثعلب الصغير يفقد الطريق	نيكول سيتفار	1		
الثعلبة و الأرجوحة	ايفلينا داسيوتي	1		
الجداء الثلاثة	طوني ميتون	1		
الثنائي المرعب	جوري جون	1		
الجراثيم ليست للمشاركة	اليزابيث فيردك	1		
الجمل لن يطير	أميمة عز الدين	1		
الجورب المثقوب	سوسن طاقديس	1		
الحلم	مارغريت ناش	1		
الخاتم المسروق	جولي مراد	1		
الدجاجة الصغيرة الحمراء	ديانا بنتلي	1		
الخسة العجيبة	جولي مراد	1		
الخاتم المسروق	جولي مراد	1		
الذي طارت منه الكلمات	مهند العاقوص	1		
الشاطر برهان	جونبلا برجسترم	1		
عبير الطاهر	الشلة	1		
بريان موسيس	الشعور بالخجل	1		
العملاقان	ماري ديكنسون	1		
الطفل الشقي مغامر بحري	بابرو ليند غرين	1		
العندليب	هانز كريستيان	1		
القصر الهندي	كامل كيلاني	1		
القط الذي أصبح نمرا	جين ليروي	1		
الكل مشغول	سماح ادريس	1		
المخطط اليومي	لي مي آي	1		
المعلمة و الرسام	علي أصغر سيد	1		
الملجأ	سماح ادريس	1		
الموزة	سماح ادريس	1		
المغامرات الكاملة للأرنب بيتر	بياتريكس بوتر	1		

انتظري قليلا	دومينيك جوليان	1		
انظر داخل: الرياضة	إميلي بومون و ناتالي بيلينو	1		
أنظر داخل: السيارات	إميلي بومون و ناتالي بيلينو	1		
اليدان ليست للضرب	اليزابيث ميردك	1		
انظر داخل: الطعام	إميلي بومون و ناتالي بيلينو	1		
أنظر داخل: الآليات المتحركة	إميلي بومون و ناتالي بيلينو	1		
أنظر داخل: المطار	إميلي بومون و ناتالي بيلينو	1		
أنظر داخل : المزرعة	إميلي بومون و ناتالي بيلينو	1		
بحيرة النجوم	جاميلا كافن	1		
برهان و الحيوان الغريب	جونيليا برجسترم	1		
برهان يحلق بعيداً	جونيليا برجسترم	1		
بيبو المشاغب: البراغيث	ديفد روبرتس	1		
بيبو المشاغب: الديدان	ديفد روبرتس	1		
بيبو المشاغب: الرهان	ديفد روبرتس	1		
سبايدر وبيك: العدسة السحرية	توني ديتريز	1		
الحورية	سيبتيموس هيب	1		
خازن بابليون	نصر الله الملا	1		
خادم القلعة	نصر الله الملا	1		
الضلام	سيبتيموس هيب	1		
سبايدر وبيك: المواجهة الاخيرة	توني ديتريز	1		
النار	سيبتيموس هيب	1		
من حكايا نهر النيجر	جون موزي	1		
من حكايا مصر القديمة	جون موزي	1		

من حكايا الكيبك	جون موزي	1		
من حكايا الغوايانا	جون موزي	1		
من حكايا السافانا	جون موزي	1		
من حكايا البحر المتوسط	جون موزي	1		
بستان الغضب	عبير محمد انور	1		
حكايات جحا	مكتبة جرير	1		
365 قصة للاولاد	مكتبة جرير	1		
365 قصة للبنات	مكتبة جرير	1		
اريد اما اخري	ماريا دعدوش	1		
كليلة و دمنة	حمدي عمارة	1		
رحلات ابن بطوطة	شهاب سلطان	1		
طاقية الاخفاء	احمد العقاد	1		
الة الزمن	احمد العقاد	1		
سر المومياء	احمد العقاد	1		
سر الجارة	احمد العقاد	1		
النظام الشمسي و مابعده	مكتبة لبنان	1		
باهر و المربعات	جيرى بيلي	1		
سلسة 40 عالما بليز باسكال	مكتبة جرير	1		
سلسة 40 عالما رولاند روس	مكتبة جرير	1		
سلسة 40 عالما لويس بلستير	مكتبة جرير	1		
سلسة 40 عالما فان ليفينهوك	مكتبة جرير	1		
سلسة 40 عالما روبرت كوخ	مكتبة جرير	1		
سلسة 40 عالما جوزيف طومسون	مكتبة جرير	1		
سلسة 40 عالما ايفيل غوستاف	مكتبة جرير	1		
سلسة 40 عالما توماس اديسون	مكتبة جرير	1		
نابليون	لوسى ليثبيريدج	1		
كليونترا	كايتي داينز	1		
الاسكندر الكبير	مكتبة جرير	1		

كريستوفور كولومبوس	مينا لاسي	1	
فلورنس نايتنجيل	مكتبة جرير	1	
يوم بصحبة الخورازمي	حسان ملص	1	
يوم بصحبة ابن بطوطة	حسان ملص	1	
يوم بصحبة ابن الهيثم	حسان ملص	1	
يوم بصحبة ابوالنصر الفراءى	حسان ملص	1	
يوم بصحبة ابو عبدالله البتاني	حسان ملص	1	
يوم بصحبة عمر الخيام	حسان ملص	1	
الحرب العالمية الاولى	كونارد ماسون	1	
الحرب العالمية الثانية	كونارد ماسون	1	
المصارعون	سوزانا دايفيدسون	1	
هكذا يعمل جسدي	بيير وينترز	1	
باهر و الدوائر	جيرى بيلى	1	
باهر والمثلثات	جيرى بيلى	1	
باهر و الاجسام الكروية	جيرى بيلى	1	
باهر والمكعبات	جيرى بيلى	1	
باهر و الخطوط	جيرى بيلى	1	
الفيوم	احمد عبدالرازق احمد	1	
باهر والخامات والمواد	جيرى بيلى	1	
باهر والطاقة والحركة	جيرى بيلى	1	
كل شيء عن الطقس	سارة سانشال	1	
كل شيء عن الانهار	سارة سانشال	1	
كل شيء عن الحشرات	سارة سانشال	1	
كل شيء عن اسماك القرش	سارة سانشال	1	
الحيوانات الفقارية	زهرا العمري	1	
الحيوانات اللافقارية والسلاسل الغذائية	زهرا العمري	1	
انا اعرف اين	مكتبة جرير	1	
انا اعرف لماذا	مكتبة جرير	1	

انا اعرف عن	مكتبة جرير	1		
انا اعرف كيف	مكتبة جرير	1		
انا اعرف متى	مكتبة جرير	1		
دول العالم	جون ريتشارد	1		
عالم الانسان	جون ريتشارد	1		
جسم الانسان	جون ريتشارد	1		
الموارد الطبيعية	جون ريتشارد	1		
المملكة الحيوانية	جون ريتشارد	1		
كوكب الارض	جون ريتشارد	1		
الفن والترفيه	جون ريتشارد	1		
الفضاء	جون ريتشارد	1		
تجارب مع الليمون	انجيلا روتسون	1		
تجارب مع المسطرة	انجيلا روتسون	1		
تجارب مع الماء	انجيلا روتسون	1		
تجارب مع المصباح	انجيلا روتسون	1		
العالم الطبيعي	جون ريتشارد	1		
الرياضة	جون ريتشارد	1		
التكنولوجيا	جون ريتشارد	1		
الالات والمركبات	جون ريتشارد	1		
500 حقيقة ممتعة عن الحيوانات	انجي عثمان	1		
مدينة النحاس	كامل كيلاني	1		
دورة حياة ابو العيد	كلير لويلين	1		
دورة حياة الضفدع	كلير لويلين	1		
المخترع الصغير	عمرو عواد	1		
النجم الساطع	منى عبدالواحد	1		
لماذا لايجف الحجر	سندس عبدالهادي	1		
الامطار الحامضية	ايمان طه	1		
المبيدات الحشرية	ايمان طه	1		

التلوث السمعي	ايمان طه	1		
الرماد البركاني	ايمان طه	1		
المخلفات الصلبة	ايمان طه	1		
وجه لوجه مع الاسود	بيفرلي وديريك	1		
الادب العالمي	اكرم مؤمن	1		
مختارات من القصص العالمي	اكرم مؤمن	1		
خطأ كبير	اميمة عزالدين	1		
البالونة المغرورة	فاطمة المعدول	1		
سر خالد	اميمة عزالدين	1		
من هو البيرت اينشتاين	جيس برايلر	1		
من هو اسحاق نيوتن	جانيت بي باسكال	1		
الاخوة السود	ليزا تيتزنر	1		
القفل	بيير دومينيكو	1		
كوب قهوة في جزيرة الكنز	اروى خميس	1		
من هو غاندي	دانا ميتشن	1		
شيفرة دافينشي	دان براون	1		
هاليو	علا سمير الشرييني	1		
رفقة الفتیان	فيث ايرين هيكس	1		
رجل المستحيل	نبيل فاروق	1		
تحت الجبال والمدن	هاني حجاج	1		
سفاري	احمد خالد توفيق	1		
فنتازيا	احمد خالد توفيق	1		
من هو محمد علي؟	جيمس باكلي	1		
ملف المستقبل	نبيل فاروق	1		
قدري ان اكون قمرا	غدير عويضة	1		
دار الزيتون	صفية جمعة	1		
نهار ليلى	محمود شقير	1		
الافعى الحمراء	ميس داغر	1		

Suppliers authorized signature over printed name



VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: _____

Other Names/Acronyms _____

Address* _____

House No _____

Street Name _____

ZIP/Postal Code* _____

City* _____

Region* _____

Country* _____

Contact Information

Company Tel/Mobile: _____ Contact Person: _____

Company Email: _____ Contact Person Position: _____

Company Website: _____

- Industry Category*: 0100 - Commercial Vendors, 0200 - National CSOs, 0300 - National Government Entities, 0400 - International CSOs, 0500 - International Organizations - Non-UN, 0600 - UN entities, 0005 - Individual Consultant/Non-Staff

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

Provide Services/Goods Internationally* Yes No

Disability-inclusive* Yes Not applicable

Women-owned/controlled* At least 51% women-owned/controlled, Less than 51% women-owned/controlled, Not applicable

Notes: All fields marked with * are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode). Vendor Name - should match IDs or registration documents. If there is insufficient space, please use the Other information section

Product Categories (check all applicable)*

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

UNGM No. _____ https://www.ungm.org/UNUser/Home

UN Partner Portal Reference _____ https://www.unpartnerportal.org

Registration Date _____ Main Country of Operations (dd-mmm-yyyy)

Licensing Auth./Type _____ License No.: _____ Reg. Date: dd-mmm-yyyy Expiry Date: dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)

Same entity registered in another office _____

Parent company _____

Subsidiaries/Branches _____

Other Information: _____



VENDOR INFORMATION SHEET

Section II: Payment and Banking Information

Payment Details

Payment Method* Bank Transfer Check** Cash** Others** _____
Justification for Non-Bank Payment Method** _____

Notes
Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.
Non-bank payment methods require justification.

Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name _____
Bldg and Street _____
City _____
Postal Code _____
Country _____
Bank Account Name _____
Bank Keys _____
Account Currency _____
Bank Account No. _____
*Depending on the country _____
Swift Code/BIC (accounts outside U.S.A.) _____
IBAN Number (mandatory for banks in Europe) _____
Clearing No. (CHF accounts in Switzerland) _____
ABA No. for ACH (USD accounts in U.S.A.) _____
Bank Branch Code _____

Notes
If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM

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

Printed Name

Position/Title

Signature

Date



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

Headquarters

17 route des Morillon. C.P. 71, CH-1211 Geneva 19, Switzerland
 Tel.+ (41.22) 717-9111 Fax +(41.22) 798-6150

Manila Administrative Support Office

25/F Citibank Tower, 8741 Paseo de Roxas, Makati, Philippines
 Tel. + (632) 848-1260 Fax +(632) 848-1257

PO No. **Rev. No.**
Reference SAP PO No

PO Date
 Revision Date

PURCHASE ORDER

Vendor's Details	Ship/Deliver Purchased Goods/Services To:
------------------	---

Delivery Schedule	Send Invoice To:
-------------------	------------------

Terms of Payment	
------------------	--

No	Description	Project Budget Line/WBS	Qty	Unit	Unit Price	Total

Sub-Total Taxes (if any) Shipping Insurance Discount (if any)	
TOTAL	-

<p>Vendor's Acceptance</p> <p><i>This is to certify that I fully read the terms and conditions of this Purchase Order stipulated at the back of this document. Having fully read and understood the complete requirements of this Purchase Order, I hereby commit myself and my company to serve its requirements and fully comply with its terms and conditions.</i></p> <p><i>I also further certify that I am authorized by my company to accept this Purchase Order in its behalf.</i></p> <p style="text-align: right; margin-top: 20px;">_____</p> <p style="text-align: right; margin-top: 5px;">Sign Over Printed Name & Date</p>	<p>Prepared by: _____</p> <p>Date _____</p> <p>Approved by: _____</p> <p>Date _____</p>
--	---

1. Agreement

This Purchase Order (PO) becomes the exclusive agreement between IOM and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by IOM. Until so accepted, IOM reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless IOM agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

3. Delivery

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, IOM reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred as a result of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

4. Payment

Supplier shall invoice IOM upon delivery of the goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

5. Adjustments

IOM reserves the right to change at any time the quantity, packaging, unit size, place and/or time of delivery. Supplier agrees to proceed with this PO in accordance with any such change(s) and to submit a claim request for an equitable adjustment in the PO price or delivery term caused by such change(s). IOM may deem any claim by Supplier for equitable adjustments under this clause waived unless asserted in writing within 10 days from receipt by Supplier of IOM's change(s). No change in, modification of, or revision to this PO shall be valid unless in writing and signed by an authorized representative of IOM.

6. Packaging

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to IOM will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. IOM reserves the right to reject any shipment that is deemed not to have been packaged adequately.

7. Inspection and Acceptance

a) IOM or its representative shall have the right to inspect and/or test the goods at no extra cost to IOM at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.

b) IOM shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, IOM may reject the entire delivery. IOM may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by IOM for disposition at Supplier's risk and expense. Supplier agrees that IOM's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. IOM's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by IOM prior to delivery.

c) The Supplier agrees that any acceptance by IOM does not release the Supplier from any warranty or other obligations under this Contract

d) Title to the goods shall pass when they are delivered and accepted by IOM. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to IOM.

8. Warranties

8.1 Supplier represents and warrants that:

(a) The goods are conforming to the specifications, drawings, samples, or other descriptions furnished by IOM and are free from defect in material and workmanship. This warranty shall remain valid for twelve (12) months after the Goods have been delivered to and accepted at the final destination. IOM's continued use of such goods after notifying Supplier of their defect or failure to conform will not be considered a waiver of Supplier's warranty.

(b) It has full title to the goods and is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to carry out fully and satisfactorily, within the stipulated completion period, the delivery of the goods in accordance with this PO;

(c) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this PO;

(d) In all circumstances it shall act in the best interests of IOM;

(e) No official of IOM or any third party has received or will be offered by the Supplier any direct or indirect benefit arising from the PO or award thereof;

(f) It has not misrepresented or concealed any material facts in the procuring of this PO;

(g) The Supplier, its staff or shareholders have not previously been declared by IOM ineligible to be awarded contracts by the IOM;

(h) It will abide by the highest ethical standards in the performance of this Contract, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;

(i) The prices established hereunder shall not exceed those offered for similar goods to Supplier's other customers;

(j) The remuneration of the Supplier under this PO shall constitute the sole remuneration in connection with this PO. The Supplier shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this PO or the discharge of its obligations thereunder. The Supplier shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.

8.2 The Supplier further warrants that:

(a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to perform any activities under this Agreement. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, or services at their disposal under this Agreement, for sexual favours or activities.

(b) It shall strongly discourage sexual relationships between its employees and IOM beneficiaries, and between any other person engaged and controlled by it to perform activities under this Agreement and IOM beneficiaries.

(c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this Agreement is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.

(d) It shall report all and any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel; and it shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement shall report to IOM and/or the Supplier any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel

(e) It shall take all necessary measures to investigate allegations or suspicions of SEA and take appropriate corrective action, including disciplinary action, against its employee or any other person engaged and controlled by it to perform any activities under this Agreement who is found to have committed SEA.

(f) Its failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to IOM, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of this Agreement.

(g) In the event of subcontracting approved by IOM in accordance with this Agreement, it shall receive a written confirmation from subcontractors that they accept the standards above and shall include them in all subcontracts.

9. Indemnification

The Supplier shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Supplier or its employees, officers, agents or subcontractors, in the performance of this Contract. IOM shall promptly notify the Supplier of any written claim, loss, or demand for which the Supplier is responsible under this clause. This indemnity shall survive the expiration or termination of this Contract.

10. Termination and Reprourement

(a) IOM may terminate this PO at any time with one week written notice to Supplier. Any monies paid in advance by IOM shall be refunded no later than the date of termination.

(b) If IOM terminates this PO in whole or in part for default on the part of the Supplier, it may acquire elsewhere goods similar to those terminated and Supplier shall be liable for any excess costs to IOM for those goods. Supplier shall not be liable for any excess costs if the failure to perform under this PO arises from causes beyond its control and without fault or negligence of the Supplier.

11. Independent Contractor

The Supplier shall supply goods pursuant to this PO as an independent contractor and not as an employee, partner, or agent of IOM.

12. Audit

The Supplier agrees to maintain records, in accordance with sound and generally accepted accounting procedures, of all direct and indirect costs of whatever nature involving transactions related to the provision of services under this Agreement. The Supplier shall make all such records available to IOM or the IOM's designated representative at all reasonable times until the expiration of seven (7) years after the date of final payment, for inspection, audit, or reproduction for the purpose of verifying services or quantities delivered, or the right of Supplier to any price adjustment or extra charge claimed under this PO. On request, employees of the Supplier shall be available for interview.

13. Settlement of Dispute

Any dispute, controversy or claim arising out of or relating to this PO, or the breach, termination or invalidity thereof shall be settled by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to arbitration. The arbitration will be carried out in accordance with the UNCITRAL Arbitration Rules as at present in force. The arbitral award will be final and binding.

14. Confidentiality

All information which comes into the Supplier's possession or knowledge in connection with this PO is to be treated as strictly confidential. The Supplier should not communicate such information to any third party without the prior written approval of IOM. The Supplier shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this PO. These obligations shall survive the expiration or termination of this PO.

15. Use of IOM Name

The use of the official logo and name of IOM may only be used by Supplier in connection with this PO and with the prior written approval of IOM.

16. Status of IOM

Nothing in this Agreement affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

17. Assignment and Subcontracting

The Supplier shall not assign or subcontract the Contract or any work under this Contract in part or all, unless agreed upon in writing in advance by the Organization. Any subcontract entered into by the Supplier without approval in writing by the IOM may be cause for termination of the PO.

18. Waiver

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this PO shall not constitute a waiver or relinquishment of the right to enforce the provisions of this PO in future instances, but this right shall continue and remain in full force and effect.

19. Severability

If any part of this PO is found to be invalid or unenforceable, that part will be severed from this PO and the remainder of the PO shall remain in full force.

Supplier's signature and stamp accepting these terms and conditions:

Date: