

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY22-273

Date: 03 August 2022

**SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of** Enhancing the capacity of LCG and GACS staff on providing lifesaving assistance MENA.

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

IOM Libya Procurement

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	07-08-2022, 5pm Libya time (GMT +2) If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 15MB</li> <li>▪ Mandatory subject of email: RFQ LY22-273</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD.
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: SALAHEDDIN JAMMUM E-mail address: <a href="mailto:sgamom@iom.int">sgamom@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated <a href="mailto:IOMLIBYAPROPOSAL@IOM.INT">IOMLIBYAPROPOSAL@IOM.INT</a> by 26 June 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other PO
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order for Services
<b>Expected date for contract award</b>	10 August 2022
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Details of Services:

Item No	Minimum technical requirements	Unit	QTY
1	Training facilitation service for 16 participants (LCG & GACS boat staff) from 13-18 Aug 2022 including preparing the training curriculum as per the objectives and topics listed on the attached ToR , training report and training package for each participants and all needed logistics to provide the practical session and catering service during the training one coffee break and Lunch daily basis (20 Pax daily )	Package	1
2	Roll up banner (2x0.8m)	PCS	2
3	USBs drive with IOM logo and EUTF	PCS	16

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the services to Tripoli After PO signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Tripoli
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	N/A
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Other N/A
<b>Other information</b>	

## ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	LY22-273	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

Please attach the latest vendor information sheet to be filled in and signed by the vendor

### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	LY22-273	Date: 03 August 2022

#### Technical Offer

#### Terms of Reference.

#### Maritime Safety Training

(Occupational Safety, Rescue Swimming)

**13 – 18 August 2022**

#### Terms of Reference

#### 1. Context

The International Organization for Migration (IOM) works in close partnership with Libyan authorities to enhance their capacity to respond to the challenges related to migration management. IOM takes up the role of promoting the orderly and humane management of migration, promoting international cooperation on migration issues, supporting relevant actors to govern migration flows and effectively maximize their positive impacts while minimizing the potential costs on migrants and society, as well as providing humanitarian assistance to migrants in need.

In the quest for better lives and opportunities, thousands of migrants each year continue to make the treacherous trip across the Mediterranean, a journey that has continued to claim the lives of many migrants, led to life-threatening injuries, and traumatized many savors. Since 2014, more than 4,000 fatalities have been recorded annually on migratory routes worldwide<sup>3</sup>. In Libya, as of 30th May 2022, the Libyan Coast Guard (LCG) and General Administration for Coastal Security (GACS) disembarked 7,067 migrants during 2022, with at least 138 deaths and 462 reported missing across the Central Mediterranean route. Additionally, in 2021, a total of 32,425 were rescued, in addition to 662 recorded deaths, and 891 went missing in the Mediterranean.

Libyan authorities engaged in rescue operations face constant challenges in every rescue operation especially when it comes to saving lives. Bad weather, poor engines and overloaded boats cause shipwrecks which leads to the drowning of migrants on board. Hundreds of migrants go missing and drown every year due to the high waves and the inability to save themselves. Time and the appropriate use of life-saving equipment is crucial at these situations as every single minute counts in saving lives. The personal safety of the rescuer is crucial too as it comes first. If put in danger, their safety is a propriety.

Following the site assessment that was conducted at Tripoli Main Port Disembarkation Point (LCG and GACs) in 24 March 2022, the assessment report highlighted some challenges and needs that should be tackled in

<sup>3</sup> <https://migrationdataportal.org/themes/migrant-deaths-and-disappearances>

order to safeguard the lives of staff working at the DP and also migrants who are disembarked there. Unsmooth surface of the quayside with big cracks and no fences by the, lack of safety signals and proper lightening, all can lead to edges that may lead to severe injury that can be avoided with better knowledge of international safety standards and guidelines.

It is against this background that IOM under the frameworks of the *Protecting Vulnerable Migrants and Stabilizing Communities in Libya in Libya* project funded by the European Union Trust Fund for Africa (EUTF) phase II, has proposed to organize a 6-day Maritime Safety Training for the relevant Libyan authorities in Tripoli.

The need for such training is further exacerbated with the increasing search and rescue operations at sea with equally increasing numbers of missing and dead bodies retrieved at shores and also to the increased number of occupational accidents during these operations.

## 2. Objectives of the training

The primary objective of the training is to equip the relevant Libyan officials with the better understanding of the safety concepts importance and implementations, how to use life-saving equipment, how to perform rescue swimming operations in tough situation and also how to void the occurrence of occupational accidents during rescue operation.

## 3. Specific objective

The training will be divided into two parts:

1. Personal survival techniques: theoretical and practical session on safe boating practices which is a key objective to help prevent incidents at sea and control of hazards arising in or from the workplace that could impair the health and well-being of workers. Basic and advanced first aid sessions shall be delivered too in relation to the topic. (3 days)
2. Rescue swimming: rescue swimming classes will be conducted at a rescue swimming center to better equip rescue staff with the best practices to save lives at sea. \*4 days)  
It will include the following:
  - Introduction about diving techniques and safety measures and knowledge related to diving including the hazards of diving and how to eliminate those hazards and dive safely.
  - Diving equipment overview and professional safe use.
  - Diving exercise and simulation in a close water pool.
  - Proper use of lifesaving equipment such as lifebuoys and lifejackets, rescue cans and how to use them for rescue.
  - Checklist before embarking on a rescue mission and what are the mandatory items and preparations that should be available prior to patrolling from a safety perspective.
  - Diving in open water into the sea includes 4 diving exercises up to 18-meter depth.



#### 4. Methodology

This training will mainly comprise of practical sessions in the training center and interactive lecture session and practical exercises moderated by instructors with great experience in the field. The training will also include swimming classes in a pool and open sea. This will be an in-person training and strict adherence to health and safety guidelines to prevent COVID-19 infection will be observed throughout the sessions. A pre/post-training evaluation will be conducted to provide feedback on the quality of delivery, the overall organization and logistics of the training.

#### 5. Proposed participants

The targeted participants will be as follows:

- Ministry of Interior: General Administration of Coastal Security – Fifteen (15) participants.
- Ministry of Defence: Libyan Coast Guards and Ports Security - Fifteen (15) participants.

#### 6. Dates, location and venue

The six-day training will be held in Tripoli from 13 - 18 August 2022. The agenda and the exact location will be communicated to all the participants on a later stage.

#### 7. Special COVID-19 measures

The participants will be briefed about the COVID-19 preventive measures to be applied throughout the activity. Meeting room will be sufficiently ventilated ensuring that clean air is circulated in the room throughout the meeting. The air conditioning system in the meeting room will be equipped with adequate filters to cleanse the air. Sanitizers and surgical masks must be used as much as possible by all attendees in the meeting room.

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

#### Currency of Quotation: USD

Ref	Description of Deliverables	Unit	Qty	Unit Price	Total Price
1.	Training facilitation service for 16 participants (LCG & GACS boat staff) from 13-18 Aug 2022 including preparing the training curriculum as per the objectives and topics listed on the attached ToR , training report and training package for each participants and all needed logistics to provide the practical session and catering service during the training one coffee break and Lunch daily basis (20 Pax daily )	Package	1		
2.	Roll up banner (2x0.8m)	PCS	2		
3	USBs drive with IOM logo and EUTF	PCS	16		
<b>Total Price</b>					

**Breakdown of Fees**

**Compliance with Requirements**

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

<p>I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.</p>	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>