

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY23-113

Date: 16 April 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of STCW training for the Libyan General Administration for Coastal Safety (GACS) 7-18 May 2023

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.

Approved by:

IOM Libya Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	27 April 2023, 17:00 Libya Time (+2GMT) If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlibyaproposal@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 15MB ▪ Mandatory subject of email: LY23-113 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	English

catalogues, instructions and operating manuals	
Documents to be submitted	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 Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: IOM Libya Procurement Team E-mail address: iomlibyaproposal@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated email by 25 April 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<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 checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	30 April 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	Venue for 15 participant trainers + one staff for 10 days equipped with projector, flipchart	EA	10
2	Training facilitation service from certified training center on maritime safety including the trainer fees, training report and training manuals and as per attached ToR.	EA	10
3	Roll up banner with IOM and Donor logo	EA	2
4	16 GB USB drive with IOM and Donor logo	EA	15
5	A5 Notebook +pens with IOM and Donor logo for 15 participants + five additional as spare	EA	20
6	coffee breaks for 15 participant + one trainers +one staff (17 pax in total) for 10 days (2 breaks daily)	EA	340
7	Lunch breaks for 15 participant + one trainers + one staff (17 pax in total) for 10 days.	EA	170

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods DAP After Contract signature.
Delivery Terms (INCOTERMS 2020)	Click or tap here to enter text.
Customs clearance (must be linked to INCOTERM)	<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
Exact Address(es) of Delivery Location(s)	Benghazi, Libya
Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	NA
After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA
Other information	

ANNEX 2: QUOTATION SUBMISSION FORM

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

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

VENDOR INFORMATION SHEET¹

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

BIDDER'S DECLARATION OF CONFORMITY²

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

¹ [Vendor Information Sheet.xlsx](#)

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

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

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - 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:	LY23-113	Date: 16 April 2023

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

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	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

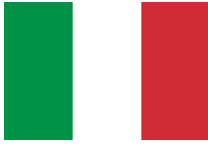
Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

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

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



Terms of Reference

The International Organization for Migration in Libya

STCW Security awareness training for the Libyan
General Administration for Coastal Safety (GACS)

7-18 May 2023 – Benghazi, Libya

الشروط المرجعية

المنظمة الدولية للهجرة في ليبيا

تدريب لرفع الوعي الأمني للإدارة العامة الليبية لسلامة السواحل
حسب الاتفاقية الدولية للتدريب ولإصدار الشهادات والمراقبة
المتعلقة بالبحارة

18-7 مايو 2023 – بنغازي، ليبيا

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 survivors.

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 that result in 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. To support lifesaving operations, access to underwater environments is critical. Therefore, diving, and maritime safety training courses are essential elements for the Libyan authorities to strengthen their search and rescue capabilities.

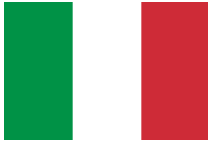
1. السياق

تعمل المنظمة الدولية للهجرة (IOM) في شراكة وثيقة مع السلطات الليبية لتعزيز قدرتها على الاستجابة للتحديات المتعلقة بإدارة الهجرة. كما تضطلع المنظمة الدولية للهجرة بدور تعزيز الإدارة المنظمة والإنسانية للهجرة، وتعزيز التعاون الدولي بشأن قضايا الهجرة، ودعم الجهات الفاعلة ذات الصلة لإدارة تدفقات الهجرة وتعظيم آثارها الإيجابية بشكل فعال مع تقليل التكاليف المحتملة على المهاجرين والمجتمع، فضلاً عن تقديم المساعدة الإنسانية للمهاجرين المحتاجين.

في البحث عن حياة وفرص أفضل، يواصل آلاف المهاجرين كل عام القيام بالرحلة المحفوفة بالمخاطر عبر البحر الأبيض المتوسط، وهي رحلة استمرت في حصد أرواح العديد من المهاجرين، وأدت إلى إصابات تهدد حياتهم، وصدمت العديد من المنقذين.

تواجه السلطات الليبية المشاركة في عمليات الإنقاذ تحديات مستمرة في كل عملية إنقاذ خاصة عندما يتعلق الأمر بإنقاذ الأرواح. يتسبب سوء الأحوال الجوية وضعف المحركات والقوارب المحملة فوق طاقتها في غرق السفن مما يؤدي إلى غرق المهاجرين على متنها.

مئات المهاجرين يفقدون ويغرقون كل عام بسبب الأمواج العالية وعدم القدرة على إنقاذ أنفسهم. يعد عاملي الوقت والاستخدام المناسب للمعدات المنقذة للحياة أمراً بالغ الأهمية في هذه المواقف لأن كل دقيقة مهمة في إنقاذ الأرواح. السلامة الشخصية للمنقذ أمر بالغ الأهمية أيضاً لأنها تأتي أولاً. لدعم العمليات المنقذة للحياة، يعد الوصول إلى عمق البحر أمراً بالغ الأهمية. لذلك، تعد دورات التدريب على الغوص والسلامة البحرية عناصر أساسية للسلطات الليبية لتعزيز قدراتها في مجال البحث والإنقاذ.



The need for such training is heightened by the increasing number of marine search and rescue operations deployed in Benghazi.

وتزداد الحاجة إلى هذا التدريب بسبب العدد المتزايد من عمليات البحث والإنقاذ البحرية المنتشرة حول محيط بنغازي.

2. Objectives of the training

The main objective of the training is to support Libyan officials to perform safe search and rescue (SAR) operations and avoid work related safety incidents.

2. أهداف التدريب
الهدف الرئيسي من التدريب هو دعم المسؤولين الليبيين لأداء عمليات البحث والإنقاذ الآمنة (SAR) وتجنب حوادث السلامة المتعلقة بالعمل.

3. Specific objective

The training will be divided into two parts:

- **Part 1: Five (5) days:**
 - Safe marine and boating practices.
 - Theoretical and practical session on safe boating practices to help prevent incidents at sea.
- **Part 2: Five (5) days:**
 - 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. الهدف المحدد
سيتم تقسيم التدريب إلى قسمين:
• **الجزء 1: خمسة (5) أيام:**

- ممارسات بحرية وقوارب آمنة.
- جلسة نظرية وعملية حول ممارسات القوارب الآمنة للمساعدة في منع الحوادث في البحر.

- **الجزء 2: خمسة (5) أيام:**
- السيطرة على المخاطر الناشئة في أو من مكان العمل التي يمكن أن تضر بصحة ورفاهية العمال.
- يجب تقديم جلسات الإسعافات الأولية الأساسية والمتقدمة أيضا فيما يتعلق بالموضوع.

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.

4. المنهجية
سيتمثل هذا التدريب بشكل أساسي من جلسات عملية في مركز التدريب وجلسة محاضرات تفاعلية وتمارين عملية يديرها مدربون ذوو خبرة كبيرة في هذا المجال. سيشمل التدريب أيضا دروسا في السباحة في حمام سباحة وبحر مفتوح.

5. Proposed participants

Ministry of Interior: General Administration for Coastal Security (GACS) – Fifteen (15) participants deployed in Benghazi.

5-المشاركون المقترحون
وزارة الداخلية: الإدارة العامة لأمن السواحل – خمسة عشر (15) مشاركا من بنغازي.

6. Dates, location, and venue

The ten-day training will be held in Benghazi from 7-18 May 2023. The agenda and the exact location will be communicated to all the participants at a later stage.

6. التواريخ والموقع والمكان
سيُعقد التدريب لمدة عشرة أيام في بنغازي في الفترة من 7 إلى 18 مايو 2023. سيتم إبلاغ جدول الأعمال والمكان المحدد لجميع المشاركين في مرحلة لاحقة.



VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: Mr. _____

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: _____

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, Environmental Statement* Yes/No, Environmental or Energy Management System* Yes/No

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. _____
UN Partner Portal Reference _____
Registration Date* _____
VAT Number _____

https://www.unqgm.org/UNUser/Home
https://www.unpartnerportal.org
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

Signature

Position/Title

Date



Code of Conduct for Suppliers

Global Procurement and Supply Unit

Manila Administrative Centre, Manila Philippines

IOM is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IOM's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

IOM procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IOM.

Policy on Corruption and Position on Conflict of Interest

IOM expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any IOM Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff any gratuity for the benefit of/or at the direction or request of any Staff of IOM;
- To immediately inform the IOM Head of Office in the event that any Staff of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with IOM. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

Representation from Suppliers

IOM expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to IOM;
- It will not act in concert with other suppliers or agents when participating in a bid;



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- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IOM).

Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IOM expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow IOM's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

Secure Communication Channels

IOM has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and *should* contact IOM Global Procurement and Supply Unit at email address

gpsu@iom.int or at: IOM Manila Administrative Centre

Global Procurement and

Supply Unit (formerly

Field Procurement Unit)

28th Floor Citibank Tower

8741 Paseo de Roxas, Makati City 1226, Philippines



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IOM will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all IOM subsidiaries and associate companies;
- Immediate termination of contract, without recourse;

Acknowledgment and Acceptance, to be submitted together with VIS(Vendor Information Sheet)

This is to certify that I have fully read the Supplier's Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier's Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: _____
Address: _____
Representative: _____
Signature: _____