

## REQUEST FOR QUOTATION

RFQ Reference: RFQ LY24-011

Date: 09 October 2024

Subject of RFQ): **Provision of equipment to TVET Centre in Benghazi City equipment**

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

### RFQ INFORMATION

<b>Deadline for the submission of quotation</b>	<b>21-October-2024-14:00 PM Libya Time</b> 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>	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Contractual Terms</b>	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms 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> or IOM standard contract templates.
<b>Documents to be submitted</b>	<b>Bidders shall submit and sign the-bid submission form below with DOC and VIS Form</b> <b>Note:</b> All Service providers shall sign the DOC form. <b>Service Providers who are not registered with IOM shall provide the following documents along with their offer, missing to share the full list of these documents can lead to auto disqualification of the bidder:</b> <ol style="list-style-type: none"> <li>1. Duly complete VIS</li> <li>2. Duly signed DOC</li> <li>3. Company Profile (indicating company commercial vision, product line, expertise, other capacities etc)</li> <li>4. Company Registration Certificate (Chamber of Commerce and/or relevant trade ministry and/or local govt)-all applicable ones</li> <li>5. Company's Articles of Association</li> <li>6. Company Organogram (with staff names and roles) or Staff List with names and designation</li> <li>7. Bank Account Letter</li> <li>8. Audited financial statements for the last two years or bank account statements for the company for the last one year. (one of two is mandatory)</li> <li>9. Tax certificate.</li> <li>10. other Commercial Clients' references (names, contact info, and project value)</li> <li>11. Declaration by the vendor for any other business with a different name</li> <li>12. Vendors Office/Business location</li> </ol>
<b>Quotation validity period</b>	The quotation shall remain valid for 120 days from the deadline for the submission.

<b>Price</b>	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW/Annex A
<b>Partial quotations</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Clarifications</b>	<p>Contact person for correspondence, notifications, and clarifications.          Contact person: IOM LIBYA Procurement          E-mail 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: 25 MB</li> <li>▪ Mandatory subject of email: <b>RFQ LY24-011, Company name</b></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> </ul> <p>The proposer should receive an email acknowledging email receipt.</p>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer. <input checked="" type="checkbox"/> PASS/FAIL evaluation criteria based on offered items Specs. <input type="checkbox"/> Other
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotations, nor award a contract or purchase order
<b>Expected date for contract/PO award.</b>	30 November 2024

Thank you and we look forward to receiving your quotation.

Issued by: **IOM Libya Procurement**

**QUOTATION SUBMISSION FORM**

RFQ Reference: PR_ LY24-011	Date: Click or tap to enter a date.
RFQ ref no: PR_ LY24-011	

**Requirements (Specs/TOR/SOW)**

**Delivery Requirements:** *All Goods and Required Services shall be received in Benghazi City.*

*All offered items should be supported by clear sample picture/catalogue as applicable*

Currency of the Quotation: US Dollar					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price USD	Total price USD
1.	REFER TO ANNEX A The list of Items with specs and Qty needed				
Total Price					
<b>Total Final and All-inclusive Price</b>					
<b>Delivery Time in Days</b>					

**COMPANY PROFILE (Vendor Information Form)<sup>1</sup>**

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. <span style="float: right;">Click or tap here to enter text.</span>
Legal structure	Choose an item.
Business type/industry category*	<input type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No <p align="center">If yes, insert UNGM Vendor Number</p>
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If</span> no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text. Company Website: Click or tap here to enter text. Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

<sup>1</sup> If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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 vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor 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 vendor 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 vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that, the vendor 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 vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .

<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"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor 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 A- BILL OF QUANTITIES - FURNITURE & EQUIPMENT**

Equipment for TVET center in Benghazi						
Location	BENGHAZI					
رد	بيان الاعمال	السعر الاجمالي	TOTAL Price	UNIT Price(\$)	QTY.	الوصف - DESCRIPTION
رد	المشتريات	المكتب الإدارية - Administrative Offices	المكتب الحاسوب - Computer Lab	معمل الخياطة - Sewing Lab	قاعات المحاضرات - Lectures Room	1
1.1	توريد وتركيب طاولة خشبية (طاولة مكتب) بما في ذلك الأراج الملحقة، كراسي المكتب، كراسي الضيوف.				3	قطع
1.2	توريد وتركيب مكيف هواء بقوة 12 وحدة حرارية بريطانية، يشمل جميع الأعمال الكهربائية.				2	قطع
1.3	توريد وتركيب طابعة بالأبيض والأسود.				3	قطع
1.4	توريد وتركيب جهاز كمبيوتر مكتبي، بما في ذلك البرامج المطلوبة مثل ويندوز، مضاد الفيروسات، مايكروسوفت.				3	قطع
1.5	عدة الإسعافات الأولية.				5	مجموعة
1.6	توريد وتركيب ستائر دوارة للنوافذ الخاصة بالمختبر.				14	متر مربع
1.7	لوحة تمديد كهرباء، بطول كابل 2 متر، اللوحة مجهزة بـ 5 مقابس عالمية مع مفتاح رئيسي.				3	قطع
1.8	مطفأة حريق (مسخوق جاف DP) سعة 6 كجم.				5	قطع
1.1	توريد وتركيب جهاز كمبيوتر مكتبي، بما في ذلك البرامج المطلوبة مثل ويندوز، مضاد الفيروسات، مايكروسوفت، سماعات رأس.				21	قطع
1.2	توريد طاولات كمبيوتر مع كراسي.				21	قطع
1.3	توريد جهاز عرض (بروجكتور) مع سبورة بيضاء بمقاس (221cm X124 cm)				1	قطع
1.4	توريد طابعة 3 في 1، تدعم الوصول اللاسلكي ومنفذ USB، ملونة.				1	قطع
1.5	توريد وتركيب مكيف هواء بقوة 24 وحدة حرارية بريطانية، يشمل جميع الأعمال الكهربائية.				1	قطع
1.6	توريد وتركيب ستائر دوارة للنوافذ الخاصة بالمختبر.				14	متر مربع
1.7	8 سعة 8 ترابايت أو أكثر، إعداد RAID، اتصال جيبيات وإترنت.				1	قطع
1.8	توريد وحدة طاقة بقوة 2000 فولت أمبير أو أعلى، لمدة تشغيل كافية لحفظ العمل وإغلاق أجهزة الكمبيوتر بأمان.				1	قطع
1.9	برامج تعليمية مرخصة، برامج CAD (أوتوكاد، سوليدوركس، إلخ)، MATLAB، برامج المحاكاة (ANSYS، Simulink) بيانات البرمجة (Visual Studio Eclipse، إلخ)، حزمة برامج مكتبية (Microsoft Office، LibreOffice، إلخ).				21	قطع
1.1	توريد سبورة تفاعلية، 86 بوصة أو أكبر، بدقة 4K، متعددة النسخ، تعمل بنظام أندرويد أو ويندوز، مع الاتصال Wi-Fi وإترنت، وبرنامج سبورة مدمجة.				1	قطع
1.11	توريد وتركيب سجادة للمختبر (4x7 متر).				28	متر مربع
1.1	طاولة ورشة عمل خشبية - 1.2x2 متر				1	قطع
1.2	توريد جهاز عرض (بروجكتور) مع سبورة بيضاء				1	قطع
1.3	توريد وتركيب سجادة للمختبر (4x15 متر)				60	قطع
1.4	توريد وتركيب مكيف هواء بقوة 24 وحدة حرارية بريطانية، يشمل جميع الأعمال الكهربائية.				2	قطع
1.5	توريد مجموعة طاولة محاضرة، 0.80x1 متر مع كرسي				1	قطع
1.6	توريد وتركيب جهاز كمبيوتر مكتبي، بما في ذلك البرامج المطلوبة مثل ويندوز، مضاد الفيروسات، مايكروسوفت، سماعات رأس				1	قطع
1.7	توريد وتركيب ستائر دوارة للنوافذ الخاصة بالمختبر.				27	متر مربع
1.8	مائدة خياطة صناعية مع خيرات خياطة متعددة (مستقيم، منحرج، حاشية)، محرك فوي قابل للتعديل				21	قطع
1.9	طاولات قطع وخياطة، مبنية، واسعة، سطح أملس، قابلة للتعديل في الارتفاع				21	قطع
1.11	أدوات الخياطة، مقصات حادة، مبنية، مريحة في الإمساك				21	قطع
1.11	مجموعة إبر، بأحجام وأنواع مختلفة (عام، كرة، مزوجة، إلخ)				21	قطع
1.12	وسائد إبرة، مغناطيسية أو مملوءة بالزئبق				21	قطع
1.13	مقاييس قياس، قابلة للسحب بطول 150 سم أو أكثر مع علامات واضحة				21	قطع
1.14	الأقمشة والخيط، مجموعة متنوعة من الأقمشة مثل القطن، الكتان، الصوف، الحرير، إلخ (الوان والأنماط متنوعة) (20 متر لكل نوع)				10	صندوق
1.15	الأقمشة والخيط، مجموعة متنوعة من الخيوط بألوان وسمكات وأنواع مختلفة (خيوط فضة خيرية 100 (Coolvester) خيط بألوان مختلفة في كل صندوق)				10	صندوق
1.16	تأهيل قابلة للتعديل، أحجام صغيرة، متوسطة، كبيرة، بإرتفاعات وأبعاد قابلة للتعديل				21	قطع
1.17	خزان، قابلة للإغلاق، أرفف والأقسام، مناسبة لتعزين الأقمشة والأدوات (سليم إضافة المقصات لإحدى)				3	قطع
1.18	نواتج الأقمشة مكمرة وبخاخات بخارية				5	قطع
1.19	آلات للتشطيب الحواف والتفاصيل				5	قطع
1.2	توريد القص، فواظع دوارة، إزنان الأقمشة، مقصات خياطة				21	قطع
1.21	نوازل الخياطة، صحنات، إزنان، مطاط داخلي، إلخ (50 قطعة من كل نوع)				5	مجموعة
	أدوات صنع البترون، مساطر				50	قطع
	أدوات صنع البترون، منحنيات فرنسية				50	قطع
	أدوات صنع البترون، عجلات تتبع				50	قطع
1.22	أدوات صنع البترون، وول باترون (50 قطعة لكل صندوق)				10	صندوق
1.23	لوحة تمديد كهرباء، بطول كابل 2 متر، مجهزة بـ 5 مقابس عالمية مع مفتاح رئيسي واحد.				1	قطع
1.24	مواد مرجعية، كتب خياطة، كتب باترون، مجلات الموضة				21	قطع
1.1	توريد وتركيب كراسي المحاضرات				24	قطع

1.2	Supply Lecture table set, 0.80x1m with a chair	قطع	1			توريد مجموعة طاولة محاضرة، 0.80x1 متر مع كرسي	1.2
1.3	Supply and installation of computer desktop, including required software such as Windows, antivirus, Microsoft, headsets, OS W 10 or equivalent kaspersky antivirus PC core i5, 8 ram, 1TB SSD Monitor 27 inches	قطع	1			توريد وتركيب جهاز كمبيوتر مكتبي، بما في ذلك البرامج المطلوبة مثل ويندوز، مضاد الفيروسات، مايكروسوفت، سماعات رأس	1.3
1.4	Supply of projector, with white board	قطع	1			توريد جهاز عرض (بروجكتور) مع سبورة بيضاء	1.4
1.5	Supply and install of roll curtains, for the lab windows	متر مربع	14			توريد وتركيب ستائر دواراة للونافذ الخاصة بالمختبر	1.5
1.6	Supply and installation of AC 24 BTU, in includes all the electricity works,	قطع	1			توريد وتركيب مكيف هواء بقوة 24 وحدة حرارية بريطانية، يشمل جميع الأعمال الكهربائية	1.6
1.7	Power extension board, 2 meters cable length, the board equipped with 5 universal sockets with 1 master switch - 220V, 50HZ, 2300 Wat	قطع	1			لوحة تمديد كهرباء، بطول كابل 2 متر، مجهزة بـ 5 مقابس عالمية مع مفتاح رئيسي واحد - 220 فولت، 50 هرتز، 2300 واط	1.7
<b>معمل صيانة التكييف - AC Repairing Lab</b>							
1.1	Operational and maintenance models, various types of refrigeration and air conditioning systems (Split, central, chillers, etc.)	مجموعة	5			نماذج التشغيل والصيانة، أنواع مختلفة من أنظمة التبريد وتكييف الهواء (سبليت، مركزي، مبردات، إلخ)	1.1
1.2	Refrigerant recovery machine, automatic or manual, suitable for various refrigerant types. Twin-Cylinder Design provides best-in-class* recovery performance and features a rugged case, oversized pressure gauges, comfortable handle, and simple controls the RG6 works with all common CFC, HFC, and HCFC refrigerants including R-410A 3/4 HP, 115V AC, 60 Hz twin-cylinder, oil-less compressor is capable of recovering both liquid and vapor Equipped with oversized condensers and fan to ensure maximum cooling performance and shorter cycle times. Dimensions-17 L x 9 W x 12 H inches High pressure safety shut-off switch automatically shuts machine off if pressure rises above 550 PSI; self-purge feature eliminates potential for cross-contamination and saves time	مجموعة	5			ماكينة استعادة المبردات، تلقائية أو يدوية، مناسبة لأنواع المبردات المختلفة	1.2
1.3	Vacuum pumps, high evacuation capacity, suitable for various refrigerant types	مجموعة	3			مضخات تفريغ، ذات قدرة إخلاء عالية، مناسبة لأنواع المبردات المختلفة	1.3
1.4	Pressure and temperature gauge sets, manometer, digital thermometer, valves	مجموعة	5			مجموعة أجهزة قياس الضغط ودرجة الحرارة، مانومترا، مقاييس حرارة رقمي، صمامات	1.4
1.5	Refrigerant leak detector, sensitive, accurate, detects various refrigerant types	مجموعة	5			كاشف تسرب المبردات، حساس ودقيق، يكتشف أنواع المبردات المختلفة	1.5
1.6	Refrigeration and air condition tool sets such as Screwdrivers, pliers, pipe cutters, wrenches, tube benders,	مجموعة	20			مجموعة أدوات التبريد وتكييف الهواء، مثل مفكات، كمادات، قواطع أنابيب، مفاتيح ربط، وثقات الأنابيب	1.6
1.7	Brazing kit for copper pipes, complete set with torch, brazing rods, cleaning materials	مجموعة	5			مجموعة لحام الأنابيب النحاسي، تشمل الشعلة، قضبان اللحام، مواد التنظيف	1.7
1.8	Electronic scale for accurate refrigerant charging	مجموعة	5			ميزان إلكتروني لقياس المبردات بدقة	1.8
1.9	Workbenches, Durable work surface, resistant to chemicals and oils, adjustable height.	مجموعة	10			طاولت عمل، سطح عمل متين، مقاوم للمواد الكيميائية والزيت، وقابل للتعديل في الارتفاع	1.9
1.1	Supply and install Capable ventilation system, 48 BTU PERFORMANCE Power Supply: 208~230V, 60Hz, 1Ph Cooling Rated Capacity: 52,000 BTU/h Cooling SEER: 18 BTU/w Heating Rated Capacity: 52,000 BTU/h Heating HSPF: 10 BTU/w Refrigerant Type: R410a Suitable Area: 1,600 Sq.F Operating Temperatures: (-13°F – 75°F/Heating)/(5° – 122°F/Cooling) INDOOR UNIT Model: DR048GHFD18HT2 Air Flow: 1588 CFM Sound Level: 64 dB(A) Net Dimensions (WDH): 22 x 24 x 53-7/8 Inches Carton Dimensions (WDH): 25-1/4 x 28 x 55-1/2 Inches Net / Gross Weight: 187 / 214 Lbs OUTDOOR UNIT Model: YH4248GHFD18RT2 Sound Level: 59 dB(A) Metering Device: EXV Net Dimensions (WDH): 37-3/8x13-3/8x54-5/8 Inches Carton Dimensions (WDH): 43-3/4x18-1/8x60-1/4 Inches Net / Gross Weight: 227 / 254 Lbs	مجموعة	1			توريد وتركيب نظام تهوية عالي الكفاءة، بقوة 48 وحدة حرارية بريطانية	1.1
1.11	Technical books and references, covering refrigeration and air conditioning principles, system types, maintenance, and repair methods.	مجموعة	20			كتب ومراجع فنية، تغطي مبادئ التبريد وتكييف الهواء، أنواع الأنظمة، الصيانة وطرق الإصلاح	1.11
1.12	Supply fire extinguishers, suitable for extinguishing metal fires, 10 KG	مجموعة	4			توريد طفايات حريق، مناسبة لإطفاء حرائق المعادن، وزن 10 كجم	1.12
1.13	Supply working gloves, in different sizes. protects from chemicals, is oil resistant, protects hands from injuries.	مجموعة	20			توريد قفازات عمل، بأحجام مختلفة، تحمي من المواد الكيميائية، مقاومة للزيوت، وتحمي الأيدي من الإصابات	1.13
1.14	Supply safety glasses, which protect eyes from chemicals and flying debris	مجموعة	20			توريد نظارات أمان، تحمي العينين من المواد الكيميائية والحطام الطائر	1.14
1.15	Simulation software, for training the students on diagnosing and repairing faults in a virtual environment	مجموعة	2			برنامج محاكاة لتدريب الطلاب على تشخيص وإصلاح الأعطال في بيئة افتراضية	1.15
1.17	Supply and install of roll curtains, for the lab windows	متر مربع	14			توريد وتركيب ستائر دواراة للونافذ الخاصة بالمختبر	1.17
<b>الاحتياجات العامة - General Needs</b>							
1.1	Supply and installation outside visibility (sign ) with1.5@4 meter size (flex )	قطع	1			توريد وتركيب لافتة خارجية مرئية بحجم 1.5x4 متر (فليكس)	1.1
1.2	Supply, and install 24,000 BTU split air-conditioners for corridors. The price shall include one-year Warranty, wiring, electrical connections, drain pipes to the nearest drain points, waterproof on-off switch on the external units, galvanized steel holders/stands, opening in walls by coring machine, closing holes with sika sealant, gas charging. The units shall be according to the below specification, The item shall cover the theft metal protection and the removal of damaged ones	قطع	4			توريد وتركيب مكيفات هواء سبليت بقوة 24,000 وحدة حرارية بريطانية للممرات. السعر يشمل ضمان لمدة سنة، الأعمال، التوصيلات الكهربائية، مواسير التصريف إلى أقرب نقاط تصريف، مفتاح تشغيل/إيقاف مقاوم للماء، على الوحدات الخارجية، حوامل/مساند من الفولاذ المجلفن، فتحات في الجدران باستخدام ماكينة الثقب، سد الفتحات باستخدام مواد السد من سبكا، ححن الغاز. يجب أن تكون الوحدات وفقًا للمواصفات أدناه، ويجب أن يغطي العنصر حماية المعدن من السرقة وإزالة التالفة منها	1.2
1.3	3 in 1 Waiting seats, steel	قطع	5			مقاعد انتظار 3 في 1، مصنوعة من الفولاذ	1.3
1.4	Submersible oven for the kitchen with 4 burners (60cm X 60cm) stainless steel with 4 burners	قطع	1			فرن غاطس للمطبخ بـ 4 شمعات (60 سم X 60 سم) من الفولاذ المقاوم للصدأ	1.4
1.5	drinking water refrigerator	قطع	3			ثلاجة مياه الشرب	1.5
1.6	Supply and install of roll curtains, for the corridors 3,4m X 1,3m	متر مربع	54			توريد وتركيب ستائر دواراة للممرات	1.6
1.7	Power extension board, 2 meters cable length, the board equipped with 5 universal sockets with 1 master switch - 220V, 50HZ, 2300 Wat	قطع	2			لوحة تمديد كهرباء، بطول كابل 2 متر، اللوحة مجهزة بـ 5 مقابس عالمية مع مفتاح رئيسي واحد - 220 فولت، 50 هرتز، 2300 واط	1.7
<b>Total Cost in USD</b>							



**PROSPECTIVE VENDOR INFORMATION SHEET**

Vendor No.: \_\_\_\_\_  
(IOM Internal Use)

**Company Details**

Registered Vendor Name\*: \_\_\_\_\_

Tax Organization Type\*: Choose an item. \_\_\_\_\_

Supplier Type\*: Choose an item. \_\_\_\_\_

Company Web Site: \_\_\_\_\_

Tax Country\*: Choose an item. \_\_\_\_\_

Taxpayer ID/Tax Registration No\*: \_\_\_\_\_

Products and/or Services: Choose an item. \_\_\_\_\_

**Additional Information**

UNGM No.: \_\_\_\_\_

UNPP No.: \_\_\_\_\_

Is your Entity Women Owned?: Choose an item. \_\_\_\_\_

Is your Entity Disability Inclusive?: Choose an item. \_\_\_\_\_

Commitment to Antiracism: Choose an item. \_\_\_\_\_

Does your entity agrees with UN Supplier Code of Conduct: Choose an item. \_\_\_\_\_

Is the Bank Account Certificate added as attachment?: Choose an item. \_\_\_\_\_

**Address\***

Street Name and House No. \_\_\_\_\_

ZIP/Postal Code\* \_\_\_\_\_

City\* \_\_\_\_\_

Region\* \_\_\_\_\_

Country\* Choose an item. \_\_\_\_\_

**Contact Information for communications**

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email\*: \_\_\_\_\_

**IMPORTANT**

All fields marked with \* are mandatory.  
The form will be returned if mandatory field/s is/are empty  
The Vendor Name should match ID or registration documents

**Other Contacts**

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email\*: \_\_\_\_\_

Will this person have a role in Wave? Choose an item. \_\_\_\_\_

If yes, what will be that role? Choose an item. \_\_\_\_\_

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email\*: \_\_\_\_\_

Will this person have a role in Wave? Choose an item. \_\_\_\_\_

If yes, what will be that role? Choose an item. \_\_\_\_\_

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\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

List of attachments	
<input type="checkbox"/>	Taxpayer ID/Tax registration number certificate.
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Id. of the owner
<input type="checkbox"/>	Signed UN Supplier Code of Conduct
<input type="checkbox"/>	Proof of women ownership share of the company
<input type="checkbox"/>	Evidence of commitment to anti-racism
<input type="checkbox"/>	Evidence of entity's disability inclusive policy
<input type="checkbox"/>	Other: _____

**SPEND AUTHORIZED SUPPLIER INFORMATION SHEET**

**Supplier Details**

Supplier's Name\*: \_\_\_\_\_  
 Supplier Number\*: \_\_\_\_\_

**Payment Details**

Payment Method\*:  
 Bank transfer  
 Check\*\*  
 Cash\*\*  
 Others\*\*: \_\_\_\_\_

**IMPORTANT**  
 All fields marked with \* are mandatory.  
 The form will be returned if mandatory field/s is/are empty  
 The Vendor Name should match ID or registration documents

\*\*If a Non-Bank Payment Method was selected, please provide justification:

**Bank Details\* (This information is mandatory if payment method is via Bank Transfer)**

Bank Name\* \_\_\_\_\_  
 Address \_\_\_\_\_  
 City\* \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Country\* \_\_\_\_\_  
 Bank Account Name\* \_\_\_\_\_  
 Account Currency \_\_\_\_\_  
 Bank Account Number \_\_\_\_\_

Swift Code/BIC (outside U.S.A.)	_____
IBAN Number	_____
Clearing Number (Switzerland)	_____
ABA No. for ACH (U.S.A.)	_____

Fill only the code that corresponds to your location\*

**NOTES**

Payment currency must be clearly indicated to avoid delays and additional bank charges

If the company has multiple bank accounts, indicate the default account this form and add an extra sheet with full information of other accounts

**PLEASE, FILL IN THE CONTACT INFORMATION ONLY IF IT NEEDS TO BE UPDATED IN THE SUPPLIER PROFILE**

**Contact Information**

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Email\*: \_\_\_\_\_

Will this person have a role in Wave? Choose an item.  
 If yes, what will be that role? Choose an item.

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Email\*: \_\_\_\_\_

Will this person have a role in Wave? Choose an item.  
 If yes, what will be that role? Choose an item.

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\*: \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Date \_\_\_\_\_

	<b>List of attachments</b>
<input type="checkbox"/>	Bank Account Certificate
<input type="checkbox"/>	Declaration of Conformity was signed in solicitation documents
<input type="checkbox"/>	Other: _____

# UN SUPPLIER CODE OF CONDUCT

**United Nations Charter:** The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN<sup>1</sup> are expected to adhere.

**Global Compact:** The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at [www.unglobalcompact.org](http://www.unglobalcompact.org).

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the UN's expectation that any supplier providing products or services to the UN will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.<sup>2</sup>

## 1. Scope of Application:

The provisions of this Code of Conduct set forth the UN's expectations for all suppliers that are registered with the UN or with whom it does business. The UN expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The UN expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a supplier to be registered as a UN supplier or to do business with the UN, the supplier is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of UN Suppliers. In addition, suppliers should note that certain provisions of this Code of Conduct will be binding on the supplier in the event the supplier is awarded a contract by the UN pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents of one or more organizations in the UN. Prospective suppliers are invited to review the specific terms and conditions of contract and procurement policies of the organization(s) within the UN with which they would like to do business in order to ascertain their current and future eligibility.

## 2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. The UN expects suppliers to strive to exceed both international and industry best practices. The UN also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The UN recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

---

<sup>1</sup> In this Code of Conduct, "UN" shall refer to the UN Secretariat, Programmes and Funds of the UN, Specialised Agencies of the UN and all other entities belonging to the UN system, that have adopted this Code of Conduct through the High Level Committee on Management - Procurement Network.

<sup>2</sup> The full texts of the ILO Conventions and Recommendations can be accessed at: <http://www.ilo.org/global/standards/lang--en/index.htm>

### 3. Management, Monitoring and Evaluation:

It is the expectation of the UN that its suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders.

### Labour:

**4. Freedom of Association and Collective Bargaining:** The UN expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.<sup>3</sup>

**5. Forced or Compulsory Labour:** The UN expects its suppliers to prohibit forced or compulsory labour in all its forms.<sup>4</sup>

**6. Child Labour:** The UN expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.<sup>5</sup>

**7. Discrimination:** The UN expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.<sup>6</sup> The UN expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.

**8. Wages, Working Hours and Other Conditions of Work:** The UN expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.<sup>7</sup>

<sup>3</sup>These principles are set out in the ILO fundamental Conventions, No. 87, *Freedom of Association and Protection of the Right to Organise*, 1948 and No. 98, *Right to Organise and Collective Bargaining*, 1949.

<sup>4</sup>This principle is set out in the ILO fundamental conventions, No. 29, *Forced Labour*, 1930, its Protocol of 2014 and No. 105, *Abolition of Forced Labour*, 1957.

<sup>5</sup>These principles are set out in the ILO fundamental Conventions, No. 138, *Minimum Age*, 1973 and No. 182, *Worst Forms of Child Labour*, 1999 and in the UN Convention on the Rights of the Child.

<sup>6</sup>These principles are set out in the ILO fundamental Conventions, No. 100, *Equal Remuneration*, 1951 and No. 111, *Discrimination (Employment and Occupation)*, 1958.

<sup>7</sup>These principles are set out in ILO Conventions No. 95, *Protection of Wages*, 1949 and No. 94, *Labour Clauses (Public Contracts)*, 1949 and in a number of Conventions addressing working time (see:

<http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm>).

**9. Health and Safety:** The UN expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.<sup>8</sup>

#### **Human Rights:**

**10. Human Rights:** The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.<sup>9</sup>

**11. Harassment, Harsh or Inhumane Treatment:** The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN. Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier's obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the United Nations. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

**12. Mines:** The UN expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

#### **Environment:**

**13. Environmental:** The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

**14. Chemical and Hazardous Materials:** Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

**15. Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

<sup>8</sup>These principles are set out in the ILO Conventions, Recommendations and Codes of Practice (see: <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm>).

<sup>9</sup>These principles are derived from Universal Declaration of Human Rights (UDHR) and are set out in the United Nations Global Compact (see [http://www.unglobalcompact.org/Issues/human\\_rights/index.html](http://www.unglobalcompact.org/Issues/human_rights/index.html))

**16. Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

**17. Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

**Ethical conduct:**

**18. Corruption:** The UN expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

**19. Conflict of Interest:** UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

**20. Gifts and Hospitality:** The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a UN staff member in order to facilitate the suppliers’ business with the UN.

**21. Post employment restrictions:** Post-employment restrictions may apply to UN staff in service and former UN staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. UN suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

**Contacts:**

**Any questions related to this Code of Conduct can be addressed to the High Level Committee on Management - Procurement Network (HLCM-PN) at email: [hcmpn.secretariat@one.un.org](mailto:hcmpn.secretariat@one.un.org).**