

## REQUEST FOR QUOTATION

RFQ Reference: **4200517121**

Date: **21<sup>th</sup> Aug 2023.**

Subject of RFQ): **LMG Training 23-26 Oct 2023 in Tripoli.**

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>29<sup>TH</sup> Aug 2023.</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 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>	Bidders shall submit and sign the-bid submission form below.
<b>Quotation validity period</b>	The quotation shall remain valid for <a href="#">Click or tap here to enter text.</a> 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
<b>Partial quotations</b>	<input type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
<b>Clarifications</b>	Contact person for correspondence, notifications and clarifications Contact person: <b>IOM Libya Proposal</b> E-mail address: <b>iomlibyaproposal@iom.int</b>
<b>Evaluation method</b>	<input type="checkbox"/> <b>The contract will be awarded to the lowest price substantially compliant offer</b> <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>	<b>10 September 2023</b>

Thank you and we look forward to receiving your quotation.

Issued by:

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

Name:

Title:

Date:

  
**QUOTATION SUBMISSION FORM**

RFQ Reference: 4200517121.	Date:
RFQ ref no: 4200517121.	

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

**Training on Labour Migration Governance in Libya**

**23-26 October 2023 | Tripoli, Libya**

**Context:** Labour migration to Libya dates to the 1960s, consequent to the high demand for migrant workers generated by the first discoveries of oil and hydrocarbon reserves there. Immigration flows initially originated in the neighboring countries – the Republic of Chad, the Arab Republic of Egypt, the Republic of the Niger and the Republic of Tunisia – and later from African countries further afield.

In the following decades, Libya continued to attract many migrant workers, mostly due to the rise in oil revenues, a set of comprehensive economic and social programmes, as well as shortages of national labour. Libyan migration policies have since played a decisive role in attracting a labour force from abroad and in shaping migration trends and dynamics. Further, migration flows to and across Libya have increasingly assumed a mixed nature, implying mixed origins (several sending countries of origin); mixed drivers (intertwined economic, sociocultural, and political factors, trafficking); and mixed trajectories (long and fragmented journeys, changing profiles).

Presently, the Libyan labour market is shaped by expanding unemployment for nationals on the one hand and growing numbers of foreign migrant workers on the other hand, a paradoxical situation arising from a combination of public-sector dominance of the labour market, skills mismatches and Libyans’ distaste for manual labour. On the demand side, firms continue to experience labour shortages and, despite the ongoing political and economic crisis, migrant labour continues to form a significant part of Libya’s economy, crucial for the (revival of) the country’s economy.

**Rationale:** In this context, developing coordinated and strategic governance of labour migration has become essential for the country, with “governance” here intended to mean “the combined frameworks of legal norms, laws and regulations, policies and traditions as well as organizational structures (subnational, national, regional and international) and the relevant processes that shape and regulate States’ approaches with regard to [labour] migration in all its forms, addressing rights and responsibilities and promoting international cooperation” (IOM *Glossary on Migration*, Geneva, 2019).

**Training Objectives:** A well-managed and sustainable labour migration governance system promotes good governance and effective regulation of labour migration and protects the rights of labour migrants and their families. Considering this, this Training on Labour Migration Governance in Libya seeks to raise awareness among national and local authorities as well as other relevant stakeholders, including civil society organizations in Libya on the benefits of labour migration, the rights of migrant workers and to build their capacity for more effective labour migration management.

**Delivery Requirements:**

<b>Currency of the Quotation: USD.</b>					
<b>INCOTERMS: DAP</b>					
<b>Item No</b>	<b>Description</b>	<b>UOM</b>	<b>Qty</b>	<b>Unit price</b>	<b>Total price</b>
1.	Conference room, projector, audio, high-speed internet, flipchart, notepads, pens and PPE materials. Recommended to be at hotel. 23-26 Oct 2023 30pax (25 participants + 3 IOM staff + 2 trainers)		4		
2.	Two coffee breaks per day. 30pax* 4days		240		
3.	Lunch for 8pax * 4 days ( 3 IOM staff + 2 trainers + 1 PI colleague + 2 M&E colleagues )		32		
4.	Full board accommodations (Breakfast, Lunch and Dinner included) 5 nights * 25 Pax. Check-in on 22nd Oct Check-out on 27th Oct		125		
5.	Two roll-up banners 120cm*200cm LMG design with IOM and NDICI logos		2		
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

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

<b>Item Description</b>	<b>Detail</b>
Legal name of bidder*	
Legal Address (house no, street name, zip code, city*, region*, country*)	

<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

Item Description	Detail
Website	
Registration date* and VAT number*	
Legal structure	.
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 If yes,
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 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.

#### 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.

<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 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> .
<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.