

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200735524 / 4200735628 / 4200739107

Date: 20 August 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of NFIs for protection unit part of the Sudanese response plan**

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:

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

Supply Chain Unit

IOM Libya Mission

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	31 August 2024 If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 25MB</li> <li>▪ Mandatory subject of email: <b>RFQ number _ 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> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Local bidders registered in Libya have the legal capacity to enter into a binding contract with IOM and Should have Libyan license and registration (MoH).
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes.  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed. <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Procurement Team E-mail address: <b>iomlibyaproposal@iom.int</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated through email by 23 July 2024
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer. <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <i>-Eligible Interested vendors and suppliers who will pass the vendor eligibility could be asked to present a physical sample delivered to IOM-Libya office (Hal Al Kuwait, Janzour)</i>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	10 September 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to

	register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
<b>Samples</b>	Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by IOM or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to IOM are non-returnable unless otherwise stated. Samples should be marked with the ITB number. If a bidder fails to provide samples or documents requested by IOM in a timely manner, IOM may declare the bid unsuccessful.

### ANNEX 1: SCHEDULE OF REQUIREMENTS

#### Technical Specifications for Goods:

No	Description	Unit	Qty
1.	Pillow (50 cm x 66 cm) polyester or microfiber, providing hypoallergenic and affordable.	EA	350
2.	Summer Clothing Kit-Adults (Male) as per the attached technical sheet <b>page 11</b> 140 L 140 XI	EA	620
3.	Summer Clothing Kit-Adults (Female) as per the attached technical sheet <b>page 12</b> 140 M 140 L	EA	620
4.	Summer Clothing Kit (Child) As per the attached technical sheet <b>pages 13 to 16</b> Newborn = <b>300</b> Age 2-5 = <b>350</b> Age 6-12 = <b>350</b> Age 13-18 = <b>350</b>	EA	1350
5.	Baby HKs includes baby blanket size “30 x 35 inch” Soap 100 gm baby bar soap, shower gel baby body wash 200 ML, powder baby 50 gm small size, baby oil baby oil 125 ML, body lotion baby lotion 200 ML, Baby towel “14 x 33 inch”, Diaper Rash Cream 50 gm, Baby Wipes 200 pic, Changing Pad 15*15 inch Diaper Baby Diapers size 0-3 months 80 Pack of 20 Pcs or more (2 packs per kit) Baby Diapers size 3-6 months 80 Pack of 20 Pcs or more (2 packs per kit) Baby Diapers size 6-9 months 80 Pack of 20 Pcs or more (2 packs per kit) Baby Diapers size 9-12 months 60 Pack of 20 Pcs or more (2 packs per kit)	EA	450

6.	<p>Dignity kits contain:</p> <ul style="list-style-type: none"> <li>1- Pair of Underwear (two panties and two bras)</li> <li>2- 2- "Flashlight - Long Range, High Power, Adjustable Focus, Non-Slip Grip, Rechargeable Power Source Rechargeable Battery Powered Light Source Type LED Material Aluminium"</li> <li>3- 3- standard - Nail Clipper</li> <li>4- 4- Shampoo - 200ml</li> <li>5- 5- Toothbrush</li> <li>6- 6- Toothpaste 150 gm</li> <li>7- 7- comb</li> <li>8- 8- Lipbalm 4.4ml</li> <li>9- 9- Deodorant (150ml minimum)</li> <li>10- 10- small Mirror,8-Inch Portable Folding Mirror with Metal Stand 90°Adjustable Rotation T</li> <li>11- 11- Summer head scarf (80 x 30 inch)</li> <li>12- 12- Sanitary Pads (1 pack 40 pic per kit)</li> </ul>	EA	50
7.	<p>Adult Diapers 175 M 175 L</p>	EA	350

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder should address their delivery on ANNEX 3
<b>Delivery Terms (INCOTERMS 2020)</b>	DDP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Benghazi, Tripoli
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	As per information provided on above table
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	<b>- All equipment must have at least 1-year warranty If applicable.</b>
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Land
<b>Other information</b>	N/A

## 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:		
RFQ reference:	4200735524 / 4200735628 / 4200739107	Date:

### BIDDER'S DECLARATION OF CONFORMITY<sup>1</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 organization; 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> .
<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.

**<sup>1</sup>This form is mandatory to fill in and sign by every vendor who submits quotation.**

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

Bidders are requested to complete this form, sign it and return it as part of their bid 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:						
RFQ reference:		4200735524 / 4200735628 / 4200739107			Date:	
Please send pictures as samples or provide full items details in text to evaluate your proposal						
Currency of the Quotation: USD						
INCOTERMS: DDP						
Item No	Description	Unit	Qty	Delivery Time	Unit price	Total price
1.	Pillow (50 cm x 66 cm) olyester or microfiber, providing hypoallergenic and affordable	EA	350			
2.	Summer Clothing Kit-Adults (Male) as per the attached technical sheet <b>page 11</b> 140 L 140 XL	EA	620			
3.	Summer Clothing Kit-Adults (Female) as per the attached technical sheet <b>page 12</b> 140 M 140 L	EA	620			
4.	Summer Clothing Kit (Child) As per the attached technical sheet <b>pages 13 to 16</b> Newborn = <b>300</b> Age 2-5 = <b>350</b> Age 6-12 = <b>350</b> Age 13-18 = <b>350</b>	EA	1350			
5.	Baby HKs includes baby blanket size "30 x 35 inch" Soap 100 gm baby bar soap, shower gel baby body wash 200 ML, powder baby 50 gm small size, baby oil baby oil 125 ML, body lotion baby lotion 200 ML, Baby towel "14 x 33 inch", Diaper Rash Cream 50 gm, Baby Wipes 200 pic, Changing Pad 15*15 inch Diaper Baby Diapers size 0-3 months 80 Pack of 20 Pcs or more (2 packs per kit)	EA	450			



	Baby Diapers size 3-6 months 80 Pack of 20 Pcs or more (2 packs per kit) Baby Diapers size 6-9 months 80 Pack of 20 Pcs or more (2 packs per kit) Baby Diapers size 9-12 months 60 Pack of 20 Pcs or more (2 packs per kit)					
6.	Dignity kits contain: 13- Pair of Underwear (two panties and two bras) 14- 2- "Flashlight - Long Range, High Power, Adjustable Focus, Non-Slip Grip, Rechargeable Power Source Rechargeable Battery Powered Light Source Type LED Material Aluminium" 15- 3- standard - Nail Clipper 16- 4- Shampoo - 200ml 17- 5- Toothbrush 18- 6- Toothpaste 150 gm 19- 7- comb 20- 8- Lipbalm 4.4ml 21- 9- Deodorant (150ml minimum) 22- 10- small Mirror,8-Inch Portable Folding Mirror with Metal Stand 90°Adjustable Rotation T 23- 11- Summer head scarf (80 x 30 inch) 12- Sanitary Pads (1 pack 40 pic per kit)	EA	50			
7.	Adult Diapers 175 M 175 L	EA	350			

### Compliance with Requirements




	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

**Other Information:**




Estimated weight/volume/dimension of the Consignment:	
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	



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.	
<i>Exact name and address of the company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address:

**Technical sheet for protection annual procurement plan for 2024**



Item	Description	Photo
<b>Male Summer clothing kit</b>		
Training suit	Trousers and top sizes L-XL – and the preferred fabric is cotton.	
T-Shirt	Two Plain cotton T-shirts, size L-XL	
Shorts	Shorts size L-Xl and the preferred fabric is cotton.	
Underwear	Two pairs of (underpants, undershirt, and Socks) – The sizes should be L-XL, and the preferred fabric is cotton.	
Shoes	Training shoes – Sizes 42-43	

### Female Summer Clothing Kit



<p>Training suit</p>	<p>Trousers and top sizes L-XL – and the preferred fabric is cotton.</p>	
<p>Dress</p>	<p>Long dress with long sleeves Size M-L and the preferred fabric is cotton.</p>	
<p>Summer head scarf (80 x 30 inch)</p>	<p>Cotton Scarf (80 x 30 inch)</p>	
<p>T-shirt</p>	<p>Female plain cotton T-shirt size M-L</p>	
<p>underwear</p>	<p>Two pairs of (underpants, undershirt, Bras and socks) – Sizes to be M-L, and the preferred fabric is cotton.</p>	
<p>Shoes</p>	<p>Training shoes Sizes 40-41</p>	

Child Summer Clothing Kit		
Newborns		
Girls Clothing set	Overall short sleeves Sizes from 0-6 and from 6-12 The preferred fabric is cotton	
	Dress 0-6 and from 6-12 The preferred fabric is cotton	
Underwear	(Underwear bodysuit and socks) sizes 0-6, and from 6-12, cotton is the preferred fabric. Two pairs of each	
Boys clothing set	Sizes from 0-6 and 6-12 The preferred fabric is cotton	

<p>Boys clothing set</p>	<p>Short and T-shirt or shirt          Sizes from 0-6 and from 6-12          The preferred fabric is cotton</p>	
<p>Underwear</p>	<p>(Underwear bodysuit and socks) sizes 0-6, and from 6-12, cotton is the preferred fabric.          Two pairs of each</p>	
<p><b>Child Clothing Kit from 2-5:</b></p>		
<p>Girls Clothing set</p>	<p>shirt/T-shirt and short          Sizes from 2-5          The preferred fabric is cotton</p>	
	<p>Dress short sleeves          Size from 2-5          The preferred fabric is cotton</p>	

<p>Underwear</p>	<p>(Underpants, under shirts and socks) sizes from 2-5, cotton is the preferred fabric. Two pairs of each for boys' and girls' kits</p>	
<p>Boys clothing set</p>	<p>Sizes from 2-5 The preferred fabric is cotton</p>	
<p>Boys clothing set</p>	<p>Sizes from 2-5 The preferred fabric is cotton</p>	
<p>Underwear</p>	<p>(Underpants, under shirts and socks) sizes from 2-5, cotton is the preferred fabric. Two pairs of each</p>	

**Child Clothing Kit From 6-12 and from 13-18:**

<p>Girls Clothing set</p>	<p>Summer Training suit.                  Sizes from 6-12 and from 13-18 (Preferred fabric is cotton.)</p>	
<p>T- shirt</p>	<p>Cotton T-shirt</p>	
<p>Underwear for Girls</p>	<p>Two pairs of (underpants, undershirts, sports Bras and socks) –                  Sizes from 6-12 and from 13-18                  the preferred fabric is cotton.</p>	
<p>Underwear for boys</p>	<p>Two pairs of (underpants, undershirts, and socks) –                  Sizes from 6-12 and from 13-18                  the preferred fabric is cotton.</p>	
<p>Boys clothing set</p>	<p>Summer Training suit.                  Sizes from 6-12 and from 13-18                  (Preferred fabric is cotton.)</p>	
<p>T-shirt</p>	<p>Cotton T-shirt                  Sizes from 6-12 and from 13-18</p>	



**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 \_\_\_\_\_

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



# 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](mailto: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: \_\_\_\_\_