

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200772945

Date: 27 October 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision YESS Sabha kits (Tool Kits – Car Maintenance – Photography and Marketing – Sewing)**

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.

Supply Chain Unit

IOM Libya Mission

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	10 November 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>	Quotations 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> Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a> <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: 30MB</li> <li>▪ Mandatory subject of email: Company Name RFQ reference</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	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: All prices shall: <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
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><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</li> <li><input checked="" type="checkbox"/> <b>Bidder not already registered with IOM must submit listed documents:</b> Company Profile, Valid Company Registration Certificates, Company Articles of association, Company Organogram, Bank account letter, Audited financial statement for last two years or Bank account statement for one year, Tax Certificate, references.</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 30 Days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input 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 Click or tap here to enter text.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: IOM LIBYA Procurement  E-mail address: iomlibyaproposal@iom.int  <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by email by 06 November 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 Click or tap here to enter text.
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
<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>	PO for Goods
<b>Expected date for contract award.</b>	30 November 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.
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## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

PR	Item NO	Item description	Quantity
<b>Tool kits</b>			
4200772945	1	Digital drawing tablet Wireless Graphics Tablet 11.6 in Digital Art Drawing For Beginner, Animation Tablet Electronic Sketch Pad For Windows Mac Android	40
4200772945	2	Professional set of pens and colors Artist Sets Script Acrylic Painting Sketching and Drawing Pencil 174 Pieces Art Set Professionals in Wooden Case	40
4200772945	3	High-capacity USB flash drive for storing projects UV150 Dashdrive USB 3.0 64GB Black/Red Flash Drive	40
4200772945	4	Premium sketchbook Sketchbook Studi 35cm x 50cm Spiralli Resim Defteri	40
4200772945	5	Compact laptop or tablet for work 14G2 Intel i7-1165G7/8GB/1TB/NVIDIA MX450 2GB/FPR/14" FHD/Windows10	10
4200772945	6	Wireless mouse with pad Wireless Mouse - for Small to Medium Sized Hands & Mouse Pad - Studio Gaming Mouse	10
4200772945	7	Multi-port USB hub USB-C to HDTV Multifunction Adapter 13 Ports 4K USB-C TO HDTV+VGA Port+3*USB+PD+SD+TF+RJ45+wireless charging	10
4200772945	8	Laptop bag 15.6-Inch Casual Laptop Bag	10
4200772945	9	Maintenance toolkit (screwdrivers, wrench, wire cutter Tool Kit screwdrivers, wrench, wire cutter	10
4200772945	10	Safety glasses and gloves High Quality Safety glasses and gloves	10
4200772945	11	Multimeter for electrical system testing Digital Clamp Multimeter	10
4200772945	12	Reference book on solar power and technology Solar Power: The Beginner's guide for solar electricity systems, for off-grid solar systems and for your home energy independence	10
4200772945	13	Durable tool bag Tool Bag Canvas Indust Closing Flap	10
4200772945	14	Comprehensive mobile maintenance toolkit (screwdrivers, tweezers, magnifying glass). Screwdriver Tool Box Set for Electronic DIY Repair kit	30
4200772945	15	Device for opening phone screens Phone Repair Tools LCD Screen Opening Pliers Suction Cup Kit Spudger Disassembly Tools	30
4200772945	16	Phone battery tester Universal Battery Charging Activation Board Tester Fast Charging Plate For iPhone Ipad Android Phone Repair	30
4200772945	17	Screen protector set. protector Machine to make all mobile size proctoer Cutting Machine Laminate Cutting	30
4200772945	18	Compact organized tool bag TECH-MC Service Tool Bag	30
4200772945	19	Comprehensive maintenance toolkit (screwdrivers, wrench, wire cutter Tool Kit screwdrivers, wrench, wire cutter	10
4200772945	20	Safety gloves and electrically insulated gloves Safety Electrician Glove Rubber Work Gloves Tool Insulating Gloves Electrical	10
4200772945	21	Safety glasses. High Quality Safety glasses	10
4200772945	22	Durable tool bag Tool Bag Canvas Indust Closing Flap	10
4200772945	23	Pressure and adjustment tester for pumps. Patented Pressure and adjustment test for pumps.	10
4200772945	24	Comprehensive electrical toolkit (insulated screwdrivers, wire cutter, electrical tape). Tool Kit screwdrivers, wrench, wire cutter	10

4200772945	25	Circuit tester. 6V-12V-24V DC Car Circuit Tester Light, Professional Auto Voltage Continuity Test	10
4200772945	26	Laser measuring tape. Professional Laser Measure 20M	10
4200772945	27	Insulated gloves Safety Electrician Glove Rubber Work Gloves Tool Insulating Gloves Electrical	10
4200772945	28	Organized tool bag 15 in. 8 Pocket Zippered Tool Bag	10
4200772945	29	Comprehensive maintenance toolkit (screwdrivers, wrench, pressure device). Tool Kit screwdrivers, wrench, wire cutter	20
4200772945	30	Refrigerant gas tester. Dual Manifold Gauge Set 536G Manual Service Couplers Hose Can Tap Valve Air Conditioner Refrigeration Kit Freon Manifold Accessories	20
4200772945	31	Work gloves and safety glasses High Quality Safety glasses and gloves	20
4200772945	32	Durable tool bag. Tool Bag, Electrician Tote, Tool Storage and Organization, Durable and Water Resistant, 11 Inch (DWST560105)	20
4200772945	33	Laser measuring tape Professional Laser Measure 20M	20
4200772945	34	Large electric scissors Type: Handheld electric scissors designed for cutting fabrics, leather, and other materials. Blade Material: High-carbon steel or stainless steel blades for durability and sharpness. Cutting Speed: Typically operates at 200-300 cuts per minute, allowing for efficient cutting of various materials. Power: Usually powered by a rechargeable battery or directly connected to an AC power supply (110-240 volts). Cutting Capacity: Can cut through multiple layers of fabric up to 1 inch (25 mm) thick.	30
4200772945	35	Complete PVC toolkit (scissors, special adhesive, screwdrivers). Tool Kit screwdrivers, wrench, wire cutter + CROWN Ct15196 Angle Grinder Cutter With Motor 1600 W, 12 Inch + special adhesivePVC 1717	10
4200772945	36	Laser measuring tape Professional Laser Measure 20M	10
4200772945	37	Work gloves. High Quality Work gloves	10
4200772945	38	Durable tool bag. Tool Bag, Electrician Tote, Tool Storage and Organization, Durable and Water Resistant, 11 Inch	10
4200772945	39	Barber chair Hydraulic Barber Chair for Hair Salon Black Faux Leather, product dimension: 75P x 60I x 107H centimeters	15
4200772945	40	Electric hair cutter /trimmer Professional Super Taper, DC AC motor, ~ 6,000 r/min, 230 V, 50 Hz	15
4200772945	41	Cordless Hair and Beard Trimmer Model: T8-B Color: Black / Gold / Silver Voltage: 3.7 V Adapter: 5V=1000 mA Charging power: 3W Charging time: 2 hours Dimensions: 3 cm * 15 cm	15
4200772945	42	Blow drying brush 700 WATT, Titanium tourmaline coating, Soft pins with protective epoxy ends, Isolated end, 2 temperature and speed settings, Ergonomic handle	35
4200772945	43	UV steralizer UV Disinfection Sterilizer - For Living Room Sterilizers - Three Timer Modes - 360° Ultraviolet & Ozone	80
4200772945	44	Hair dryer Professional hair dryer 2400 Watts, Engine -AC motor Tensions- 230 - 240V, 50/60 Hz Power -2200 - 2400 Watts Weight (without cable) ~ 530 g Cable length -3 m Speed -2 Temperatures -3 Cold air button - Yes	65
4200772945	45	Hair cutting scissors Hair Cutting Scissors Shears Professional Barber Salon 16.51 Cm Hairdressing, steel	7

4200772945	46	Hair dressing trolley Color:Black Height dimension:84.5 cm Width dimension:34 cm Length dimension:40 cm Double sided:Yes Timer:No Number of drawers:4 Weight ::8 kg Lock No Hair dryer holder:Yes Wheel type:Rubber	120
<b>Car maintenance</b>			
4200774235	1	Electronic car diagnostic device Advanced ECU Coding, Bi-Directional Scan Tool, 30+ Service, Full System Diagnosis,	20
4200774235	2	Car inspection and maintenance toolkit. Tool Kit screwdrivers, wrench, wire cutter	20
4200774235	3	Sturdy work gloves High Quality Sturdy gloves	20
4200774235	4	Powerful flashlight for fault detection 18V Jobsite Work Light Tool	20
<b>Photography and Marketing</b>			
4200774257	1	Advanced Digital Camera (body only) Body Dimensions (WxHxD) mm: 135.8 x 97.5 x 88mm White Balance Modes: Auto, Preset, White Balance Bracketing, Custom Metering Modes: Evaluative, Partial Metering, Centre Weighted, Spot Built in Flash: No Compatible storage media (card not supplied): SDXC, SD Card, SDHC Card Weight (g): 650g Exposure Modes: Program, Aperture Priority, Shutter Priority, Picture Modes, Manual Max Image Resolution:47.1 megapixels Bluetooth: Yes Megapixel Banding: 40 - 50 Lens Fitting: Canon RF Monitor Size:3.0" MegaPixel (Effective Resolution): 45 megapixels Model: R5 Sensor Size (WxH mm): 36 x 24 mm ISO Speed Range:100-51200 (auto) Touchscreen: Yes Continuous Shooting Speed (fps)P: 20 fps Vari-angle monitor: Yes 4K Video Recording: Yes Wi-Fi connectivity: Yes	30
4200774257	2	Professional tripod VT05 II Foldable Tripod with Max Height 165cm/65inch Removable Monopod with Horizontal Fluid Pan Head for Camera and Camcorder Photography Load up to 5kg.	30
4200774257	3	Large SD memory card 512GB.Speed Upto 200MB/s*	30
4200774257	4	Sturdy camera bag. leather Backpack	30
4200774257	5	Camera Lense RF 24-105mm f/4L IS USM Maximum covered format: 24x36 Real focal length :24-105 mm 24x36 equivalent focal length: 24-105 mm Field of view :74-19.3° Minimum opening: f/22	30
<b>Sewing</b>			
4200774272	1	Sewing machine with table. Type: Mechanical or electronic, suitable for beginner to intermediate use. Stitch Options: 10 to 20 built-in stitches, including straight, zigzag, and buttonhole stitches. Material: Metal frame for durability with a lightweight plastic body. Speed: 600 to 1000 stitches per minute. Table: Integrated table or attachable extension table for larger work surfaces, 30 x 20 inches. Power: 110-240 volts,	30

4200774272	2	Five THREAD FULL AUTOMATIC TAILOR MACHINE COMPUTERIZED OVERLOCK SEWING MACHINE Type: Industrial/commercial overlock sewing machine. Threads: 5-thread capability for overlocking, creating strong and secure seams. Speed: High-speed operation, typically around 6,000 to 7,500 stitches per minute. Material: Heavy-duty metal construction with a durable motor designed for continuous operation. Stitch Width and Length: Adjustable stitch width (up to 7mm) and stitch length (up to 4mm).	30
4200774272	3	Buttonhole machine. Type: Automatic or semi-automatic buttonhole sewing machine, suitable for various fabric types. Stitch Patterns: Multiple buttonhole styles, including keyhole, round-end, and straight buttonholes. Speed: High-speed models typically operate at around 3,000 to 5,000 stitches per minute. Material: Metal body with durable components for industrial use; often includes a robust motor.	30
4200774272	4	Handheld Electric Steam Iron Type: Handheld steam iron suitable for garment care and fabric pressing. Power: 1200 to 1800 watts, providing quick heat-up and powerful steam output. Water Tank Capacity: Typically 200 to 300 ml, allowing for extended steaming sessions without frequent refills. Temperature Range: Adjustable temperature settings suitable for various fabrics (100°C to 220°C). Steam Output: Continuous steam output of 20-40 g/min, with a steam burst option for tough wrinkles. Material: Non-stick or ceramic soleplate for smooth gliding over fabrics	30

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods to Sousa After Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DPP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	YESS Sabha
<b>Distribution of shipping documents (if using freight forwarder)</b>	Click or tap here to enter text.
<b>Packing Requirements</b>	Click or tap here to enter text.
<b>Training on Operations and Maintenance</b>	Click or tap here to enter text.
<b>Warranty Period</b>	Click or tap here to enter text.
<b>After-sales service and local service support requirements</b>	n/a
<b>Preferred Mode of Transport</b>	Land

## 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:	4200772945	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

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

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

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

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

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

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



# 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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## Code of Conduct for Suppliers

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Manila Administrative Centre, Manila Philippines

- 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



IOM • OIM

# Code of Conduct for Suppliers

Global Procurement and Supply Unit  
Manila Administrative Centre, Manila Philippines

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: \_\_\_\_\_



VENDOR INFORMATION SHEET

Vendor No. \_\_\_\_\_
Internal to IOM

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

Other Names/Acronyms \_\_\_\_\_

Address\* \_\_\_\_\_

House No \_\_\_\_\_
Street Name \_\_\_\_\_
ZIP/Postal Code\* \_\_\_\_\_
City\* \_\_\_\_\_
Region\* \_\_\_\_\_
Country\* \_\_\_\_\_

Contact Information
Company Tel/Mobile: \_\_\_\_\_ Contact Person: \_\_\_\_\_
Company Email: \_\_\_\_\_ Contact Person Position: \_\_\_\_\_
Company Website: \_\_\_\_\_

Industry Category\*:
0100 - Commercial Vendors
0200 - National CSOs
0300 - National Government Entities
0400 - International CSOs
0500 - International Organizations - Non-UN
0600 - UN entities
0005 - Individual Consultant/Non-Staff

Business Type\*:
Direct Producer/Manufacturing
Reseller/Distributor/Service Provider

Provide Services/Goods Internationally\* Yes No
Disability-inclusive\* Yes Not applicable
Women-owned/controlled\* At least 51% women-owned/controlled
Less than 51% women-owned/controlled
Not applicable

Notes
All fields marked with \* are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).
Vendor Name - should match IDs or registration documents.
If there is insufficient space, please use the Other Information section

Product Categories (check all applicable)\*
Agriculture, Livestock and Fisheries
Chemicals
Clothing and Luggage
Construction
Consultancy and Contracted Services
Finance and Administration
Food and Beverage
Fuels and Derivatives
Furniture
Hospitality, Events
Insurances
IT and Communications
Land and Buildings
Learning, Training and Recreation
Legal and Investigation
Logistics and Warehousing
Media and Printing
Medical, Drugs and Pharma
NFIs - Household and Camps
Office Equipment and Supply
Personal Care
Power Supply and Electric
Quality Control and Environment
Security
Social and Humanitarian Services
Tickets
Tools and Machinery
Vehicles and Accessories

UNGM No. \_\_\_\_\_
UN Partner Portal Reference \_\_\_\_\_
Registration Date \_\_\_\_\_
https://www.ungm.org/UNUser/Home
https://www.unpartnerportal.org
Main Country of Operations (dd-mmm-yyyy)

Licensing Auth./Type \_\_\_\_\_ License No.: \_\_\_\_\_ Reg. Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_
For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)

Same entity registered in another office \_\_\_\_\_
Parent company \_\_\_\_\_
Subsidiaries/Branches \_\_\_\_\_

Other Information:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



**VENDOR INFORMATION SHEET**

**Section II: Payment and Banking Information**

**Payment Details**

Payment Method\*  Bank Transfer  Check\*\*  Cash\*\*  Others\*\* \_\_\_\_\_

Justification for Non-Bank Payment Method\*\* \_\_\_\_\_  
\_\_\_\_\_

**Notes**

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.  
Non-bank payment methods require justification.

**Bank Details (mandatory if Payment Method is via Bank Transfer):**

Bank Name \_\_\_\_\_

Bldg and Street \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Bank Account Name \_\_\_\_\_

Bank Keys \_\_\_\_\_

Account Currency \_\_\_\_\_

Bank Account No. \_\_\_\_\_

\*Depending on the country \_\_\_\_\_

Swift Code/BIC (accounts outside U.S.A.) \_\_\_\_\_

IBAN Number (mandatory for banks in Europe) \_\_\_\_\_

Clearing No. (CHF accounts in Switzerland) \_\_\_\_\_

ABA No. for ACH (USD accounts in U.S.A.) \_\_\_\_\_

Bank Branch Code \_\_\_\_\_

**Notes**

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

**If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM**

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

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

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - 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:	Click or tap here to enter text.	
RFQ reference:	4200772945	Date: Click or tap to enter a date.

**Technical Offer**

Provide the following:

-A full description of items provided with sample pictures or catalogues

-Specification sheet and country of origin

- Delivery time of goods

**Financial Offer**

Shall be the same as the below table with company letter head signed and stamped. [items list.XLSX](#) Please use the Excel file for easier reference.

Currency of the Quotation: USD					
INCOTERMS: DPP					
Item No	Description			Unit price	Total price
Total Price					
<b>Total Final and All-inclusive Price</b>					

### 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"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

### Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

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