



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones

## IOM Libya Mission

### REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS) RFQ-LY21-334

To: Eligible Suppliers

Project: Provision of equipment and furniture to Alkhwebya School in Benghazi

Date: December 29, 2021

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of *Community Stabilization Program*, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of equipment and furniture to Alkhwebya School in Benghazi

No.	Item	Unit	Quantity required
1	- 1 wooden Desk, big size 2.2mX0.9m with Drawers, - Large back Leather wrapping revolving chair for school manager. - 2 Leather wrapping Guest chairs and coffee table, - 2 bookcases shelving units with glass windows - All in same design as a pack (with locks and keys)	Each	1
2	- wooden Desk 1.4mX0.7m, with two guest chairs and coffee table, bookcases shelving units with glass windows (with locks and keys), each in the same design as a pack	Each	6
3	- Bookcases Cabine (Store case for keeping files) with size 2.2m height, 1m width & 40cm depth. with 5 shelves, the dimension between each shelf should be 40cm or more. Steel chassis, 4 doors with lock and keys each, color preferable to be gray	Each	4
4	- a pack of a Leather-wrapped Guest Saloon set for school guests and waiting room, 4 single sets and 1 double set	Each	1
5	- laptop core i5, Ram 6GB, SSD 1TB, ICD 22qin 8, Windows 10, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in.	Each	3

6	- Desktop computers, core i5, Ram 6GB, SSD 1TB, ICD 22qin 8, Windows 10, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in	Each	5
7	- Power extension board, 2 meters cable length, the board equipped with 5 universal sockets with 1 master switch - 220V, 50HZ, 2300 Wat	Each	10
8	- Air conditioner 18000 BTU, WITH SPLIT	Each	5
9	- printer Model 1102	Each	8
10	- photocopier, (Imagerunner c3125i), Photocopying speed not less than 25 (A4 paper) per minute, 3in 1 with upper feeder - paper size up to A3, colored and B&W, touch screen control, USB outlets.	Each	1
11	- Scanner, model scanjet G3010 hp	Each	1
12	- Stereo system, with 8 speakers (3 speakers at less must be outdoor speakers). The main device support USB (MP3 reading, wireless microphone, CD player), at less 1 wireless microphone should be included with the package. Speakers wall mounted.	Each	1
13	- Projector (Data show) Native Resolution: XGA (1024x768) - MAX Rsulotion 1600x1200 - 3LCD Technology - with Foldable white screen size 2*3m	Each	1

**Important information to Vendors and suppliers:**

- Delivery location will be Benghazi.
- All prices should include transportation, packing and labeling costs.
- All Vendors must provide clear picture of the samples they are proposing. Pictures shall be clear showing the brand and model of the items.

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,

IOM Procurement Unit  
Procurement Staff/Focal Point

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints

## GENERAL INSTRUCTION TO SUPPLIERS (GIS)

### 1. Description of Goods

IOM request prospective suppliers to submit quotation for the supply and delivery of Provision of equipment to Ubari secondary school.

No.	Item	Unit	Quantity required
1	- 1 wooden Desk, big size 2.2mX0.9m with Drawers, - Large back Leather wrapping revolving chair for school manager. - 2 Leather wrapping Guest chairs and coffee table, - 2 bookcases shelving units with glass windows - All in same design as a pack (with locks and keys)	Each	1
2	- wooden Desk 1.4mX0.7m, with two guest chairs and coffee table, bookcases shelving units with glass windows (with locks and keys), each in the same design as a pack	Each	6
3	- Bookcases Cabine (Store case for keeping files) with size 2.2m height, 1m width & 40cm depth. with 5 shelves, the dimension between each shelf should be 40cm or more. Steel chassis, 4 doors with lock and keys each, color preferable to be gray	Each	4
4	- a pack of a Leather-wrapped Guest Saloon set for school guests and waiting room, 4 single sets and 1 double set	Each	1
5	- laptop core i5, Ram 6GB, SSD 1TB, ICD 22qin 8, Windows 10, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in.	Each	3
6	- Desktop computers, core i5, Ram 6GB, SSD 1TB, ICD 22qin 8, Windows 10, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in	Each	5
7	- Power extension board, 2 meters cable length, the board equipped with 5 universal sockets with 1 master switch - 220V, 50HZ, 2300 Wat	Each	10
8	- Air conditioner 18000 BTU, WITH SPLIT	Each	5
9	- printer Model 1102	Each	8
10	- photocopier, (Imagerunner c3125i), Photocopying speed not less than 25 (A4 paper) per minute, 3in 1 with upper feeder - paper size up to A3, colored and B&W, touch screen control, USB outlets.	Each	1
11	- Scanner, model scanjet G3010 hp	Each	1
12	- Stereo system, with 8 speakers (3 speakers at less must be outdoor speakers). The main device support USB (MP3 reading, wireless microphone, CD player), at less 1	Each	1

	wireless microphone should be included with the package. Speakers wall mounted.		
13	- Projector (Data show) Native Resolution: XGA (1024x768) - MAX Resolution 1600x1200 - 3LCD Technology - with Foldable white screen size 2*3m	Each	1

## 2. Corrupt, Fraudulent, and Coercive Practices

IOM requires that all IOM Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

## 3. Conflict of Interest

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process;

- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

#### **4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex C) to establish their eligibility together with the Quotation.

Vendors failing to fill Annex C and provide proof of company registration may not be considered as eligible. Vendors that are already working with IOM may confirm that there are no changes in their Company details instead of submitting new VIS.

Vendors must submit registration letter where it clearly shows that company is authorized to trade such items and services. Failing to proof this may cause Vendors to be declared as ineligible.

#### **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

#### **6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following address. [E-mail: iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int)

IOM will respond to any request for clarification received on or before *January 05, 2022*. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share

or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

## **8. IOM's Right to Accept any Quotation and to Reject any and all Quotations**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

## **9. Requirements**

### **9.1 Quotation Documents**

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- a.) Quotation Form (Annex A)
- b.) Price Schedule Form (Annex B)
- c.) Vendor Information Sheet (Annex C)
- d.) PO Standard Terms and Conditions (Annex D)

Suppliers are required to use the forms provided as Annexes in this document.

### **9.2 Quotation Form**

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished electronically. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in **English**, and prices shall be quoted in **(USD)**, exclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

### **9.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of **60 calendar days**, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

#### **9.4 Documents Establishing Supplier's Eligibility and Qualification**

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex C) shall be used for this purpose.

Failing to provide company documents or related forms in order for IOM to complete Vendor eligibility may result Vendors to be declared as ineligible.

#### **10. Submission of Quotation Documents**

Quotation shall be submitted by [email to: iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) on or before **January 05, 2021** Late Quotations will not be accepted.

#### **11. Opening of Quotations.**

IOM Procurement Unit will make the bids opening right after the deadline of last bids submission. By the deadline, Vendors eligibility, technical evaluation of the proposed items and price evaluation will be done in case if Vendors found to be eligible and technically compliant.

**PASS and FAIL method** will be applicable for evaluation of items and failing in one item may cause Vendor to be considered as non-compliant with minimum specifications.

#### **12. Acceptance of Quotations.**

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

#### **13. Rejection of Quotations**

Quotation can be rejected for the following reasons:

- (a) the Quotation is not presented in accordance with this General Instruction;
- (b) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to IOM

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

#### **14. Evaluation of Quotations**

IOM shall evaluate and compare the Quotations on the basis of the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications including delivery requirement
- (c) Price

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

Vendors eligibility, technical evaluation of the proposed items and price evaluation will be done in case if Vendors found to be eligible and technically compliant.

**PASS and FAIL method** will be applicable for evaluation of items and failing in one item may cause Vendor to be considered as non-compliant with minimum specifications.

#### **15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

#### **16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

#### **17. Delivery Site and Period of Delivery**

The goods should be delivered at the following delivery site/s: IOM-Libya Office, Hai Al-Kuwait, Janzour.

Delivery period shall be within [approved and accepted delivery time on proposal of](#)



awarding vendor and suppliers upon signing of the Purchase Order or Contract.

**18. Liquidated Damages**

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

**19. Payment**

Payment shall be made upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered.

**20. Warranty**

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

**21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.

**QUOTATION FORM**

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

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of *[insert description of goods]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature over printed name]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*

## PRICE SCHEDULE FORM

PROJECT TITLE : \_\_\_\_\_

LOCATION : \_\_\_\_\_

REF NO. : \_\_\_\_\_

No.	Item	Unit	Country of Origin	Quantity required	Item Price	Total Price	
1	- 1 wooden Desk, big size 2.2mX0.9m with Drawers, - Large back Leather wrapping revolving chair for school manager. - 2 Leather wrapping Guest chairs and coffee table, - 2 bookcases shelving units with glass windows - All in same design as a pack (with locks and keys)	Each		1			
2	- wooden Desk 1.4mX0.7m, with two guest chairs and coffee table, bookcases shelving units with glass windows (with locks and keys), each in the same design as a pack	Each		6			
3	- Bookcases Cabine (Store case for keeping files) with size 2.2m height, 1m width & 40cm depth. with 5 shelves, the dimension between each shelf should be 40cm or more. Steel chassis, 4 doors with lock and keys each, color preferable to be gray	Each		4			
4	- a pack of a Leather-wrapped Guest Saloon set for school guests and waiting room, 4 single sets and 1 double set	Each		1			
5	- laptop core i5, Ram 6GB, SSD 1TB, ICD 22qin 8, Windows 10, antivirus, with a wireless mouse,	Each		3			

	Microsoft office package, and PDF reader must be installed in.						
6	- Desktop computers, core i5, Ram 6GB, SSD 1TB, ICD 22qin 8, Windows 10, antivirus, with a wireless mouse, Microsoft office package, and PDF reader must be installed in	Each		5			
7	- Power extension board, 2 meters cable length, the board equipped with 5 universal sockets with 1 master switch - 220V, 50HZ, 2300 Wat	Each		10			
8	- Air conditioner 18000 BTU, WITH SPLIT	Each		5			
9	- printer Model 1102	Each		8			
10	- photocopier, (Imagerunner c3125i), Photocopying speed not less than 25 (A4 paper) per minute, 3in 1 with upper feeder - paper size up to A3, colored and B&W, touch screen control, USB outlets.	Each		1			
11	- Scanner, model Scanjet G3010 hp	Each		1			
12	- Stereo system, with 8 speakers (3 speakers at less must be outdoor speakers). The main device support USB (MP3 reading, wireless microphone, CD player), at less 1 wireless microphone should be included with the package. Speakers wall mounted.	Each		1			
13	- Projector (Data show) Native Resolution: XGA (1024x768) - MAX Rsolution 1600x1200 - 3LCD Technology - with Foldable white screen size 2*3m	Each		1			

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Suppliers authorized signature over printed name

**VENDORS INFORMATION SHEET (VIS)**

*[insert here IOM Standard Vendors Information Sheet (VIS) and other required eligibility requirement if any]*

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_

Address  Leased  Owned Area: \_\_\_\_\_sqm

House No \_\_\_\_\_  
Street Name \_\_\_\_\_  
Postal Code \_\_\_\_\_  
City \_\_\_\_\_  
Region \_\_\_\_\_  
Country \_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Location of Plant/Warehouse  Leased  Owned Area: \_\_\_\_\_sqm

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Organization  Corporation  Partnership  Sole Proprietorship

Business License No.: \_\_\_\_\_ Place/Date Issued: \_\_\_\_\_ Expiry Date \_\_\_\_\_

No. of Personnel \_\_\_\_\_ Regular \_\_\_\_\_ Contractual/Casual \_\_\_\_\_

Nature of Business/Trade

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Authorized Dealer | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Wholesaler   | <input type="checkbox"/> Retailer          | <input type="checkbox"/> Computer Hardware    |
| <input type="checkbox"/> Trader       | <input type="checkbox"/> Importer          | <input type="checkbox"/> Service Bureau       |

Site Development/ Construction     
  Consultancy     
  Others \_\_\_\_\_  
 \_\_\_\_\_

Number of Years in business: \_\_\_\_\_

Complete Products & Services

\_\_\_\_\_  
 \_\_\_\_\_

Payment Details

Payment Method  Cash     Check     Bank Transfer     Others  
 Currency     Loc.Currency     USD     EUR     Others  
 Terms of Payment  30 days     15 days     7 days upon receipt of invoice  
 Advance Payment  Yes     No     % of the Total PO/Contract

Bank Details:

Bank Name \_\_\_\_\_  
 Bldg and Street \_\_\_\_\_  
 City \_\_\_\_\_  
 Country \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Bank Account Name \_\_\_\_\_  
 Bank Account No. \_\_\_\_\_  
 Swift Code \_\_\_\_\_  
 Iban Number \_\_\_\_\_

**Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)**

Name	Title/Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever provided products and/or services to any mission/office of IOM?

Yes

No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person	Mission/Office	Items Purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Trade Reference

Company	Contact Person	Contact Number
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Banking Reference

Bank	Contact Person	Contact Number
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



## REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

No.	Document	For IOM use only	
		Submitted	Not Applicable
1	Company Profile (including the names of owners, key officers, technical personnel)		
2	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		
3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
4	Valid Government Permits/Licenses		
5	Audited Financial Statements for the last 3 years*		
6	Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)		
7	Catalogues/Brochures		
8	List of Plants/Warehouse/Service Facilities		
9	List of Offices/Distribution Centers/Service Centers		
10	Quality and Safety Standard Document / ISO 9001		
11	List of all contracts entered into for the last 3 years (indicate whether completed or ongoing ) *		
12	Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
13	For Construction Projects: List of machines & equipment ( <i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i> )		

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

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

Received by:

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_  
Account Group \_\_\_\_\_

Industry  001       002       003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global       Local