



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-LY22- LY22-048

To: Eligible Suppliers

Project: CTG Office Benghazi security requirements

Date: 06 February 2022

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 *Enhancement of Security*, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of Provision of equipment to CTG Benghazi office.

No.	Item	Unit	Quantity required
1	Supply and install CCTV systems includes 9, 4K Cameras indoors and outside the building with possibility to connect with internet includes Camera CCTV System (3 Indoors – 6 Outdoor), 1TB Memory NVR, 32 Inch TV Screen, UPS 1.5 KVA	EA	1
2	Supply and install fire alarm systems includes 17 smoke sensor & 2 heat sensor and 7 call points & indoor & outdoor sounder, control panel, battery 12V and fire extinguishers & cables and all necessary to complete the work as per consultant engineer instructions: -6 x Fire Extinguishers (internal) Dry powder-1 x External Fire extinguisher for generator area Foam Full signage, including assembly point inside the compound.-3 x Fire Door hinges for Kitchens-4 x First Aid Kits with wall mounts small box	EA	1

Important information to Vendors and suppliers:

- Delivery location will be CTG Office, Benghazi-Libya.
- All prices should include transportation, packing and labeling costs.
- All prices should include the installation and cabling for CCTV and Fire alarm systems.

- All prices should include the training for IOM staff on how to use CCTV and fire alarm systems.
- Vendors must indicate the turnaround time for emergency cases where system is not functioning .The Maximum acceptable time is 12 hours upon the service provider receiving the request 24/7.
- Vendors must indicate the turn around time for sharing a technical assessment report after each visit.
- All vendors must indicate the Warranty period of the items being supplied and the whole system.

- All Vendors must provide clear picture of the samples they are proposing. Pictures shall be clear showing the brand and model of the items. Failure to provide sample pictures may result Vendor offer to be declared.

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 CTG Office in Benghazi.

No.	Item	Unit	Quantity required
1	Supply and install CCTV systems includes 9 cameras indoors and outside the building with possibility to connect with internet includes Camera CCTV System (3 Indoors – 6 Outdoor), 1TB Memory NVR, 32 Inch TV Screen, UPS 1.5 KVA 4K Camera	EA	1
2	Supply and install fire alarm systems includes 17 smoke sensor & 2 heat sensor and 7 call points & indoor & outdoor sounder, control panel, battery 12V and fire extinguishers & cables and all necessary to complete the work as per consultant engineer instructions: -6 x Fire Extinguishers (internal) Dry powder-1 x External Fire extinguisher for generator area Foam Full signage, including assembly point inside the compound.-3 x Fire Door hinges for Kitchens-4 x First Aid Kits with wall mounts small box	EA	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 E-mail address iomlibyaproposal@iom.int

IOM will respond to any request for clarification received on or before **February 10th, 2022**. Copies of the response including description of the clarification will be shared on IOM Libya Website.

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 Template and 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** on or before **February 16, 2022** 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, Vendor's 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/ CTG Office in Benghazi, Libya

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 _____ 2022.

[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 : CTG Office Benghazi security requirements

LOCATION : Benghazi City.

REF NO. : LY22- LY22-048

ITEM No.	ITEM DESCRIPTION	UNIT	Quantity	UNIT PRICE \$	TOTAL PRICE \$
1	Supply and install CCTV systems includes 9 cameras indoors and outside the building with possibility to connect with internet includes Camera CCTV System (3 Indoors – 6 Outdoor), 1TB Memory NVR, 32 Inch TV Screen, UPS 1.5 KVA 4K Camera	EA	1		
2	Supply and install fire alarm systems includes 17 smoke sensor & 2 heat sensor and 7 call points & indoor & outdoor sounder, control panel, battery 12V and fire extinguishers & cables and all necessary to complete the work as per consultant engineer instructions: -6 x Fire Extinguishers (internal) Dry powder-1 x External Fire extinguisher for generator area Foam Full signage, including assembly point inside the compound.-3 x Fire Door hinges for Kitchens-4 x First Aid Kits with wall mounts small box	EA	1		
				TOTAL USD	

 Suppliers authorized signature over printed name