



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

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**REQUEST FOR QUOTATION (RFQ)  
 AND  
 GENERAL INSTRUCTION TO CONTRACTORS (GIC)**

To : **Eligible Contractors**  
 Project : **Wash Rehabilitation at Assahel DC**  
 Ref. No.: **LY21-098**  
 Date : **01 April 2021**

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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 *Search & Rescue (SAR)*, IOM invites interested eligible Contractors to submit Quotations for the implementation of *Wash Rehabilitation at Assahel DC*

Please contact with IOM LIBYA PROCUREMENT with email address [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) copying [gpcostes@iom.int](mailto:gpcostes@iom.int) to request clarification on bidding documents. Please mention in email subject: “Clarification to – LY21-098 – Company Name” for IOM to respond on time.

Kindly note relevant details below:

- The last electronic bids submission deadline is 11 April 2021 COB Libya. Bids shall be sent to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) with email subject of “LY21-098 ‘Company Name’ “.
- In case if the proposal e-mail size is more than 10Mb, attachments should be send in multiple e-mails. In addition to the email, all documents should be shared with any online file sharing website in case if email is not received.

IOM reserves the right to accept or reject any quotations, 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 Contractor/s or any obligation to inform the affected Contractor/s of the ground for the IOM’s action.

Very truly yours,

***IOM LIBYA PROCUREMENT***

*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 CONTRACTORS (GIC)

## 1. Description of Works

IOM request prospective Contractors to submit quotation for the implementation of *Wash Rehabilitation at Assahel DC*  
(please find the attached Annex – B: Blank BoQ Forms to be used by the contractor)

## 2. Corrupt, Fraudulent and Coercive Practices

IOM requires that all IOM Staff, contractors, manufacturers, suppliers or distributors, observe the highest stand of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by contractors, 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 contractors 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

A contractor found to have a conflicting interest to another contractor or in relation with the Procurement Entity shall be disqualified from participating in a tender. A contractor may be considered to have conflicting interest under any of the circumstances set forth below:

- A Contractor has controlling shareholders in common with another contractor;
- A Contractor receives or has received any direct or indirect subsidy from another Contractor;
- A Contractor has the same representative as that of another Contractor for purpose of this quotation;

- A Contractor has a relationship, directly or through their parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decision of the Mission/procuring Entity regarding this Quotation process;
- A Contractor who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the quotation.

#### 4. Eligible Contractor

Only Contractors that are determined eligible shall be considered for award. The Contractor shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex C) to establish the Contractor's eligibility together with the Quotation. To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria.

- annual volume of construction work of at least *or have signed construction contracts for at least 50.000 USD equivalent in the last three years and completed the works with an official handover certificates countersigned by the client. (Copy of the contracts and H/O certifications to be submitted)*
- experience as prime contractor in the construction of at least *two* works of a nature and complexity equivalent to the Works over the last *three* years, to comply with this requirement, cost of works cited should be at least equivalent to *100%* of the estimated project cost and should be at least 70 percent complete;
- proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed in the Qualification Information.
- a Contract Manager with *five* years' experience in works of an equivalent nature and volume, including no less than three years as Manager;
- liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, is no less than *50% of estimated project cost*.

#### 5. Cost of Quotation Preparation

The Contractor 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 cost incurred.

#### 6. Errors, omissions, inaccuracies, variations and clarification in the Quotation Documents

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.

Contractors shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents. Contractors requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

Email: [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) copying [gpcostes@iom.int](mailto:gpcostes@iom.int)

IOM will respond to any request for clarification received no later than *2-days prior submission*. Copies of the response including description of the clarification will be given to all Contractors 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 Contractor in connection with this General Instruction is to be treated as strictly confidential. The Contractor 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 Contractor 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 submitted, at any time prior to award of contract, with out thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the ground for the IOM's action.

## **9. Requirements**

### **9.1 Quotation Documents**

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

- 1.) Quotation Form (Annex A)
- 2.) Bill of Quantities Form (Annex B)
- 3.) Vendor Information Sheet Form (Annex C)
- 4.) Construction Schedule Form (Annex D)
- 5.) Key Supervisory Staff Schedule Form (Annex E)
- 6.) Equipment Schedule Form (Annex F)
- 7.) Plans and Specifications (Annex G)

Contractors 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 and typewritten or written in indelible ink. 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 Quotations shall be in English and prices shall be quoted USD or EUR, exclusive of VAT.

Prices quoted by the Contractor shall be fixed during the Contractor's performance of the contract and shall not be subjected 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**

Quotation shall remain valid for *60 calendar days* after the deadline for quotation submission.

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

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

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

- (a) that the Contractor has the financial and technical capacity and track record necessary to perform the contract;
- (b) that the Contractor meets other qualification criteria.

## **10. Submission of Quotations**

Quotations must be submitted electronically to only [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) e-mail address. Last bids submission deadline is **COB 11 April 2021. Late Quotations will not be accepted.**

Quotation Email Subject should be "LY21-098 'Company Name' " .

All documents submitted should be initialed and signed by the company representative. In case if the submitted documents are not signed or stamped, IOM may not accept and consider the bid as incomplete.

## **11. Opening of Quotations**

Quotations will be opened by Procurement Team as [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) email address is closed email group and used only for bids submission. Quotations will be checked after the last bids submission deadline of 11 April 2021 and all bids will be shared with the Program Unit and with the IOM Mission Chief Engineer.

## **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;
- (c) the Contractor is currently under list of blacklisted Contractors;
- (d) the Contractor offer imposes certain basic conditions unacceptable to IOM
- (e) the offered price is above the approved budget

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 Contractors.

### **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) Contractors technical and financial capacity to perform the Contract
- (c) Compliance with construction schedule and viable methodology offered.
- (d) Compliance with technical specifications.
- (e) Contractors availability and capacity of equipments;
- (f) 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 Contractor 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.

### **15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Contractor'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 and previous projects.

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

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

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

The works shall be done in *Assahel Libya*

**18. Liquidated Damages**

If the Contractor fails to deliver the works within the completion period specified in Clause 17 above, a penalty payment of 0.1% of the cost of unfinished Works for every day of breach of completion schedule will be requested.

**19. Payment**

Payment shall be made only upon IOM's acceptance of the Works, and upon IOM's receipt of invoice.

**20. Retention Money**

There will be retention of 10% of each payment, as security for the quality of workmanship, conformance with plans and specifications, and third-party liabilities. Notwithstanding the provisions of the Contract, the 10% retention shall be released after the Contractor has complied with the requirements of the Certificate of Final Acceptance and the warranty period.

The Contractor has the option to substitute the cash retained with an acceptable Bank Guarantee of prescribed form in the same amount

**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 Construction of *[insert description of works]*., the receipt of which is hereby duly acknowledge, I, representing *[name of company]*. offer to execute the requested works in conformity with the General Instruction for the total Lump Sum amount of *[total bid amount in words and figures and currencies]* in accordance with the Priced Bill of Quantities which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the Works in accordance with the Bill of Quantities, delivery schedule, plans and specifications.

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 \_\_\_\_\_ 2021.

\_\_\_\_\_  
*[signature over printed name]*                      *[in the capacity of]*

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



## Annex B

	<b>Project Title: Rehabilitioan of Telmitha Detention Center</b>						
	<b>Location: Telmitha , Libya</b>						
<b>Item</b>	<b>Item Description</b>	<b>Unit الوحدة</b>	<b>Quantity الكمية</b>	<b>Unit cost USD سعر الوحدة (دولار امريكي)</b>	<b>Total Cost USD اجمالي البند (دولار امريكي)</b>	<b>وصف البند</b>	<b>البند</b>
<b>1</b>	<b>Dismantling and removal of tiles of floors and walls including tiles, skirting, mortar layer, sinks, drainage pipes, water pipes and cement hollow blocks wall and area preparation to receive new work. The work also includes transportation of resulted material to approved dumping area as per consultant engineer instructions. (restricted to the surface of toilets, bathrooms, and sanitary works 14 SQM)</b>	<b>L.S</b>	<b>1</b>			<b>تفكيك وإزالة بلاط الأرضيات والجدران بما في ذلك طبقة الملاط ، والأحواض ، وأنابيب الصرف، وأنابيب المياه، ونوافذ الأبواب، وتجهيز المكان لاستقبال أعمال جديدة. يشمل العمل أيضًا نقل المواد الناتجة إلى مقالب عمومية معتمدة وفقًا لتعليمات المهندس المشرف.</b>	<b>1</b>
<b>Painting and coating Works</b>							
<b>2</b>	<b>Supply &amp; apply minimum 2 coats of colored emulsion paint of high quality approved product, on the existing ceilings and internal walls of</b>	<b>SQ.M</b>	<b>20</b>			<b>توريد وتطبيق طبقتين من الطلاء المستحلب الملون من منتج عالي الجودة معتمد لزوم طلاء الأسقف الداخلية لدورات المياه والجدران الداخلية. كما يجب أن يشمل العمل التنظيف وتجهيز</b>	<b>2</b>

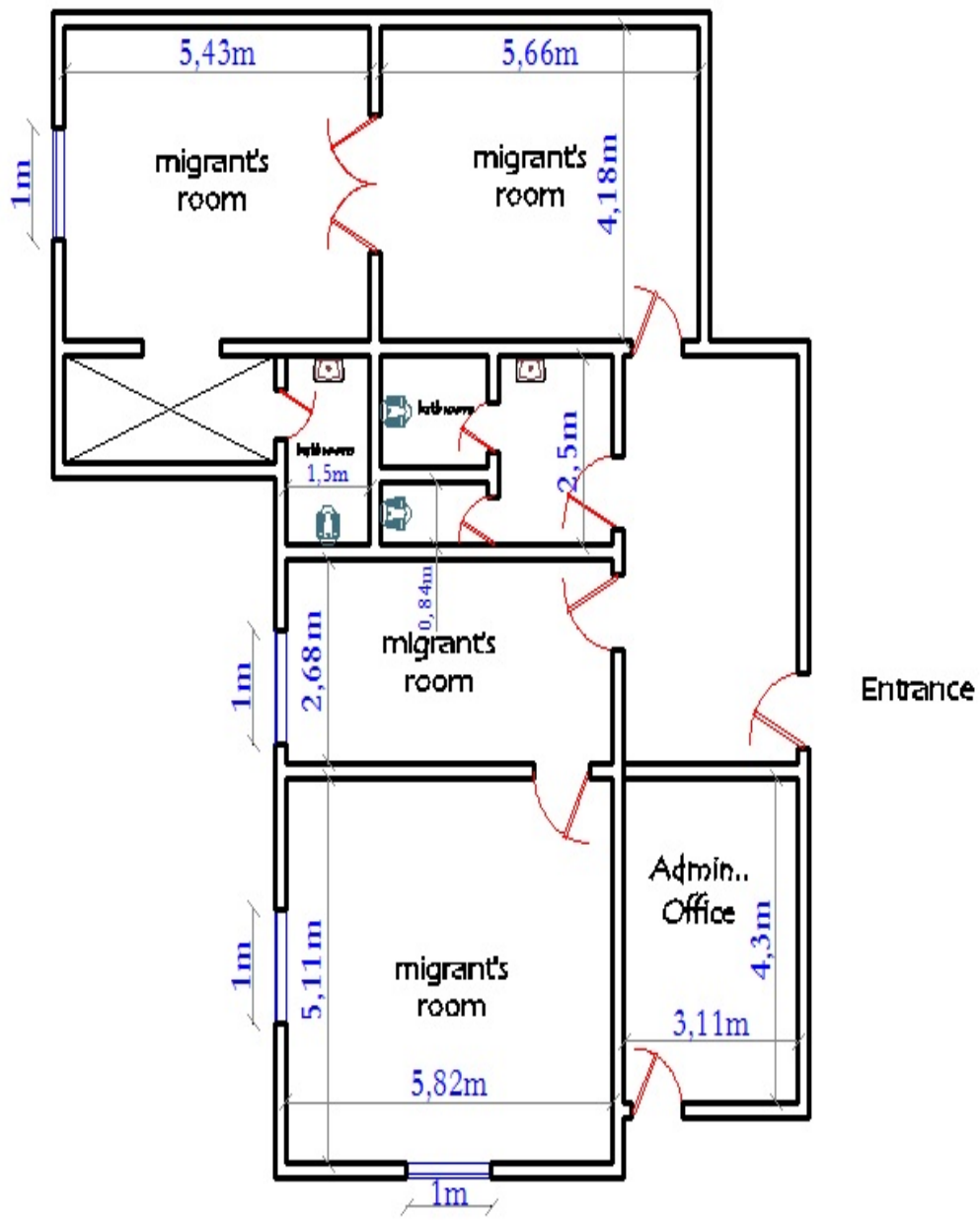
	latrines and bathroom . The work shall also include cleaning, surface preparation, applying putty as needed and all required works and as directed and approved by the Engineer.					الأسطح ووضع المعجون حسب الحاجة وكافة الأعمال المطلوبة وحسب توجيهات المهندس المشرف (كما يجب تقديم عينة/عينات لاعتمادها).	
<b>Tiling and Marble Works</b>							
3	Supply and install first grade, anti-slippery ceramic floor tiles 8mm thick as per consultant engineer instructions and approved sample(s).	SQ.M	14			توريد وتركيب بلاط سيراميك مقاوم للانزلاق من الدرجة الأولى لزوم الأرضيات دورات المياه بسمك 8 مم حسب تعليمات المهندس الاستشاري (كما يجب تقديم عينة/عينات لاعتمادها).	3
4	Supply and install first grade wall ceramic tiles for toilets 6mm thick, size 20 x60 cm as per consultant engineer instructions and approved sample(s).	SQ.M	70			توريد وتركيب سيراميك حوائط من الدرجة الأولى لزوم جدران دورات المياه بسمك 6 مم ومقاس 20 × 60 سم حسب تعليمات المهندس المشرف (كما يجب تقديم عينة/عينات لاعتمادها).	4
<b>Doors, Windows and Metals Works</b>							
5	Conduct maintenance and repair on the existing wooden doors and windows (leaves and frames). the work shall include repairing the damaged/missed parts , supply and install new accessories, hinges, locks .etc. , and adjusting the doors to close and open properly to the satisfaction of the Engineer. The works shall include rubbing out the old paint and apply new paint on the doors and frames with approved paints as instructed and approved by the Engineer. (4 doors of	SQ.M	8			إجراء أعمال الصيانة والإصلاح للأبواب والنوافذ الخشبية الموجودة (الشقوق والإطارات). يجب أن يشمل العمل إصلاح الأجزاء التالفة / المفقودة وتوريد وتركيب ملحقات جديدة ومفصلات وأقفال ... إلخ. ، وتعديل الأبواب لتغلق وتفتح بشكل صحيح بما يرضي المهندس. تشمل الأعمال على فرك الدهان القديم وتطبيق طلاء جديد على الأبواب والإطارات بدهانات معتمدة حسب التعليمات والمعتمدة من المهندس.	5

	latrines and bathroom)						
6	Supply and installation of ventilators, size (60 * 60) cm, of excellent quality, to be installed on all Halls, and the work includes all the electrical connections needed to operate the ventilators.	.No	4			توريد وتركيب شفاطات سم 60x60 تهوية مقاس 60 يشمل العمل توصيل الكهرباء وتركيب مفاتيح حسب تعليمات المهندس.	6
7	Supply and installation of ceiling electric fans, the work includes connection to electricity and installation of switches as per the engineer instruction.	.No	4			توريد وتركيب مراوح السقف الكهربائية ويشمل العمل توصيل الكهرباء وتركيب المفاتيح حسب تعليمات المهندس.	7
<b>Plumbing and Sanitary Works</b>							
8	Supply and install high quality Poly Propylene (PPR) pipes has different diameters and 20 bar rate for potable water network. The pipes should be approved type. The item shall include breaking in walls and all the required fittings such as Tees, bends, stop valves, coupling and all related work and accessories to complete the work as per consultant engineer instructions.	L.S	1			توريد وتركيب أنابيب البولي بروبيلين عالية الجودة بأقطار مختلفة ومعدل 20 بار لشبكة مياه الشرب. يجب أن تكون الأنابيب من النوع المعتمد. يجب أن يشمل العنصر على تكسير الجدران وجميع التركيبات المطلوبة مثل المحملات ، والانحناءات ، والصمامات الحابسة ، وربط المكونات وجميع الأعمال ذات الصلة والملحقات لإكمال العمل حسب تعليمات المهندس المشرف.	8
8	Conduct maintenance and repair on all works related to water supply and sewerage system for Whole	L.S	1			إجراء الصيانة والإصلاح لجميع الأعمال المتعلقة بنظام إمدادات المياه والصرف الصحي للمبنى بأكمله ، بما في ذلك المثبتات ، والاكواع	8

	building , includes Tees, bends, tabs, stop valve and all the necessary to complete the work as per consultant engineer instructions.					، واشترطة منع التسريب، والصمامات الحابسة وجميع ما يلزم لإكمال العمل حسب تعليمات المهندس المشرف.	
9	Supply and install high quality orient toilet seats including the flush system with minimum 10 liters capacity and cover. The work includes all the necessary to complete the work as per consultant engineer instructions.	.No	3			توريد وتركيب مرحاض شرقي عالي الجودة بما في ذلك نظام الشطف بغطاء ويسعة 10 لتر على الأقل. يشمل العمل كل ما يلزم لاتمام العمل حسب تعليمات المهندس المشرف.	9
10	Supply and install high quality basin of size 58 x 45 cm minimum. The work includes the mixer, all the fittings, valves, tees, elbows et and all necessary to complete the work as per consultant engineer instructions.	.No	2			توريد وتركيب حوض غسل الايدي عالي الجودة مقاس 58 × 45 سم كحد أدنى. يشمل العمل الخلاط وجميع التركيبات والصمامات والأكواع وكل ما يلزم لإكمال العمل حسب تعليمات المهندس المشرف.	10
11	Supply and installation of shower set, the work includes removing the old ones.	.No	2			وريد وتركيب طقم دوش العمل يشمل إزالة الطقم القديم وكل ما يلزم لنهو العمل	11
12	Supply and install high quality UPVC pipes 2, 4 and 6" and 10 bar pressure, for rain water and waste water drainage. The work includes all tees, bends, and all related work accessories and fittings.	L.S	1			توريد وتركيب مواسير عالية الجودة 2 UPVC انش و4 انش و6 انش يتحمل ضغط 10 بار لمياه الأمطار وتصريف مياه الصرف الصحي ويشمل العمل جميع المثباتات والاكواع وجميع مستلزمات العمل والتجهيزات المتعلقة به حسب تعليمات المهندس المشرف.	12
13	Supply and install 80 liters water boiler of high quality (Ariston or equivalent). The price includes all the necessary tubes, bends,	.No	2			توريد وتركيب سخانة مياه 80 لتر بجودة عالية (اريستون او ما يعادلها). يشمل السعر جميع الأنابيب والاكواع والصمامات والوصلات اللازمة حسب	13

	valves and connections as per the site engineer instructions.					تعليمات المهندس المشرف.	
14	<p>Supply and installation of a water purification system with a capacity of 6000 liters / day, and the work includes:</p> <p>-Supply of a water tank with a capacity of 1000 liters on a steel platform (1 meter high).</p> <p>-Connecting the system to the water and electricity network.</p> <p>-Warranty for 1 year or 500 working hours. All work should be implemented according to the specification and instructions provided by IOM engineer.</p>	L.S	1			<p>توريد وتركيب نظام تنقية مياه بطاقة 6000 لتر / يوم ويشمل</p> <p>- توريد خزان مياه بسعة 1000 لتر على منصة حديد (ارتفاع 1 متر)</p> <p>- ربط النظام بشبكة المياه والكهرباء.</p> <p>- ضمان لمدة سنة أو 500 ساعة عمل</p> <p>يجب تنفيذ جميع الأعمال حسب المواصفات والتعليمات المقدمة من مهندس المنظمة الدولية للهجرة.</p>	14
15	Supply and install 1 Hp high quality water pump, the price includes all the necessary to complete the work as per consultant engineer instructions.	.No	1			<p>توريد وتركيب مضخة مياه عالية الجودة 1 حصان السعر شامل كل ما يلزم لاتمام العمل حسب تعليمات المهندس المشرف.</p>	15
<b>Electrical Works</b>							
16	<p>Conduct maintenance of an existing electric generator including:</p> <p>- Retesting the generator and connect to the electrical network</p> <p>-Supply and installation of a galvanized iron tank for feeding the fuel.</p>	.No	1			<p>إجراء الصيانة والإصلاحات اللازمة للمولد الكهربائي والعمل يشمل : إعادة اختبار المولد وربطه على الشبكة الكهربائية للمبنى وكذلك- توريد وتركيب خزان من الحديد المجلفن لتغذية الوقود.</p>	16
17	Supply and install all electricity works for the whole building,	L.S	1			<p>توريد وتركيب كافة أعمال الكهرباء للمبنى بأكمله من أسلاك وإنارة ومفاتيح ومآخذ</p>	17

	<b>includes wires, lightings, switches, intakes, main switches and all the necessary to complete the work as per consultant engineer instructions.</b>					ومفاتيح رئيسية وكل ما يلزم لإتمام العمل حسب تعليمات المهندس المشرف.	
<b>Total Budget for the project</b>					<i>USD</i>	<i>التكلفة الاجمالية</i>	
					<i>0</i>		



*Ground floor plan for TelmithaDC*

**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

Manufacturer  Authorized Dealer  Information Services

Wholesaler  Retailer  Computer Hardware

Trader  Importer  Service Bureau

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

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



Complete Products & Services

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

Banking Reference

Bank	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 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

\_\_\_\_\_  
Signature

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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

**CONSTRUCTION SCHEDULE**

**Project: Wash Rehabilitation at Assahel DC**

**Tender Title: Wash Rehabilitation at Assahel DC**

**TIME TO COMPLETION**

**Task completion period \_\_\_\_\_ Calendar days, starting from the date of \_\_\_\_\_**

List the total time to completion of the project (Attach detailed work schedule including GANTT chart).

No	Sub Activity	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk 10	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												

Name/Signature  
/Seal \_\_\_\_\_

**Annex E**

**EXPERIENCE INFORMATION:**

**Only** list ALREADY IMPLEMENTED construction activities with special focus in the target area:

Name of your company: .....

<b>Project Description</b>	<b>Location</b>	<b>Buyer/ contracting authority</b>	<b>Cost of project</b>	<b>Date completed</b>

\_\_\_\_\_  
Contractors authorized signature over printed name

**EQUIPMENT SCHEDULE**  
*(to be used for the proposed project)*

Type/description	Capacity	Age	Condition/Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Indicate if it is owned or to be leased.

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

\_\_\_\_\_  
Contractors authorized signature over printed name



**PLANS AND SPECIFICATIONS**