



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

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

To : **Eligible Contractors**
 Project : **Wash Rehabilitation at Tobruk DC**
 Ref. No.: **LY21-101**
 Date : **01 April 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 *Search & Rescue (SAR)*, IOM invites interested eligible Contractors to submit Quotations for the implementation of *Wash Rehabilitation at Tobruk DC*

Please contact with IOM LIBYA PROCUREMENT with email address iomlibyaproposal@iom.int copying gpcostes@iom.int to request clarification on bidding documents. Please mention in email subject: “Clarification to – LY21-101 – 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 with email subject of “LY21-101 ‘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 Tobruk 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 copying 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 e-mail address. Last bids submission deadline is **COB 11 April 2021. Late Quotations will not be accepted.**

Quotation Email Subject should be "LY21-101 '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 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 *Tobruk 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

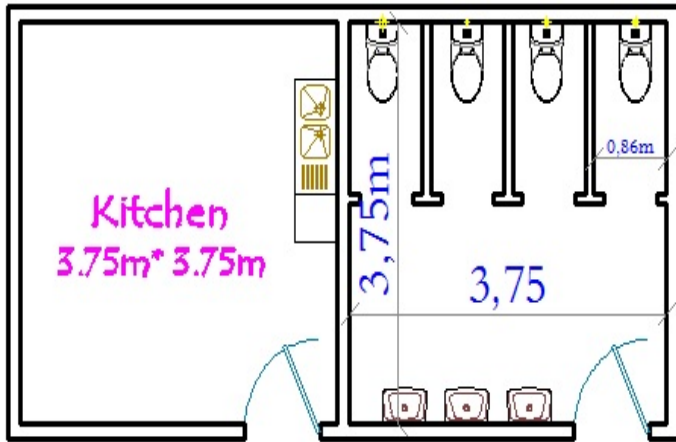
	Project Title: Rehabilitioan of Topruk Detention Center						
	Location: Al Butnan District , Topruk , Libya						
Item	Item Description	Unit	Quantity	Unit cost USD	Total Cost USD	وصف البند	البند
1	Dismantling and removal of tiles of floors and walls including tiles, skirting, mortar layer, sinks, drainage pipes, water pipes,doors ,windows and area preparation to receive new work. The work also includes transportation of resulted material to approved dumping area as per consultant engineer instructions. 5 reduced to the surface of toilets, bathrooms, and sanitary works 20 SQM)	L.S	1			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.	1
2	Dismantling and removal of terrazzo floor tiles, skirting, mortar layer,area preparation to receive new work. The work also includes transportation of resulted material to approved dumping area . (reduced to the surface of toilets, bathrooms, and sanitary works 20 SQM)	L.S	1			تفكيك وإزالة بلاط الأرضيات التيرازو، بما في ذلك إزالة الحواف، وطبقة المونة، وتجهيز دورة المياه لاستقبال أعمال جديدة. يشمل العمل أيضًا نقل المواد الناتجة مقالب عمومية معتمدة وفقًا لتعليمات المهندس المشرف.	2

Tiling and Marble Works							
3	Supply and install first grade, anti-slippery ceramic floor tiles 8mm thick as per consultant engineer instructions and approved sample(s). (for latterines)	SQ.M	20			توريد وتركيب بلاط سيراميك مقاوم للانزلاق من الدرجة الأولى لزوم أرضيات دورة 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). (for latterines)	SQ.M	110			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
Doors ,Windows and Metals Works							
5	Supply and installation of ventilation fans size 60x60 cm, the work includes connection to electricity and installation of switches as per the engineer instruction.(for latterines)	Each	7			توريد وتركيب شفاطات تهوية سم يشمل العمل 60x60مقاس 60 توصيل الكهرباء وتركيب مفاتيح حسب تعليمات المهندس.	5
6	Supply and installation of wall mounted electric fans, the work includes connection to electricity and installation of switches as per the engineer instruction. (for latterines)	Each	7			توريد وتركيب مراوح كهربائية مثبتة على الحائط ويشمل العمل التوصيل بالكهرباء وتركيب المفاتيح حسب تعليمات المهندس المشرف.	6
7	Supply and install aluminum windows, doors of high quality (PS Type). The item includes the frame, all the accessories, locks, cylinders, hinges and handles. The work includes all the requirements according to the relevant	SQ.M	7			توريد وتركيب شبابيك المنيوم PS وابواب ذات جودة عالية (البند يشمل الإطار Type وجميع الملحقات والأقفال والمفاصل والمقابض، كما يشمل العمل كافة المتطلبات حسب المواصفات ذات العلاقة وموافقة المهندس المشرف.	7

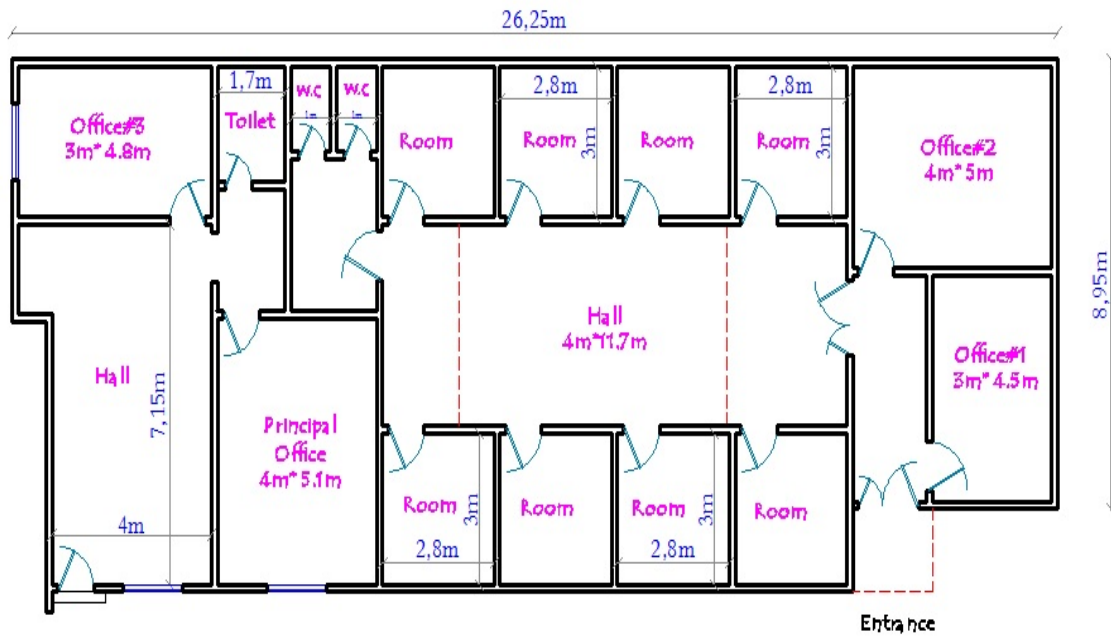
	specifications and the consultant engineer approval. (for latterines)						
Plumbing and Sanitary Works							
8	Supply and install high quality Poly Propylene (PPR) pipes has different diameters and 20 bar rate for potable water network. The pipes should be approved type. The item shall include breaking 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 يشتمل العنصر على تكسير الجدران وجميع التركيبات المطلوبة مثل المحملات ، والاتحناعات ، والصمامات الحابسة ، وربط المكونات وجميع الأعمال ذات الصلة والملحقات لإكمال العمل حسب تعليمات المهندس المشرف.	8
9	Conduct maintenance and repair on all works related to water supply and sewerage system for Whole building , includes Tees, bends, tabs, stop valve and all the necessary to complete the work as per consultant engineer instructions.	L.S	1			إجراء الصيانة والإصلاح لجميع الأعمال المتعلقة بنظام إمدادات المياه والصرف الصحي للمبنى بأكمله ، بما في ذلك المثبتات ، والاكواع ، واشربة منع التسرب، والصمامات الحابسة وجميع ما يلزم لإكمال العمل حسب تعليمات المهندس المشرف.	9
10	Supply and install high quality 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	7			توريد وتركيب مرحاض افرنجي عالي الجودة بما في ذلك نظام الشطف بغطاء وبسعة 10 لتر على الأقل. يشمل العمل كل ما يلزم لاتمام العمل حسب تعليمات المهندس المشرف.	10

11	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	7			توريد وتركيب حوض غسيل 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.	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 انش UPVC و 4 انش و 6 انش يتحمل ضغط 10 بار لمياه الأمطار وتصريف مياه الصرف الصحي ويشمل العمل جميع المثبتات 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, valves and connections as per the site engineer instructions.	.No	4			توريد وتركيب سخانة مياه 80 لتر بجودة عالية (اريستون او ما يعادلها). يشمل السعر جميع الأنابيب والاكواع والصمامات والوصلات اللازمة حسب تعليمات المهندس المشرف.	13
14	Supply and install 3000 liters high quality Poly Propylene water tank, the price includes floating valve, base, cover and all the necessary to complete the work as per consultant engineer instructions.	.No	1			توريد وتركيب خزان مياه مصنوع من البولي بروبيلين عالي الجودة 3000 لتر السعر شامل الصمام العائم والقاعدة والغطاء وكل ما يلزم لاتمام العمل حسب تعليمات المهندس المشرف.	14
15	Supply and install 60×60 cm manhole according to required depth, the price includes internal plastering, concrete, bottom smoothing, drilling, filling, cover of iron and	.No	6			توريد وتركيب غرفة تفتيش 60 × 60 سم حسب العمق المطلوب ، السعر يشمل اللياسة الداخلية والخرسانة وتنعيم القاع والحفر والحشو وغطاء الحديد وكل ما يلزم لاتمام الاعمال حسب تعليمات المهندس المشرف.	15

	all the necessary to complete the work as per consultant engineer instructions.						
16	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			توريد وتركيب مضخة مياه عالية الجودة 1 حصان السعر شامل كل ما يلزم لإتمام العمل حسب تعليمات المهندس المشرف.	16
Electrical Works							
17	Supply and install all electricity works for the whole building, includes wires, lightings, switches, intakes, main switches and all the necessary to complete the work as per consultant engineer instructions.	L.S	1			توريد وتركيب كافة أعمال الكهرباء للمبنى بأكمله من أسلاك وإنارة ومفاتيح ومأخذ ومفاتيح رئيسية وكل ما يلزم لإتمام العمل حسب تعليمات المهندس المشرف.	17
Insulation works							
18	Supply and install 3 mm minimum of water proofing layer for the roof by using epoxy material , installing as per applicable specifications after roof cleaning and install 25cm minimum high of Overalls on all edges and all the necessary to complete the work as per consultant engineer instructions. (for latterines)	SQ.M	20			توريد وتركيب طبقة عازلة للماء لا تقل عن 3 مم للسقف باستخدام مواد ايبوكسية والتركيب يكون حسب المواصفات المعمول بها بعد تنظيف السقف وتركيب 25 سم كحد أدنى على جميع الحواف وكل ما يلزم لإتمام العمل حسب تعليمات المهندس المشرف.	18
Total Budget for the project					USD	التكلفة الاجمالية	
					0		



Outdoor toilets
next to DC building



Ground floor plan for Topruk DC

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

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 Tobruk DC

Tender Title: Wash Rehabilitation at Tobruk 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:

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

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