



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

## REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)<sup>1</sup>

To : \_\_\_\_\_  
 Project: Provision of supply and install of accommodated container for 2 PAX for security guards at IOM office.  
 Ref. No.: LY21-105  
 Date : 12.04.2021

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 Provision of supply and install of accommodated container for 2 PAX for security guards at IOM office, *the* IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of:

Item No.	Item Description	Quantity	Unit
1	Supply and install of accommodated container for 2 PAX for security guards at IOM office  <b>Note /</b> 20 Ft container is suitable, need two metal beds and one double cupboard, The door should be heavy metal with two layers to protect the security personal inside and the door to open inside, The window is sliding and protected from outside by fixed shutter metal heavy duty, One AC with installation.	1	EA

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,  
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 accommodated container for 2 PAX for security guards at IOM office.*

Item No.	Description (English)	Description (Arabic)	Qty	Unit
1	<i>Site preparation, leveling and compacting And work according to specifications, drawings and instructions of the supervising engineer.</i>	تجهيز الموقع التسوية والدمك. يجب أن تكون الأرضيات المعشقة ذات قوة ومثانة عالية. والعمل حسب المواصفات والرسومات وتعليمات المهندس المشرف	1	LS
2	<i>Supply and casting of reinforced concrete beams of size (2.50 x 0.40 x 0.30 m). to be placed The container on it and All that is needed to complete the work according to the technical specifications and instructions of the supervising engineer.</i>	بالعدد/ توريد بالعدد/ توريد وصب كميات من الخرسانة المسلحة بمقاس ( 0.30×0.40×2.50 م لزوم وضع الحاوية . وكل ما يلزم لنهوا العمل وفقا للمواصفات الفنية وتعليمات المهندس المشرف	2	EA
3	<i>Supplying and installing a 20-foot container (CONTAINER) (see attached drawings), and the work includes the following:</i>  - Cut and install a window type sliding size (80 * 80) cm and a door of galvanized steel size (1.00 * 2.00) m, including locks, handles and everything necessary to finish the work according to the technical specifications and instructions of the supervising engineer. - Installing the entire walls and ceiling with Formica, including the baseboard - Painting the outer surfaces of the container with a rust-resistant type, including the door and window - Supplying the installation of type vinyl floor coverings of good type and the work includes cleaning the	بالمقطوعة/ توريد وتركيب حاوية بطول 20 قدم ( CONTAINER ) (انظر الرسومات المرفقة) ، والعمل يشمل الآتي : قص و تركيب نافذة نوع سحاب مقاس (80*80) سم وباب من الحديد المجلفن مقاس ( 1.00*2.00)م شاملة الاقفال والمقابض وكل ما يلزم لنهوا العمل وفقا للمواصفات الفنية وتعليمات المهندس المشرف . - تغليف كامل الحوائط والسقف بالفورمايكا بما في ذلك إزار الحائط. - دهان الأسطح الخارجية للحاوية بنوع مقاوم للصدأ بما في ذلك الباب والنافذة - توريد تركيب فرش أرضية من الفينيل من نوع ممتاز والعمل يشمل تنظيف الأرضية قبل التركيب والتنبيت بالمادة اللاصقة وفقا للمواصفات الفنية وتعليمات المهندس المشرف تركيب زوايا معدنية لمنع تسرب مياه الأمطار توريد وعمل شبكه كهربائية شامل تمديد -	1	LS

	<p><i>floor before installation and fixing with the adhesive material according to the technical specifications and instructions of the supervising engineer.</i></p> <p><i>- Installing metal corners to prevent rainwater infiltration.</i></p> <p><i>- Supplying and installing a complete electrical network, extending wires.</i></p> <p><i>- Supplying and installing 2 lighting units 60 * 60 cm, switch, 2 socket main switches, and all that is needed for all electrical connections according to the technical specifications.</i></p> <p><i>- Connecting the container to the main electrical network using a (2 * 6) mm cable and The work includes drilling, backfilling with compacting and extending the cables through plastic pipes with alarm tape.</i></p> <p><i>- Supplying and installing air conditioner for 9000 units.</i></p> <p><i>- All necessary accessories.</i></p>	<p>الاسلاك توريد وتركيب 2 وحدات اضاءة - 60*60 سم ومفتاح و2 برايزو مفتاح ريبيسي وكل مايلزم لكل التوصيلات الكهربائية حسب المواصفات الفنية ربط الحاوية بالشبكة الكهربائية الرئيسية - باستخدام كابل (2 * 6) ملم ويشمل العمل الحفر وردم مع الدمك وتمديد الكابلات خلال الأنابيب البلاستيكية مع شريط التنبيه.</p> <p>- توريد وتركيب مكيف هواء 9000 وحدة جميع الملحقات الضرورية -</p>		
4	<p><i>In number / supply and installation of a double metal bed, including mattresses and covers of excellent type and a metal wardrobe for clothes 1 * 2 m</i></p>	<p>بالعدد / توريد وتركيب سرير معدني مزدوج شامل الفرش والاعطية من نوع ممتازة ودولاب معدني للملابس 1*2 م</p>	1	LS

## 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 D) to establish their eligibility together with the Quotation.

### **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.

[\*iomlibyaproposal@iom.int\*](mailto:iomlibyaproposal@iom.int)

IOM will respond to any request for clarification received on or before 04 APR 2021. 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.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D)
- e.) Proforma Contract <sup>2</sup> or PO Standard Terms and Conditions (Annex E)
- g.) Proforma Bank Guarantee for Advance Payment (Annex F)

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 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 Quotation shall be in *English* and prices shall be quoted in *USD*, exclusive of VAT.

---

<sup>2</sup> If applicable in lieu of Purchase Order.

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 *30 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 D) shall be used for this purpose.

In the case of a Supplier not doing business within the Mission's country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications *[include this clause only if relevant-usually for high value equipment]*.

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

Quotation shall be submitted by **Email** to the Email address: [\*\*iomlibyaproposal@iom.int\*\*](mailto:iomlibyaproposal@iom.int) on or before **22 APR 2021**. Late<sup>3</sup> Quotations will not be accepted.

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

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

## **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.

---

<sup>3</sup> Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

### **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
- (f) 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 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.

### **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 Office , Hay Al Kuwait  
Janzour, Tripoli.*

Delivery period shall be within 30 Days 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 only upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered<sup>4</sup>.

**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 Provision of supply and install car shades for can parking space at IOM office, 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 : Provision of supply and install of accommodated container for 2 PAX for security guards at IOM office.**

**LOCATION : Tripoli**

**REF NO. : LY21-105**

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COUNTRY OF ORIGIN</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	<b>DELIVERY SCHEDULE</b>	<b>DELIVERY SITE /FINAL DESTINATION</b>
<b>TOTAL</b>								

\_\_\_\_\_  
Suppliers authorized signature over printed name

### TECHNICAL SPECIFICATIONS

Ref No. : LY21-105 Item No. : 1 Item Description : Provision of supply and install of accommodated container for 2 PAX for security guards at IOM office.	
Manufacturer : _____ Origin : _____ Model : _____	
IOM'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<i>Site preparation, leveling and compacting And work according to specifications, drawings and instructions of the supervising engineer.</i>	
<i>Supply and casting of reinforced concrete beams of size (2.50 x 0.40 x 0.30 m). to be placed The container on it and All that is needed to complete the work according to the technical specifications and instructions of the supervising engineer.</i>	
<i>Supplying and installing a 20-foot container (CONTAINER) (see attached drawings), and the work includes the following:</i> <ul style="list-style-type: none"> <li>- Cut and install a window type sliding size (80 * 80) cm and a door of galvanized steel size (1.00 * 2.00) m, including locks, handles and everything necessary to finish the work according to the technical specifications and instructions of the supervising engineer.</li> <li>- Installing the entire walls and ceiling with Formica, including the baseboard</li> <li>- Painting the outer surfaces of the container with a rust-resistant type, including the door and window</li> <li>- Supplying the installation of type vinyl floor coverings of good type and the work includes cleaning the floor before installation and fixing with the adhesive material according to the technical specifications and instructions of the supervising engineer.</li> </ul>	

<ul style="list-style-type: none"> <li>- Installing metal corners to prevent rainwater infiltration.</li> <li>- Supplying and installing a complete electrical network, extending wires.</li> <li>- Supplying and installing 2 lighting units 60 * 60 cm, switch, 2 socket main switches, and all that is needed for all electrical connections according to the technical specifications.</li> <li>- Connecting the container to the main electrical network using a (2 * 6) mm cable and The work includes drilling, backfilling with compacting and extending the cables through plastic pipes with alarm tape.</li> <li>- Supplying and installing air conditioner for 9000 units.</li> <li>- All necessary accessories.</li> </ul>	
<p><i>In number / supply and installation of a double metal bed, including mattresses and covers of excellent type and a metal wardrobe for clothes 1 * 2 m</i></p>	

---

*Supplier's authorized signature over printed name*

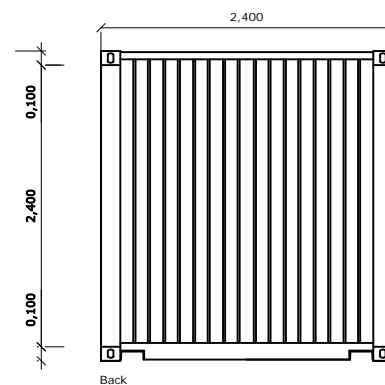
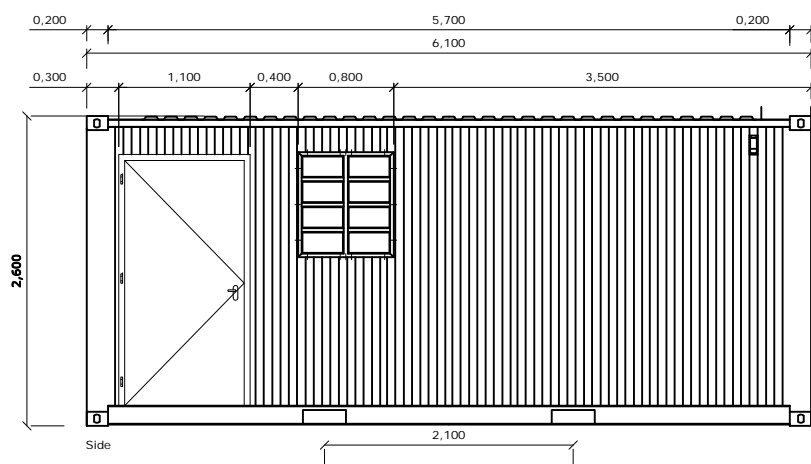
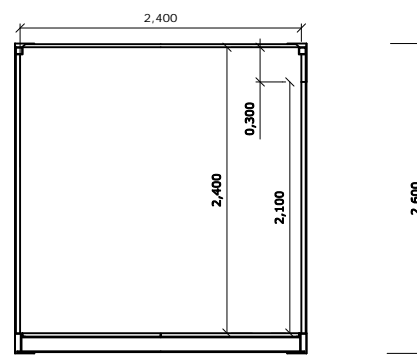
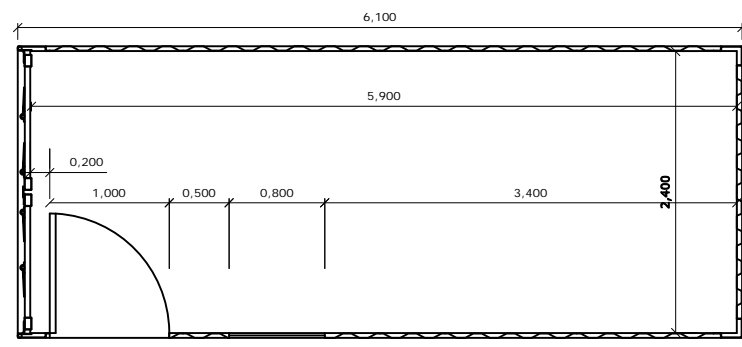
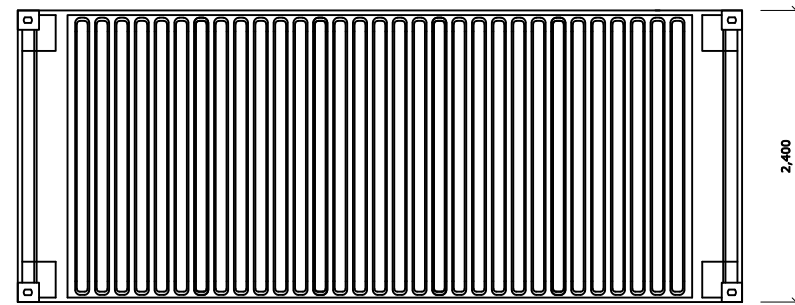
# Interational Organization for Migration

## IOM OFFICE - DP container

Location - Tripoli - Libya

Date :22/02/2020

### plans



### views

