

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LOG/PS/SEP/2024/0128

Date: 03 September 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Supply and delivery of Emergency Relief Goods

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, as detailed in Annex A of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Evaluation Criteria

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Best regards,

Supply Chain Unit

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>12 September 2024 at 15:00 Sudan Local Time (GMT +2)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomsdnbids@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 15 MB ▪ Mandatory subject of email: LOG/PS/SEP/2024/0128 ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt. <p>The Bid shall comprise the following two sets:</p> <p>“Technical Bid” containing</p> <ul style="list-style-type: none"> • Annex A: Technical Specifications (The bidders have to fill the specs that they proposed) • Annex C: Vendor Information Sheet • Annex D: Declaration of Conformity for Suppliers • Annex E: Model Supply Agreement <p>“Financial Bid” containing</p> <ul style="list-style-type: none"> • only Annex B: (Price Schedule). <p>▪ *** Bidder must send separate email(s) for technical bid and separate email(s) for financial bids while clearly mentioning the word “Technical” or “Financial” as sampled below:</p> <p>Example: LOG/PS/SEP/2024/0128- Technical Offer_Bidder Name (1 of 2) LOG/PS/SEP/2024/0128- Technical Offer_Bidder Name (2 of 2) LOG/PS/SEP/2024/0128- Financial Offer_Bidder Name</p> <p>Failure to submit the `Technical bid` and `Financial bid` separately will lead to disqualification.</p>
Cost of preparation of quotation	<p>IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct	<p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights,</p>

	environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in US Dollars (USD) or local currency (please indicate the USD equivalent.)
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Other Technical Bid and Financial Bid – check the Section 2 – Method of Submission
Samples	Where required as per Annex 1: Schedule of Requirements, free, non-returnable samples shall be provided by the request after the notification from IOM for evaluation and testing by IOM or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to IOM are non-returnable unless otherwise stated. Samples should be marked with the RFQ number. Names of the vendors shall be done on the sample that allow removal of it prior to the inspection. Sample must in no means have permanent labelling indicating the name of the vendors. If a bidder fails to provide samples or documents requested by IOM in a timely manner, IOM may declare the bid unsuccessful.
Quotation validity period	Quotations shall remain valid for 150 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not Permitted <input checked="" type="checkbox"/> Permitted <i>Interested bidders can submit offers for the goods, with multiple quotations permitted and the possibility of multiple awards. However, bidders must submit a quotation for the entire kit; partial quotations for individual kit contents will not be considered.</i>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.

Contact Person for correspondence, notifications and clarifications	Focal Person: Sudan Supply Chain Unit E-mail address: iomsdnbids@iom.int
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated by email on 10 September 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer. <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 (Sample check included) <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract (Attached Annex E) <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Supply of Goods Agreement
Expected date for contract award.	01 October 2024
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods: Please check the attached Annex A - Technical Specifications documents for the below items

Item No	Minimum technical requirements	Unit	Quantity
NFI			
1	Plastic sheets, (Tarpaulin) 4mx6m, reinforcement bands	ea	11142
2	Blanket Type 4 Synthetic 15x2m M Temp	ea	16713
3	Sleeping mat, 1.80x0.90m, twill weave	ea	16713
4	Jerrycan, Type 5, plastic rigid, 20L	ea	11142
5	Mosquito net, 1.90x1.50x1.80m, LLIN, PE	ea	11142
6	Kitchen set B, cooking and serving	kit	5571
7	Solar Lamp Type B	ea	5571
Hygiene Kit			
8	Family Hygiene Kits	kit	3492
Emergency Shelter Kit			
9	Emergency Shelter Kit	kit	10300

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 40 days After the Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP (to the final destination)
Delivery of the samples	The sample delivery location should be the closest IOM office that has passed the preliminary evaluation. Possible offices: IOM Port Sudan Office - Plot No. 6, Block Z-5, Transit Port Sudan, Sudan IOM Maiduguri Warehouse - Plot No 28 Pompomari by-pass commercial light Industrial Layout, Maiduguri Borno State IOM N'Djamena Office - Quartier Klemat 44 Rue 3256 BP 6450, N'Djaména Tchad Only those who pass the preliminary evaluation will be asked to submit samples.
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> IOM <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	NFIs: WFP Warehouse, Abeche, Chad Hygiene Kits: WFP Warehouse, Abeche, Chad Emergency Shelter Kit: Darfur region in Sudan *All suppliers should consider the above address for the delivery of the items*

Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	Palletized
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Sea / Land
Other information	<p>Please check the Annex A – Technical Specifications documents for more details for the requested items.</p> <p>ATTENTION: Only bidders who pass the preliminary evaluation will be requested to submit samples. Further instructions and details for sample submission are provided in Section 2 of this document.</p> <p>Bids from bidders who do not deliver their samples to the required address before the deadline will not be evaluated.</p> <p>Sample delivery location: (upon the request)</p> <p>IOM Port Sudan Office - Plot No. 6, Block Z-5, Transit Port Sudan, Sudan</p> <p>IOM Maiduguri Warehouse - Plot No 28 Pompomari by-pass commercial light Industrial Layout, Maiduguri Borno State</p> <p>IOM N'Djamena Office - Quartier Klemat 44 Rue 3256 BP 6450, N'Djaména Tchad</p>

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	LOG/PS/SEP/2024/0128	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹ See attached VIS



Vendor Information
Sheet_WAVE_2024.d

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	LOG/PS/SEP/2024/0128	Date: Click or tap to enter a date.

Currency of the Quotation: US Dollars (USD)					
INCOTERMS: CIF for international suppliers, DAP for local suppliers					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Plastic sheets, (Tarpaulin) 4mx6m, reinforcement bands	ea	11,142		
2.	Blanket Type 4 Synthetic 15x2m M Temp	ea	16,713		
3.	Sleeping mat, 1.80x0.90m, twill weave	ea	16,713		
4.	Jerrycan, Type 5, plastic rigid, 20L	ea	11142		
5.	Mosquito net, 1.90x1.50x1.80m, LLIN, PE	ea	11,142		
6.	Kitchen set B, cooking and serving	kit	5,571		
7.	Solar Lamp Type B	ea	5,571		
8.	Family Hygiene Kits	kit	3,492		
9.	Emergency Shelter Kit	kit	10,300		
Total Price					
Transportation Price					
Insurance Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of the company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

ANNEX 4: EVALUATION CRITERIA

Preliminary Evaluation (Eligibility and Qualification)

All criteria will be evaluated on a Pass/Fail basis.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Annex C: Vendor Information Sheet <ul style="list-style-type: none"> ● Trade certificate of Business Registration ● Tax compliance certificate. ● VAT Registration certificate ● Business registration documents (any)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization or any other International Organization.	Bidder's Declaration of Conformity
The bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Bidder's Declaration of Conformity
Certificates and Licenses: <ul style="list-style-type: none"> ● Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. ● Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country. ● Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder. ● Export/Import Licenses, if applicable. ● Any document that shows the bidder is able to sell the requested items. (Registration of chamber of commerce, Commercial trade certificate, etc.) 	Annex C: Vendor Information Sheet (Supportive documents must attached to Vendor Information Sheet)

Qualification Criteria	Documents to establish compliance
Previous Experience:	
Minimum 3 years of relevant experience.	Annex C: Vendor Information Sheet (Supportive documents must attached to Vendor Information Sheet)
Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. (Purchase orders, delivery completion reports and reference letters also will be accepted)	Annex C: Vendor Information Sheet (Supportive documents must attached to Vendor Information Sheet)
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 3,000,000.00 USD.	Copy of audited financial statements or bank statements for the last three years.
Turnover: Bidders should have an annual sales turnover of a minimum of 3,000,000.00 USD for the last three years.	Copy of audited financial statements for the last three years.

Technical Evaluation Criteria

Criteria	Documents to establish compliance
Goods offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Annex A: Technical Specifications.	Annex A – Technical Specifications
The bid is substantially compliant with the minimum Delivery Requirements included in Annex 1: Schedule of Requirements and do not contain any material deviation(s).	Annex A – Technical Specifications

Financial Evaluation

Evaluation of Prices

Criteria	Documents to establish compliance
Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).	Annex B: Price Schedule