



PROCUREMENT GUIDELINES FOR IMPLEMENTING PARTNERS OF IOM MISSION IN NIGERIA

1. OBJECTIVES AND SCOPE

- 1.1. Procurement guidelines for Implementing Partners of IOM Mission in Nigeria (hereinafter refer to as the Guidelines) is applied by the Implementing Partner for procurement of goods, works and/or services, funded in the framework of IOM Project in accordance with Project Implementation Agreement;
- 1.2. Current Guidelines is aimed to ensure that procurement transactions of the Implementing Partner meet the minimum documentation and control requirements of IOM Procurement Policy (IN/168 rev. 2).
- 1.3. While executing IOM Project, the Implementing Partner has an obligation to ensure funds, entrusted by IOM, are properly used with consideration for economy and efficiency.
- 1.4. The provisions of current Guidelines apply to all types of procurement of goods, works and/or services, specified in the approved Budget, except:
 - costs for salary of staff engaged in the project implementation;
 - costs for office premises rent, if the Implementing Partner already has valid contractual obligations for the premises rent;
 - costs for office premises utilities, provided by public utility company;
 - costs for landline and mobile communications, if it's provided by the nationwide telecommunication operator;
 - postal costs, if services are provided by a nationwide postal logistics operator;
 - costs of urban and intercity public transport services.

2. GENERAL PROCUREMENT PRINCIPLES

2.1. Business Ethics.

- 2.1.1. The highest ethical standards shall be employed by the Implementing Partner in all procurement transactions.
- 2.1.2. Vendors shall be chosen based on requirements of current Guidelines and defined selection criteria.
- 2.1.3. Staff of the Implementing Partner, especially those involved in any phase of procurement, must declare any affiliations with Vendors and bidders. Staff of the Implementing Partner should not disclose privileged information about any project requirements or deprive other bidders of such information that puts a bidder or group of bidders at more advantageous position over the other bidders. This includes revealing the other bids/ quotations prices, terms and conditions etc. Failure to make such a declaration shall be construed as a conflict of interest and subject to disciplinary measures. Staff of the Implementing Partner shall not accept commissions, gratuities or gifts from Vendors and bidders.



2.1.4. Staff, employed by Implementing Partner, any person, engaged by the Implementing Partner for implementation of IOM's current or any other projects, as well as their relatives can't submit their bids for tenders, announced by the Implementing partner and/or supply goods, works and/or services (except training services) for Implementing Partner.

2.2. Conflict of Interests

2.2.1. Vendors and bidders shall declare if they have any family or relatives employed by Implementing Partner or engaged by the Implementing Partner for implementation of IOM's current or any other projects.

2.2.2. Besides clause 2.2.1, the following circumstances can also be considered as a conflict of interests:

- a Bidder has controlling shareholders, founder, co-founder of the business entity in common with another Bidder;
- a Bidder receives or received any direct or indirect subsidy from another Bidder;
- a Bidder has the same representative as another Bidder in one particular bidding;
- a Bidder has a relationship, directly or through third parties, that puts them in a position to access information about, or influence the bid of, another bidder, or influence the decisions of the Implementing Partner regarding the bidding process;
- a Bidder 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 bid.

2.2.3. A bidder found to have an undisclosed conflict of interest with Implementing Partner, or with a competing Bidder, shall be disqualified from participating in a tender.

2.3. Unfair Practice

2.3.1. The Implementing Partner demands from bidders, manufacturers, vendors and distributors the observance of high ethical standards during procurement process and implementation of all contracts.

2.3.2. The Implementing Partner shall reject any proposal put forward by bidders, or, where applicable, terminate the contract with the vendor, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive actions. For the purposes of this clause:

- corruption actions defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Implementing Partner in the procurement process or in contract execution;
- fraudulent actions defined as any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Implementing Partner in the procurement process or the execution of a contract, to obtain a financial gain or other benefit or to avoid an obligation;
- conspiracy defined as an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender process to obtain a financial gain or other benefit;



- coercive actions defined as impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities, or affect the execution of a contract.

2.4. Principles Governing the Award of Contracts

2.4.1. Procurement process shall be generally guided by:

- efficiency and economy;
- equal opportunity and open competition;
- transparency in the process and adequate documentation;
- highest ethical standards in all procurement activities.

2.4.2. Contracts will be awarded to the bidder with the lowest compliant offer (offering the best value for money based on required technical specifications), and which has fully complied with the terms of the competitive bidding process.

2.5. Vendors' Eligibility and Qualification

2.5.1. In accordance with principles of impartiality and open competition the participation in procurement process of the Implementing Partner and awarding procurement contracts usually shall be open for all companies / individuals.

2.5.2. Requirements for vendors and bidders should be limited to those necessary to ensure capability to fulfill the contract.

2.5.3. The Implementing Partner shall transact business only with vendors who are properly registered with the government and possess the necessary expertise and experience to supply the goods, works and/or services to be purchased.

2.5.4. The Implementing Partner shall practice due diligence by reviewing the vendors' credentials and ensure that the vendor:

- is registered with relevant state authorities and has appropriate taxpayer status;
- has the necessary permits (availability of relevant types of economic activities, permissions, licenses etc.) from state authorities to perform the commercial activity vendor will be engaged for;
- does not have tax liability;
- are not involved in any litigation;
- and not subject to bankruptcy or liquidation proceedings;
- isn't involved in terroristic and/or criminal activities and doesn't related to individuals and/or organizations, associated with terroristic and/or criminal activity;
- has the necessary experience, expertise and capacities to supply the goods, works and/or services to be purchased as evidenced by the list of projects they implemented, curriculum vitae of their



staff/officers showing their experience, staff training certificates, references from other clients, etc.

- has sufficient financial and economic activity indicators, which certify the vendor's paying capacity and financial viability.

2.6. Segregation of Duties

2.6.1. Segregation of duties between the requesting, procuring and paying parties shall be clearly established if the staffing structure of the Implementing Partner provides such a segregation.

2.7. Minimum Control Requirements

2.7.1. Purchases and receipt/acceptance of purchased goods, works and services should be properly documented in accordance with legal regulations and Requirements for the financial reporting of sub-grant recipients implementing IOM projects.

2.7.2. All procurement-related documents should be properly signed by relevant signatories including vendors' representatives wherever it is necessary and appropriate.

2.7.3. The Implementing Partner ensures keeping of all procurement-related documents during 7 (seven) years in accordance with clause 6.4 of the Project Implementation Agreement.

3. BASIC PROCUREMENT PROCESS

3.1. Procurement Thresholds, Documentation and Forms

3.1.1. Procurement is an acquisition process of goods works and/or services, that includes the following stages:

- 1) determination of need to procure goods, works and/or services and its planning in accordance with project activity;
- 2) definition of the technical requirements for necessary goods, works and services, their estimated value;
- 3) market assessment and tendering or sole sourcing;
- 4) proposals' evaluation and selection;
- 5) contract award;
- 6) contract management.

Procurement process starts at the moment of occurrence and determination of the need in goods, works and/or services.

3.1.2. All purchases with estimated value over USD 100.00 (one hundred US dollars) must be initiated by a Purchase Requisition in accordance with the template given in Reference Form No.1 of current Guidelines.

3.1.3. Purchase Requisition should correspond to approved Budget and planned activity of the Implementing Partner in the framework of the Project.



3.1.4. When determining the estimated purchase value, the applicable exchange rate to be used is the exchange rate, established by the United Nations Treasury (hereinafter refer to as UN exchange rate), on the date of signing of Purchase Requisition.

(<https://treasury.un.org/operationalrates/OperationalRates.php>)

3.1.5. The **Purchase Requisition** must be properly completed and should contained:

- a) justification for the request;
- b) project, in the framework of which the purchase is made;
- c) detailed specification of the item to be purchased:
 - for **procurement of goods** - detailed technical specifications, description, number of units, requirements for quality, packaging and marking of required goods, as well as availability of relevant supporting documents (quality certificates, technical documentation, warranty certificate, etc.). References to branded names, catalog numbers, or similar classifications shouldn't be indicated in the specification. If it is necessary to indicate the brand or model name, or the product number in the catalog of a particular manufacturer, in order to specify otherwise incomplete specification, the words "or equivalent" should be added after such reference. Technical specifications of goods should be not restrictive and opened to any brand;
 - for **procurement of works** - detailed terms of references for the works execution, indicating the relevant object, its location, premises to be renovated, and the list of precise types and volumes of works, required materials and equipment. During execution of rehabilitation, renovation, refurbishment and any other construction works usage of any asbestos containing construction materials and products is forbidden;
 - for **procurement of services** – detailed terms of references and description for required services.
- d) estimated value of the item to be purchased;
- e) target delivery date.

3.1.6. Purchase Requisition for goods, works and/or services with estimated value more than USD 1,500.00 (one thousand five hundred US dollars) should be submitted to IOM for prior review and clearance.

3.1.7. The final specification of the goods, works and/or services, which estimated value exceeds USD 100,000.00 (one hundred thousand US dollars), and any amendments to the specification, should be submitted to IOM for prior review and clearance.

3.1.8. Purchases over USD 1,500.00 (one thousand five hundred US dollars) require three quotations/proposals from three different vendors, (except under the instances sited in clause 3.3 of current Guidelines).

3.1.9. When applying procurement threshold, specified above in clause 3.1.8, similar purchases of goods, works and/or services, conducted within one calendar month, shall be grouped. Similar purchases include:



- procurement of goods of the same category;
- procurement of works of the same type;
- procurement of services of the same type;
- procurement of goods, works and services of different types and categories, but relevant to the same subject, and can be provided in by the same supplier, as well as subcontracting, upon condition of its prior approval by IOM;

Dividing similar purchases to several invoices from different suppliers at different periods will be considered an attempt to avoid the competition. Such costs shall be regarded as ineligible.

3.1.10. Purchase shall be regarded as such that exceeds USD 1,500.00 in case of at least one of the following conditions:

- during one calendar month there is an intention to procure similar goods, works and/or services with estimated value more than USD 1,500.00 in accordance with UN exchange rate, effective on the date of Purchase requisition signing;
- during one calendar month payments for similar goods, works and/or services exceed USD 1,500.00 in accordance with UN exchange rate, effective on the date of payment.
- during one calendar month receipt of similar goods, works and/or services exceeds USD 1,500.00 in accordance with UN exchange rate, effective on the date of Acceptance Act signature;
- amount of contract with one supplier exceeds USD 1,500.00 in accordance with UN exchange rate, effective on the date of contract signature;
- procurement, conducted on the basis of long term contracts, if value of goods, works and/or services, that planned to be procured within whole project implementation period exceeds USD 1,500.00.

Expenses, incurred as a result of circumstances specified above without prior adherence of provisions stipulated in clause 3.1.8 will be consider as such that violating the current Guidelines and shall be regarded as ineligible.

3.1.11. Results of purchase over USD 1,500.00 (one thousand five hundred US dollars thousand US dollars) shall be summarized using the Bids Analysis Summary, in accordance with the template given in Reference Form No.1 of current Guidelines.

3.1.12. In accordance with the provisions, stipulated in clauses 3.3-3.5 of current Guidelines, depending on the procurement method, other documents may be issued in addition to the Bids Analysis Summary.

3.1.13. Procurement results are valid within 6 (six) months from the date of approval of Bids Analysis Summary (subject to the provisions stipulated in cl. 3.3.3 (a) of current Guidelines).

3.1.14. All purchases of goods, works and/or services with value above NGN 50,000.00 (fifty thousand Nigerian Naira) should be documented by Purchase Order/contract.



Name of Implementing Partner: _____

Project Implementation Agreement Ref. No: _____

PURCHASE REQUISITION

Requisition number _____

Date prepared: _____

Department: _____

Date needed: _____

Justification for request: _____

No.	Description	Project, Budget Line	Q-ty	Unit	Estimated cost			
					Unit Price, [currency code]	Total, [currency code]	Unit Price, USD	Total, USD
Total								

Requested by:
[position title of relevant staff]

Title: _____
Name: _____
Signature: _____
Date: _____

[affix Implementing Partner's stamp here]

Confirmed by:

Title: Project Manager
Name: _____
Signature: _____
Date: _____

Funds confirmed by:

Title: Chief Accountant
Name: _____
Signature: _____
Date: _____

Approved by:

Title: Head of Organization
Name: _____
Signature: _____
Date: _____



Name of Implementing Partner: _____
 Project Implementation Agreement Ref. No.: _____

BIDS ANALYSIS SUMMARY

Requisition number: _____

No.	Description	Project, Budget Line	Q-ty	Unit	Vendor 1 : <i>[company name]</i>		Vendor 2: <i>[company name]</i>		Vendor 3: <i>[company name]</i>	
					Unit Price, NGN	Total, NGN	Unit Price, NGN	Total, NGN	Unit Price, NGN	Total, NGN
Subtotal										
Taxes (if any)										
Shipping										
Insurance										
Discount (if any)										
Recommended vendor _____					Total, [currency code]/					
					Total Contracted, [currency code]					
Justification _____					Delivery schedule					
					Payment terms					
					Contact person					

Recommended by:
 Title: [*position title of relevant staff*]
 Name: _____
 Signature : _____
 Date: _____

Certified by:
 Title: Chief Accountant
 Name: _____
 Signature: _____
 Date: _____

Confirmed by:
 Title: Project Manager
 Name: _____
 Signature: _____
 Date: _____

Approved by:
 Title: Head of the Organization
 Name: _____
 Signature: _____
 Date: _____

[affix Implementing Partner's stamp here]



3.2. Procurements Methods

3.2.1. All procurement for goods, works and/or services shall be through using the following methods:

- sole sourcing (up to USD 1,500.00);
- low value procurement (from USD 1,500.00 up to USD 100,000.00);
- competitive bidding (over USD 100,000.00).

3.3. Sole Sourcing

3.3.1. Sole Sourcing is contracting without competition, and is applied, when procurement value is less than USD 1,500.00 within one calendar month with adherence to the requirements, stipulated in clauses 3.1.8-3.1.10 of current Guidelines.

3.3.2. Purchases, in accordance with clause 3.3.1, shall be made based on invoice, received from an eligible vendor. Vendor's registration documents shall be attached to the invoice. Copies of the relevant documents should be submitted along with the financial reports, in accordance with Requirements for the financial reporting of sub-grant recipients implementing IOM projects.

3.3.3. Sole Source method is appropriate also in the following circumstances:

- a) vendor is the exclusive manufacturer or distributor of the goods, where no other equivalent items available; In this case, the vendor must present a certificate of exclusive distributorship from the principal company manufacturing the product;
- b) when there are less than three vendors in the vicinity, and the Implementing Partner deemed it more reasonable to source the goods/services locally;
- c) a change of vendor has detrimental/negative effects on product quality, warranty or after sales services of existing equipment;
- d) a change of a vendor would involve significant additional cost that offset the benefits of such change;
- e) placing a repeat order within 6 months from the date of the last approved purchase (date of approved Bids Analysis Summary), provided technical specifications, prices terms and conditions remain similar and continue to be advantageous. Repeat orders shall not exceed the amount of the previously approved purchase.

3.3.4. The Implementing Partner shall make reasonable decision for award of the contract under the circumstances, specified in clause 3.3.3. Such decision should be documented with relevant Explanatory letter and Bids Analysis Summary (Template No.2) with one bidder, which contain justification on feasibility of method's application, as well as the results of market assessment and analysis on availability of other possible vendors and accessibility of equivalent goods, works and/or services, approved by Head of the Implementing Partner.

3.3.5. Results of contract award under the circumstances, specified in clause 3.3.3, along with all supporting documents, including vendor's proposal, Explanatory letter and Bids Analysis Summary,



approved by Head of the Implementing Partner, should be submitted to IOM for review and clearance, as stipulated in Section 4 of current Guidelines.

3.4. Low value procurement

3.4.1. Low Value Procurement is a procurement method based on comparing price quotations obtained from several vendors, with a minimum of three, to assure competitive prices, and is an appropriate method for procuring of goods, works and/or services of total value from USD 1,500.00 up to USD 100,000.00 within one calendar month with adherence to the requirements, stipulated in clauses 3.1.8-3.1.10 of current Guidelines.

3.4.2. Requests for quotations shall indicate:

- 1) detailed technical specification of the item to be procured, in full accordance with the requirements, stipulated in clause 3.1.5 (c) of current Guidelines;
- 2) target period and place of delivery of goods, performance of works and / or provision of services;
- 3) information and the list of necessary documents that should be provided by potential suppliers (registration documents, copies of permits, licenses, etc.).

3.4.3. Estimated value of goods, works, services (planned budget expenses) shall not be indicated in the request for proposals.

3.4.4. Quotations from the bidders may be submitted by letter or by electronic means, however such quotations should be the scanned copies of duly signed and stamped quotes on the letterhead of the bidder. In case of procurement with estimated value above USD 5,000.00, the Implemented Partner is recommended to advertise the announcement of request for quotations to general public (publication on Implementing Partner's website, at public open informational resources, in mass media, etc.), if appropriate, and provide the submission of proposals by letter in sealed envelopes.

3.4.5. Quotations shall be evaluated in terms of specification/technical compliance, delivery schedule, price, terms of payment. The contract shall be awarded to the lowest compliant tender offer (offering best value for money based on required technical specifications).

3.4.6. Results of quotations evaluation shall be summarized using the Bids Analysis Summary (Template No.2) with relevant justification for contract award.

3.4.7. The Bids Analysis Summary, supported by the actual quotations/proposals, should be signed by Head of the Implementing Partner and transferred, along with copy of requests for quotations, to IOM for review and clearance, as specified in Section 4 of current Guidelines.

3.4.8. The accepted offer's terms shall be incorporated in a contract.

3.4.9. This does not limit the Implementing Partner to apply a Competitive Bidding if deemed appropriate following processes in clause 3.5.

3.5. Competitive Bidding

3.5.1. Competitive Bidding is the method used for procurement involving contracts, which are large and/or complex in nature, and total value of purchase exceeds USD 100,000.00 within one calendar month



with adherence to the requirements, stipulated in clauses 3.1.8-3.1.10 of current Guidelines. Competitive Bidding may be opened to local or international bidders, depending on the requirements of the goods, construction works and/or services being bidden out.

3.5.2. The purpose of Competitive Bidding is to provide all eligible and qualified potential bidders with adequate notification of the bidding requirements and to give them equal access and a fair opportunity to compete for contracts for required goods, works and services. Bidding opportunities therefore must be advertised (newspaper or Implementing Partner's website or both) and all eligible bidders given reasonable possibilities to participate.

3.5.3. A Competitive bidding requires formal bidding documents, which should be fair, clear, comprehensive and non-restrictive.

3.5.4. Estimated value of goods, works, services (planned budget expenses) shall not be indicated in the bidding documents.

3.5.5. The complexity of the documents may vary, but generally contain the following:

- 1) invitation to bid with general description of the subject of the bid;
- 2) detailed technical specification of the subject of the bid in full accordance with the requirements, stipulated in clause 3.1.5 (c) of current Guidelines and requirements for documents, confirming the quality / technical compliance;
- 3) delivery requirements (target terms and place of goods delivery, execution of works and/or service provision);
- 4) qualification requirements for potential bidders, as stipulated in clause 2.5.4 of current Guidelines;
- 5) information and the list of necessary documents, that should be provided by the bidders to confirm the correspondence to specified qualification requirements, such as:
 - documents confirming the state registration and tax status of the bidder;
 - relevant licenses, permits from state authorities to perform the commercial activity bidder will be engaged for (if necessary);
 - brief information about the bidder and list of previously implemented projects;
 - curriculum vitae of their staff/officers showing their experience, staff training certificates;
 - reference letters etc.
 - a declaration / statement from the bidder concerning guarantees of truthfulness and correctness of the submitted information, non-involvement in any type of terrorist and / or criminal activity, and the absence of any relation to persons associated with terrorist and / or criminal activity, as well as the absence conflict of interest, tax arrears, non-involvement in liquidation procedures, bankruptcy, open litigation.
- 6) clear criteria (such as technical compliance, delivery terms, price, guarantee service, payment terms, previous experience in the implementation of similar supplies, performance of similar



construction projects / services, qualifications of staff involved in the execution of the contract, etc.) and system for evaluation of the bids;

- 7) methodology for bids evaluation and selection of the winning bidder;
- 8) standard terms (template) of the contract, which will be concluded with the winning bidder;
- 9) email to request clarification regarding the bidding documents;
- 10) requirements for the currency of the bid;
- 11) requirements for the content and filling of the bid, samples of the forms for submission of technical and financial part of the bid;
- 12) tender closing date and time, place for submission of the bids.

3.5.6. Tender documentation should be submitted to IOM for review prior to competitive bidding announcement.

3.5.7. Bids shall be opened at a time and place specified in the bidding documents, in the presence of the bidders or their representatives who wish to be present. The name of the bidder and the total amount of each bid should be read aloud and recorded when opened. The results of the bids opening meeting are formalized in relevant Minutes.

3.5.8. When Implementing Partner would conduct a competitive bidding activity, special committee shall be established to evaluate the bids and submit the recommended procurement option to the Head of the Implementing Partner for the approval (hereinafter refers to as the Committee).

3.5.9. The Committee shall normally be composed of 3 members. Depending on the nature and complexity of the procurement, and when there are other institutions involved, the Committee's members may be larger, but, in any case, the number of members should be odd. The Chairman of the Committee is appointed by the Head of the Implementing Partner. The Committee members shall be free of any conflicts of interest and shall sign reverent declaration, indicating whether the Committee member, his immediate family or associated entity have any financial interest which could arise from the selection or non-selection of any of the likely proponents/companies or any other professional or financial involvement with any of the likely proponents/companies.

3.5.10. The Committee shall evaluate bids using the criteria specified in the bidding documents. The Committee may appoint a Technical Evaluator to advise the Committee as necessary, for example when the procurement is complex and highly technical in nature.

3.5.11. The Committee may request clarifications where doubts exist about the comparability of the bids or when the information provided by the bidder is ambiguous. Any request for clarification requiring communication with the bidders shall be done in writing and become part of the bid documentation package. The bid evaluation process should be completed within the validity period specified in the bidding documents.

3.5.11 The Implementing Partner should award the contract within the period of validity of the bids, to the bidder whose bid has been determined to be the most responsive bid.

3.5.12. The following documents shall be used to compare and summarize the competitive bidding results:



- Bids Analysis Summary (Template No.2) with brief justification for the winning bidder;
- report / expert conclusion on the technical evaluation of proposals (if necessary);
- Minutes of Committee meeting, where indicated brief description of the subject of the bid, bidders' name, amounts of received bids, the results of bids' review and evaluation, detailed justification and recommendation on the contract award, and list and signatures of the Committee members.

3.5.13. This documentation package, once approved by the Head of the Implementing Partner, with copies of bidding documents and received bids, will be passed to the IOM for review and clearance as stipulated in Section 4 of current Guidelines.

3.5.14. The accepted bid's terms shall be incorporated in a contract.

3.5.15. The Committee may recommend to the Head of the Implementing Partner to declare the bidding unsatisfactory or a failure when any of the following occurs:

- all bids were declared non-responsive to the requirements or no bid was received at all;
- economic or technical data of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the contract or project impossible;
- all responsive bids substantially exceed the financial resources available or substantially higher than Implementing Partner's in-house estimate;
- there were irregularities in the process that prevented for a fair competition;
- bidders refuse to accept award of contract and there are no other remaining qualified bidders.

3.5.16. All proceedings shall be properly documented.

4. REVIEW AND CLEARANCE OF THE IMPLEMENTING PARTNER'S PROCUREMENT TRANSACTIONS

4.1. All results of procurement transactions with minimum value of at least USD 1,500.00 should be submitted by Implemented Partner to IOM for review and clearance before placing the order with the vendor.

4.2. After the proposals have been received and evaluated, and before a final decision on the award is made, the Implementing Partner shall submit to IOM, the results of the evaluation and comparison of the proposals, and the proposed recommendation for award with all relevant supporting documents as specified below:

1) for low value procurement:

- Purchase Requisition (Reference Form No.1), approved by the Head of the Implementing Partner;
- request for proposals distributed among potential vendors;



- all received proposal, along with vendors' registration and other supporting documents;
- Bids Analysis Summary (Reference Form No.2) with relevant justification for contract award, approved by the Head of the Implementing Partner.

2) for competitive bidding procurement:

- Purchase Requisition (Reference Form No.1), approved by the Head of the Implementing Partner;
- bidding documents;
- all received bids, along with full package of supporting documents;
- Minutes of bids opening minutes
- Bids Analysis Summary (Reference Form No.2) with relevant justification for contract award, authorized by the Head of the Implementing Partner.
- report / expert conclusion on the technical evaluation of proposals (if necessary);
- Minutes of Committee meeting on bids' review and evaluation, approved by the Head of the Implementing Partner.
- Declaration of Non-Conflict of interests, signed by Committee members.

3) for sole sourcing procurement according to clause 3.3.3. of current Guidelines:

- Purchase Requisition (Reference Form No.1), approved by the Head of the Implementing Partner;
- relevant Explanatory letter, approved by Head of the Implementing Partner, with justification on feasibility of method's application, as well as the results of market assessment and analysis on availability of other possible vendors and accessibility of equivalent goods, works and/or services.
- received vendor's proposal with all relevant supporting documents;
- Bids Analysis Summary (Reference Form No.2) with relevant justification for contract award, approved by the Head of the Implementing Partner.

4.3. All procurement-related documents should be duly approved, signed and stamped. For IOM's review of the recommended contract award, scanned copies of relevant documents should be provided.

4.4. Package of documents for the review of the results of the contact award should be submitted to IOM via email.

4.5. IOM can request from the Implementing partner additional information, clarifications or additional documents, necessary for review of the results of the contract award.



International Organization for Migration (IOM)
The UN Migration Agency

4.6. The vendor selection results may be rejected by IOM if it is determined that the intended contract award does not comply with the policy, stipulated in the current Guidelines.

5. FAILURE TO COMPLY WITH THE REQUIREMENTS OF CURRENT GUIDELINES

5.1. Expenses, incurred as a result of procurement of goods, works and/or services, conducted with the infringement of current Guidelines, shall be regarded as ineligible costs in accordance with Requirements for the financial reporting of sub-grant recipients implementing IOM projects.

5.2. Incompliance with the requirements of current Guidelines can result the consequences stipulated in the Project Implementation Agreement.

5.3. Documents relating to the procurement of goods, works and/or services, executed under IOM Project, is the part of financial reporting of the Implementing Partner. Certified copies of all relevant documents should be submitted along with the financial reports, in accordance with clause 7 of the Project Implementation Agreement and Requirements for the financial reporting of sub-grant recipients implementing IOM project.



International Organization for Migration (IOM)

The UN Migration Agency