

**REQUEST FOR QUOTATION (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

# BID DATA SHEET (BDS)

The International Organization for Migration **(IOM)** is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

The following data sheet outlines Instructions to Suppliers, Technical Specifications (annexed) and administrative requirements that Suppliers will need to follow in order to prepare and submit their Bid for consideration by IOM.

IOM is planning to contract one or more bidder for two years through non biding long-term agreement with possibility of one year agreement extension and priorly depending on bidder performance.

Dear Sir / Madam,

Please submit your quotation for supply and delivery of Goods specified in Annex A of this RFQ.

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| **#** | **Data** | **Specific Instructions / Requirements** |
| 1 | Tender Tittle | *RFQ no.16755 Provision of frequently requested supply materials.* |
| 2 | RFQ Reference No.: | 16755 |
| 3 | Language of the Bid  | English |
| 4 | Exact Address/es of Delivery Location/s (identify all, if multiple) | **According to attached Annex A Pricelist Form** |
| 5 | Packing & Marking Requirements | [ ]  No Marking Required [x]  Marking Required (pls. specify)Adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to IOM will be free of damage |
| 6 | Delivery Terms [INCOTERMS 2010] | [x]  CPT [x]  CIF [x]  CIP [x]  DAP [x]  Other [ ]  Not Applicable |
| 7 | Customs clearance, if needed, shall be done by | [ ]  IOM [x]  Supplier [ ]  Freight Forwarder [ ]  Not Applicable |
| 8 | Contract Price | Prices quoted by the Supplier shall be fixed during the Suppliers performance of the Contract and shall not be subjected to price escalation and variation on any account, unless otherwise approved by IOM. A submitted Bid with an adjustable price will be treated as non-responsive and will be rejected. |
| 9 | Submitting Bids for Parts or Sub-parts of the Schedule of Requirements (Partial Bids) | Allowed [if yes, describe below how, and ensure that requirements properly define the sub-parts]Suppliers may quote for one or all tender’s governorates. Supplier cannot quote for one or few items per list where it need to be quoted for all items per list. |
| 10 | One Bid per Bidder | Each Bidder shall submit only one Bid |
| 11 | Alternative Bids  | Shall not be considered |
| 12 | Pre-tender Conference  | Will not be conducted  |
| 13 | Bid Validity Period | 90 days |
| 14 | Late Bids | Any Bid received by IOM after the deadline will be rejected |
| 15 | Bid Security  | Not Required |
| 16 | Advanced Payment upon Signing of Contract  | Not Allowed |
| 17 | Liquidated Damages | Will be imposed as follows:Percentage of contract price per day of delay: 0.3%Max. number of days of delay 30, after which IOM may terminate the contract |
| 18 | Performance Security | Not Required |
| 19 | Currency of Bid  | United States Dollar |
| 20 | Deadline for submitting requests for clarifications/questions | 5 days before the submission deadline |
| 21 | Contact details for submitting clarifications/questions  | Focal Person in IOM: Procurement Unit E-mail address: husalman@iom.int E-mail subject: *Questions for RFQ no. 16755 Provision of frequently requested supply materials.* |
| 22 | Manner of disseminating supplemental information to the RFQ and responses/clarifications to queries | Direct communication to prospective Proposers by email |
| 23 | Deadline for Submission of Bids  | 18th April 2023, 11:00 AM (GMT+3 Iraq time) |
| 24 | Allowable Manner of Submitting Bids | [ ]  Courier/Hand Delivery [x]  Submission by email  |
| 25 | Conditions and Proceduresfor electronic submission andopening, (if allowed) | [x]  Official Address for e-submission: *IRAQTENDERS@iom.int*[x]  Format: PDF files only[x]  Max. File Size per transmission: *9 Mb*[x]  Max. No. of transmission: *any*[x]  Mandatory subject of email: *RFQ no. 16755 Provision of frequently requested supply materials.*[x]  Other conditions: *your quotation need to be organized in files:*1. Signed/ stamped financial offer with softcopy of financial offer in excel sheet.
2. Signed/ stamped vendor information sheet, code of conduct (only in case your business is not registered with IOM) otherwise write done if you have done the vendor registration process already.
3. signed/ stamped draft agreement copy with acceptance or any comments you have.
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| 26 | Bid Submission Address  | Address: To be deliver via email address. |
| 27 | Documents to be submitted | Your email for submisison need to be organized in files according to below:1. **Signed/ stamped financial offer** with softcopy of financial offer in excel sheet, your sheet need to have indication of model and brand name of proposed equipment. (Bids without clearly indicated brand and model of equipment will be automatically disqualified from further evaluation);
2. **Signed/ stamped vendor information sheet**, code of conduct (only in case your business is not registered with IOM)
3. **Signed/ stamped draft agreement** copy with acceptance or any comments you have.

Please make sure to attached your annexes the same as above paragraph name.  |
| 28 | Evaluation of Bids | **Eligibility**[x]  Submission of company registration documents.[x]  Submission of company valid tax license.[x]  Submission of company related previous past two years’ experience.[x]  Minimum average annual turnover of about USD 250,000 thousand for the last year supported by an audited repots. Or a bank statement for the last 2 years must be included to demonstrate a healthy financial capacity.[x]  submitted of complete application for vendor information sheet or confirmation if your business is already registered with IOM. [x]  Full acceptance of the Contract General Terms & ConditionsAbove eligibility list will be evaluated with pass and fail and any missing documents will cause offer to be rejected.**Technical evaluation**Where IOM Iraq mission will contact the eligible bidders to submit their samples on later set date.Bidder who failed to submit samples will be disqualified. IOM will check each bidder received samples for their**.**[x]  Quality [x]  complete list of samples in compare with received financial offer.**Financial offer** [x]  Prices compression from overall lower to higher prices. |
| 29 | Inspection of Samples | [x]  Will be Conducted [ ]  Will Not be Conducted |
| 30 | Settlement of Dispute | The United Nations Commission on International Trade Law (UNCITRAL) arbitration ruleswill apply for any dispute, controversy or claim that will arise in relation to the Contract |
| 31 | IOM will award the contract to | One or more Bidders |
| 32 | Payment Terms | [ ]  Advance payment in the amount of **16755**[x]  100% upon complete delivery of goodsWithin 30 days after delivery and inspection according to IOM procurement rules and procedures. all vendors will be paid in United States Dollars, Payment will be made via Bank transfer to Vendor’s Bank account ( business name only). |
| 33 | Conditions for Release ofPayment | [ ]  Pre-shipment inspection[x]  Inspection upon arrival at destination[ ]  Installation[x]  Testing[x]  Training on Operation and Maintenance[x]  Written Acceptance of Goods based on full compliance with ITBrequirements |
| 34 | After Sales Warranty | Minimum 12 months on-site |
| 35 | Right to Accept, Reject, Any or All Bids | IOM reserves the right to accept or reject any bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IOM’s action. IOM shall not be obliged to award the contract to the lowest priced offer. |
| 36 | Right to Vary Requirements at the Time of Award | At the time of award of Contract, IOM reserves the right to vary the quantity of goods and/or services, by up to a maximum ten percent (10%) of the total Contract price, without any change in the unit price or other terms and conditions. |
| 37 | Bidding Forms | Bidding Forms are attached. |
| 38 | Price verification | Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IOM. The unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the final price based on IOM’s re-computation and correction of errors, its quotation will be rejected.  |
| 39 | Other Information Related to the RFQ | *None.* |