**Technical Specifications Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UoM** | **Min Quantity** | **Packaging** | **Bidder's Offer and Photo** | **Expiry Date** |
| **1** | Rice basmati | **bag** | 10kg | Can be 2 bags of 5kg or 1 bag of 10kg whichever is available |  |  |
| 2 | **White beans** | **bag** | 1KG | Can be 2 bags of 500g or 1 bag of 1kg whichever is available |  |  |
| 3 | **Fava beans** | **bag** | 1KG | Can be 2 bags of 500g or 1 bag of 1kg whichever is available |  |  |
| 4 | **Canned beans** | **can** | 800g | Can be 2 cans of 400g or 1 can of 800g whichever is available |  |  |
| 5 | **Lentil red** | **bag** | 1KG | Can be 2 bags of 500g or 1 bag of 1kg whichever is available |  |  |
| 6 | **Lentil yellow** | **bag** | 1KG | Can be 2 bags of 500g or 1 bag of 1kg whichever is available |  |  |
| 7 | **Flour** | **bag** | 3KG | Can be 3 bags of 1kg |  |  |
| 8 | **Sugar** | **bag** | 2KG | Can be 2 bags of 1kg |  |  |
| 9 | **Salt** | **bag** | 3KG | Can be 3 bags of 1kg |  |  |
| 10 | **Vegetable oil** | **Plastic bottle** | Min 1.8L | Can be 1 bottle of 1.8L |  |  |
| 11 | **Tomato paste** | **Jar** | 800g | Can be 2 jars of 400g or 1 jar of 800g whichever is available |  |  |
| 12 | **Pasta** | **pack** | 2500g | Can be 5 packs of 500gr each |  |  |
| 13 | **Tuna** | **can** | 320g | Can be 2 cans of 160g each |  |  |
| 14 | **Sardine** | **can** | 250g | Can be 2 cans of 125g each |  |  |
| 15 | **Tea (Loose not bags)** | **pack** | 380g | Can be or 1 2 packs to meet the min quantity |  |  |
| 16 | **Packing box** | **ea** | 275 | To be used to pack the kits |  |  |

**Delivery Requirements**

|  |  |
| --- | --- |
| **Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the goods 1 week after Contract signature/PO. |
| **Delivery Terms (INCOTERMS 2020)** | N/A |
| **Customs clearance**  **(must be linked to INCOTERM** | Not applicable  Shall be done by:  Name of organisation  Supplier/bidder  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | To be provided after award and any transportation cost will be agreed between IOM and bidder. |
| **Distribution of shipping documents (if using freight forwarder)** | N/A |
| **Packing Requirements** | Standard packaging |
| **Training on Operations and Maintenance** | N/A |
| **Expiry Period** | Minimum 1 year from manufacturing date |
| **After-sales service and local service support requirements** | As applicable to the product |
| **Preferred Mode of Transport** | N/A |
| **Other information** | N/A |

**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: | ​​Click or tap here to enter text.​ | Date: ​Click or tap to enter a date.​ |

**VENDOR INFORMATION SHEET1**

Please attach the latest vendor information sheet to be filled in and signed by the vendor

**BIDDER’S DECLARATION OF CONFORMITY2**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
| ​​☐​ | ​​☐​ | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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>. |
| ​​☐​ | ​​☐​ | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
| ​​☐​ | ​​☐​ | 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. |
| ​​☐​ | ​​☐​ | 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: | ​​Click or tap here to enter text.​ | Date: ​Click or tap to enter a date.​ |

**Technical Offer**

**Please submit the accomplished Technical Specifications form with photos and expiry dates for each item.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: ​**Click or tap here to enter text.**​**  **INCOTERMS: ​**Click or tap here to enter text.**​** | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | ​​Rice basmati |  |  |  |  |
| 2. | ​​White beans |  |  |  |  |
| 3. | ​​Fava beans |  |  |  |  |
| 4. | ​​Canned beans |  |  |  |  |
| 5. | ​​Lentil red |  |  |  |  |
| 6. | Lentil yellow |  |  |  |  |
| 7. | Flour |  |  |  |  |
| 8. | Sugar |  |  |  |  |
| 9. | Salt |  |  |  |  |
| 10. | Vegetable oil |  |  |  |  |
| 11. | Tomato paste |  |  |  |  |
| 12. | Pasta |  |  |  |  |
| 13. | Tuna |  |  |  |  |
| 14. | Sardine |  |  |  |  |
| 15. | Tea (Loose not bags) |  |  |  |  |
| 16. | Packing box |  |  |  |  |
| Total 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 | ​​☐​ | ​​☐​ | ​​Click or tap here to enter text.​ |
| Delivery Lead Time | ​​☐​ | ​​☐​ | ​​Click or tap here to enter text.​ |
| Expiry Date | ​​☐​ | ​​☐​ | ​​Click or tap here to enter text.​ |
| Validity of Quotation | ​​☐​ | ​​☐​ | ​​Click or tap here to enter text.​ |
| Payment terms | ​​☐​ | ​​☐​ | ​​Click or tap here to enter text.​ |
| Other requirements *[pls. specify]* | ​​☐​ | ​​☐​ | ​​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:  (*if export licence required this must be submitted if awarded the contract*) | ​​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. | |
| *Exact name and address of the company*  Company Name​Click or tap here to enter text.​  Address: ​Click or tap here to enter text.​  ​​Click or tap here to enter text.​  Phone No.: ​Click or tap here to enter text.​  Email Address: ​Click or tap here to enter text.​ | Authorized Signature:  Date: ​Click or tap here to enter text.​  Name: ​Click or tap here to enter text.​  Functional Title of Authorised  Signatory: ​Click or tap here to enter text.​  Email Address: ​Click or tap here to enter text.​ |