

## **Request For Quotation**

### **CONSTRUCTION/REHABILITATION DE VINGT (20) POINTS D'EAU**

**RFQ Reference No:** 30000004014**Issuing/Publishing Date:** 19/03/2025 6:07 AM**County:** Congo, The Democratic Republic of the**Open for Response Date:** 19/03/2025 6:07 AM

L'Organisation Internationale pour les Migrations vous demande de bien vouloir lui soumettre un devis pour la fourniture des biens, travaux et/ou services décrits dans le formulaire de soumission de demande de prix ci-dessous.

**Lors de la préparation de votre offre, veuillez-vous référer aux informations de la demande de devis ci-dessous. Il est de votre responsabilité de veiller à ce que votre offre soit soumise avant ou à la date limite du 09 avril 2025 à 16H00 GMT+2 (heure de Kalemie). Les offres reçues après la date limite de soumission, pour quelque raison que ce soit, ne seront pas prises en considération pour l'évaluation.**

Issued by: Route des Morillons, 17 Geneva Switzerland

Name: Alexandra SIMPSON  
Title: Chief of Mission  
Date: 2025-03-19 06:07:27.0

*This document is considered valid if digitally authorized by the IOM Approver. This is system-generated and does not require any IOM signature.*

## 2

### Requirements

*\*Response is required*

Veuillez répondre à toutes les réponses dans cette section

Date de visite de site le 24 mars 2025,

Point focal pour la visite TUSEVO NZEKA Toussaint ; email: ttusevonzeka@iom.int

Saisissez du texte ici

### Section 1. Preliminary Examination criteria

- \*1. All documents requested have been provided and are complete.- Financial and technical propositions, administratif documents,

Select one of the following:-

- ☐ a. YES (*Response attachments are optional*)  
☐ b. NO

- \*2. Proposal Validity- 90 days

Select one of the following:-

- ☐ a. YES (*Response attachments are optional*)  
☐ b. NO

- \*3. Proposal Security with a compliant validity period- as provided model

Une garantie de soumission de 5% de l'offre- Veuillez soumettre la garantie suivant le modèle en annexe

Select one of the following:-

- ☐ a. YES (*Response attachments are optional*)  
☐ b. NO

### Section 2. Eligibility criteria- Minimum Eligibility

- \*1. Proposer is a legally registered entity- Form D: Proposer Information

Veuillez attacher tous vos documents administratifs légaux.

Select one of the following:-

- ☐ a. YES (*Response attachments are optional*)  
☐ b. NO

- \*2. Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation

Select one of the following:-

- ☐ a. YES  
☐ b. NO

**Section 3. Qualification Criteria- Minimum Eligibility and Qualification Criteria**

- \*1. History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years  
Form F

Select one of the following:-

- ☐ a. YES(*Response attachments are optional*)  
☐ b. NO

- \*2. Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.  
Form F

Select one of the following:-

- ☐ a. YES  
☐ b. NO

**Section 4. Financial Standing**

- \*1. Turnover: Proposers should have annual sales turnover of minimum 50% of proposal for the last three years.  
Refer to Form F

*Response attachments are optional.*

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- \*2. Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 years

Copy of audited financial statements for the last three years. / Form F: Eligibility and Qualification

Select one of the following:-

- ☐ a. YES  
☐ b. NO

**Section 5. Proposed methodology approach**

- \*1. 5 months from beginning date in contract

*Response attachments are optional.*

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- \*2. Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?

CVs are attached (please refer to sample form H)

Select one of the following:-

- ☐ a. YES (*Response attachments are optional*)  
☐ b. NO

## Section 6. Previous experience

\*1. Minimum years of relevant experience. - 3 years

Minimum two (2) contracts of similar value, nature and complexity implemented over the last few years. (*For JV/Consortium/Association, all Parties cumulatively should meet requirement*).

Select one of the following:-

- ☐ a. YES (*Response attachments are optional*)  
☐ b. NO

## Lines

### Delivery Requirements:

Currency of the Quotation:USD					
INCOTERMS:					
Item No	Description	UOM	Qty	Unit price	Total price
10001562	- Lot1 : Construction de douze (12) points d'eau dans les sites(8Likasi/4Kisalaba)	Each	12		
Total Price					
10001562	-Lot2 : Construction de huit (08) points d'eau dans le site de Mwaka	Each	8		
Total Price					

## SECTION 2: INSTRUCTIONS TO PROPOSERS

<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter textrfqdrc@iom.int</p> <ul style="list-style-type: none"> <li>File Format: Click or tap here to enter text. PDF</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: Click or tap here to enter text. 5MB</li> <li>Mandatory subject of email: Click or tap here to enter text.RFQ30000004014</li> <li>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".</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org).
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in Click or tap here to enter text.
<b>Duties and taxes</b>	The International Organization for Migration is exempt from all direct taxes,

	<p>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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	<p>Click or tap here to enter text.</p> <p>French</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for Click or tap here to enter text. days from the deadline for the Submission of Quotation. <b>60 days</b></p>
<b>Price variation</b>	<p>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.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted (please specify, i.e. by LOTs only or by line item, etc)</p>
<b>Payment Terms</b>	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Click or tap here to enter text. Per tranches,determined in contract</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Click or tap here to enter text. <b>Mamane Kondo</b></p> <p>E-mail address: Click or tap here to enter text. <b>rfqdr@iom.int</b></p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later than Click or tap here to enter text. days before the submission deadline.</p> <p>Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date. <b>7 days before deadline</b></p>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer. <b>Maximum pass score: 70/100</b></p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
<b>Evaluation criteria</b>	<p><input type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p>

	<input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others (for ex, environmental criteria/considerations, etc) <b>Terms of reference</b>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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 <del>10</del> % of the total offer, without any change in the unit price or other terms and conditions. <b>10%</b>
<b>Type of Contract to be awarded</b>	Click or tap to enter a date.
<b>Expected date for contract award.</b>	Click or tap to enter a date.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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:

Item No	Minimum technical requirements	Unit	Quantity
1	Click or tap here to enter text. Construction de douze (12) points d'eau likasi et Kisalaba	ea	12
2	Click or tap here to enter text. Construction de huit (08) points d'eau dans le site de Mwaka	ea	8
	Click or tap here to enter text.		
	Click or tap here to enter text.		

### Delivery Requirements:

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods <sup>5 months</sup> Click or tap here to enter text. After Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	Click or tap here to enter text.
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Click or tap here to enter text. Tanganyika
<b>Distribution of shipping documents (if using freight forwarder)</b>	Click or tap here to enter text.
<b>Packing Requirements</b>	Click or tap here to enter text.
<b>Training on Operations and Maintenance</b>	Click or tap here to enter text.
<b>Warranty Period</b>	Click or tap here to enter text.
<b>After-sales service and local service support requirements</b>	Click or tap here to enter text.
<b>Preferred Mode of Transport</b>	Choose an item.
<b>Other information</b>	

## 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 SHEET** [Vendor Information Sheet.xlsx](#)

**BIDDER'S DECLARATION OF CONFORMITY** 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 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.
<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.

Yes	No	
<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 <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					

Installation Price	
Training Price	
Other Charges (specify)	
<b>Total Final and All-inclusive Price</b>	

### 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 [pls. specify]	<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: (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.	
<b>Exact name and address of the company</b> 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.

## ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation 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

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

Proprietary and Confidential

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<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 [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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.	
<b>Exact name and address of company</b> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. here to enter text. Click or tap Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	<b>Authorized Signature:</b> 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.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation 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

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

#### Financial Offer

Proprietary and Confidential

Description of Works	UOM	Qty	Unit Price	Total Price
<b>Total</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<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.

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 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>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

9	Scope	<p>The services described in Section 5 of this RFP.</p> <p>[If RFP is being issued to establish LTA(s) please include the following text and amend as appropriate. Delete if not required.]</p> <p>Based on the results of this competitive solicitation exercise. IOM intends to enter into non-exclusive Long Term Agreement(s) (LTAs) with the successful proposer(s) for the provision of an indefinite quantity of the specified services in support of .IOM's operations. In the event of . IOM signing Long Term Agreement(s), the following shall apply:</p> <p>The successful proposer shall accord the same terms and conditions to any other organization within the <b>United Nations System</b> that wishes to avail of such terms, after written consent from IOM.</p> <p>The expected duration of the LTA is: 5 years with the possibility of extension for up to 0 additional Months. subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>The estimated volume to be purchased is: _____. LTAs are considered non-exclusive, and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>IOM reserves the right to enter into LTAs with more than one supplier and the right to split the award of contracts among the LTA holders if it is in the best interests of IOM.</p> <p>The award of a contract under the LTAWill. be subject to secondary competition among the LTA holders.</p>
10	Eligible proposers	<p>Only bidders from the attached list of eligible countries are eligible to participate in this bidding process [attach list]. Bidders from all countries are eligible to bid</p>
11	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents:</p> <p>Focal Person: Mamane KONDO</p> <p>Address: rfqdr@iom.int</p> <p>E-mail address: rfqdr@iom.int</p> <p><b><u>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).</u></b></p> <p>-</p> <p>-</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>02/04/2025</p> <p>Manner of disseminating supplemental information to the RFP and responses / clarifications to queries:</p> <p>Direct communication to prospective proposers by email and posting on the website [enter link].</p>
11	Language	<p>All proposals, information, documents and correspondence exchanged between IOM and the proposers in relation to this solicitation process shall be in FRENCH</p>
12	Duties and taxes	<p>All prices shall:</p> <p>Be inclusive of VAT and other applicable indirect taxes. Be exclusive of VAT and other applicable indirect taxes</p>
13	Proposal security	<p>_____.</p> <p>If ""Not Required" is selected, delete the below</p>



		<p>The proposal security will be in the same currency as stipulated in Article 14:(Currencies).</p> <p>Acceptable forms of proposal security</p> <p><input type="checkbox"/>Proposal security form template set out in Section 7</p> <p><input type="checkbox"/>Any bank-issued cheque / cashier's cheque / certified cheque</p>
14	Pre-proposal conference	<p>_____.</p> <p>Provide details below if "Will be conducted" is selected, otherwise delete the below</p> <p>Time and time zone: 9/04/2025, 16h00 heure de Kalemie</p> <p>Date : _____</p> <p>Venue : _____</p> <p>The focal point for the arrangement is:</p> <p>Name: _____</p> <p>Telephone: _____</p> <p>E-mail: _____</p> <p>Minutes of the pre-proposal conference will be disseminated by</p> <p>Direct communication to prospective proposers by email and posting on the website [enter link]...</p>
15	Site inspection	<p>A group site inspection will be held as follows:.</p> <p>Provide details below if a site inspection will be held, otherwise delete the below</p> <p>Time and time zone: 9H00,heure de Kalemie</p> <p>Date : 24/03/2025</p> <p>Location : Tanganyika</p> <p>The focal point for the arrangement is:</p> <p>Name: TOUSSAINT TUSEVO</p> <p>Telephone: 243818887374</p> <p>E-mail: ttusevonzeka@iom.int</p> <p>Proposers shall notify the focal point _____ of days in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend.</p>
16.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p>Email</p> <p>[Include the instructions below relating to the methods selected above and delete the others.]</p> <p><b>SUBMISSION BY E-TENDERING</b></p> <p>_____</p> <p><b>SUBMISSION BY EMAIL:</b></p> <p>The Technical Proposal shall be sent in a separate email with</p>

		<p>the mandatory subject line: RFQ30000004014</p> <p>The Financial Proposal shall be sent in a separate email with the mandatory subject line: ONLINE</p> <p><b>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</b></p> <p>Proposal submission address: _____ <b>PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</b></p> <ul style="list-style-type: none"><li>• File Format: PDF</li><li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li><li>• All files must be free of viruses and not corrupted.</li><li>• Max. File Size per transmission: 5</li><li>• Mandatory subject of email: RFQ30000004014</li><li>• If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline.</li><li>• 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.</li><li>• Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: rfqdr@iom.int</li><li>• It is recommended that the entire Proposal be consolidated into as few attachments as possible.</li><li>• The proposer should receive an email acknowledging email receipt.</li></ul> <p><b>SUBMISSION BY COURIER / HAND DELIVERY:</b></p> <p>Proposal submission address: _____</p> <ul style="list-style-type: none"><li>• The proposer shall submit the Proposal <b>in one sealed outer envelope and two inner envelopes</b>, as detailed below.</li><li>• Distinct, separately sealed technical and financial proposals are requested from the proposers in order to evaluate them separately. Both distinctly sealed envelopes of technical and financial proposals shall be kept in another envelope (outer envelope), which shall be sealed as well. <b>Non-compliance with this instruction shall result in rejection of the proposal received.</b></li><li>• The <b>outer</b> envelope must be clearly marked with the following:<p><b>*CONFIDENTIAL PROPOSAL -ONLY TO BE OPENED BY AUTHORISED PERSONNEL*</b></p><p>CONFIDENTIAL</p><p>RFP Reference: RFQ30000004014</p><p>Attention: IOM KALEMIE</p><p>Proposers name and details: _____</p></li><li>• The <b>inner</b> envelopes shall be marked as follows:<ul style="list-style-type: none"><li>○ Both inner envelopes shall indicate the proposer's name and address and the RFP reference number.</li><li>○ The first inner envelope shall be marked "<b>Technical Proposal</b>" and shall contain one soft copy and insert number hard copy/ies of all the duly filled and signed Returnable Proposal Forms and other documentation <b>EXCEPT Returnable Proposal Form J: Financial Proposal Submission and Form K: Financial Proposal and other</b> price related documents if applicable. Where more than one hard copy of the technical proposal is requested one hard copy shall be marked "Original" and the other(s) marked "Copy". In the event of any discrepancy between the soft and/or the hard copies of the proposal, the proposal marked as "Original" shall govern.</li><li>○ The second inner envelope shall be</li></ul></li></ul>
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		marked " <b>Financial Proposal</b> " and include the duly completed and signed <b>Returnable Proposal Form J: Financial Proposal Submission and Form K: Financial Proposal Financial Proposal Form and any other price related documents</b> if applicable. The financial proposal shall be prepared in one soft copy and Insert number hard copy/ies. Where more than one hard copy is required one shall be marked "Original" and the other(s) marked "Copy". In the event of any discrepancy between the soft and/or the hard copies of the proposal, the proposal marked as "Original" shall govern.
17.	Proposal Opening	<div><input type="checkbox"/> Public proposal opening will not be held</div> <div><input type="checkbox"/> Public opening of technical proposals will be held as per below details.</div> <div>Date and Time: 09/04/2025, 16h00 heure de Kalemie</div> <div>Venue: ONLINE</div> <div><input type="checkbox"/> Public opening of financial proposals will be held as per below details.</div> <div>Date and Time: 09/04/2025 16H00</div> <div>Venue: ONLINE</div>
18.	Evaluation of technical and financial proposals	<div>Evaluation will be based on:</div> <div><input type="checkbox"/> Lowest price method (selects the lowest evaluated financial proposal of the technically responsive Proposers)</div> <div><input type="checkbox"/> Combined scoring method using a distribution of Technical proposal - financial proposal</div> <div><input type="checkbox"/> Other</div> <div>Details if Other is selected:_____</div> <div>Details if Combined scoring method is selected</div> <div>The maximum number of technical points is detailed in Section 3: Evaluation Criteria</div> <div>To be substantially compliant, Proposers must obtain a minimum threshold of_____.% of maximum points.</div>
19.	Right to vary requirement at time of award	<div>The maximum percentage by which quantities may be increased is 10%</div> <div>The maximum percentage by which quantities may be decreased is 10%</div>
20	Contract award to one or more proposer	<div>more will award a contract to:</div> <div>One or more Bidders, depending on the following factors: [enter details].</div>
21	Performance Security	<div>Not Required.</div> <div>If ""Not Required" is selected, delete the below</div> <div>The performance security shall be submitted within _____ days after receipt of the contract.</div> <div>The performance security will be in the same currency as stipulated in Article 14 (Currencies).</div> <div>The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6.</div>
22	Advance payment	<div>Not allowed.</div> <div>If allowed, Bank Guarantee Required.</div>
23	Liquidated damages	<div>Will be imposed as follows:.</div> <div>Provide details below if "Will be Imposed" is selected, otherwise delete the below</div> <div>Percentage of contract price per week of delay: 0.1% up to a maximum of 10% of the Contract value, after which IOM may</div>

		terminate the contract.
	Other information related to the RFP	[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]

SECTION 5: TERMS OF REFERENCE

[Insert here the Terms of Reference (ToR) or the SOW. For Guidance on preparing ToR please refer to pages 76-78 of the ].

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 Contract Form with General Conditions of Contract

[Insert the appropriate Contract here, using standard procurement contracts available at

6.2 Advance Payment Guarantee (Bank Guarantee) REMOVE IF NOT REQUIRED

ADVANCE PAYMENT SECURITY (Bank Guarantee)

To: [name and address of IOM Mission]

Contract : [name of Contract]

-

Gentlemen:

We have been informed that [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [reference number of the contract] dated [insert date] with you, for the supply of [brief description of goods & related services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in figures & in words] is to be made against an advance payment guarantee

At the request of the Supplier, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures and in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier are in breach of their obligation under the Contract because the Supplier have used the advance payment for purposes other than toward providing the required Goods and Services under the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of Goods to be supplied thereunder or of any of the Contract documents which may be made between [name of IOM Mission] and the Supplier, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until [name of IOM Mission] receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal: \_\_\_\_\_

Name of Bank/Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

6.3 Performance Security. REMOVE IF NOT REQUIRED

Performance Security (Bank Guarantee)

To: [name and address of Employer]

WHEREAS [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. [number] dated [date] to execute [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of Guarantee] [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.



<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	The person handling proposals is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don't want to receive RFPs for this type of services

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 4: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
<ul style="list-style-type: none"><li>Form C: Technical Proposal Submission</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Form D: Proposer information</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Form E: Joint Venture/Consortium/Association Information</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Form F: Eligibility and Qualification</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Form G: Technical Proposal</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Form H: CVs of proposed key personnel</li></ul>	
<ul style="list-style-type: none"><li>Form I: Statements of exclusivity and availability for key personnel</li></ul>	
<ul style="list-style-type: none"><li>From L: Proposal Security</li></ul>	
<ul style="list-style-type: none"><li>[Add other forms as necessary]</li></ul>	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

<ul style="list-style-type: none"><li>Form J: Financial Proposal Submission</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Form K: Financial Proposal</li></ul>	

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the services required for Click or tap here to enter text. in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

BIDDER'S DECLARATION OF CONFORMITY

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

		<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>

<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 .
<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.

FORM D: PROPOSER INFORMATION **Please insert the latest VIS form**

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.		Date:   Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner	Click or tap here to enter text.
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(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

	Name of partner:	_____
Name of partner:		_____
Signature: _____	Signature: _____	
Date: _____	Date: _____	
Name of partner:	Name of partner:	_____
Signature: _____	Signature: _____	
Date: _____	Date: _____	

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of	Client & Reference	Contract Value	Period of activity and	Types of activities undertaken and role (Contractor, sub-contractor or
---------------------------	--------------------	----------------	------------------------	------------------------------------------------------------------------

Assignment	Contact Details		status	consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years		Year	Currency	Amount
		Year	Currency	Amount
		Year	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.				

Financial information (state currency)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a. Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b. Historic financial statements must be audited by a certified public accountant;
- c. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

[Note to Procurement Staff: Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4.]

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer's proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer's qualification, capacity and expertise

- 1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled

and delivered.

2.2 Provide comments and suggestions on the Terms of Reference: have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Include additional services that will be rendered beyond the requirements of the ToR, if any.

2.2 The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2-5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.5 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in Form H and the statement of exclusivity and availability using the format in Form I.

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.	
Professional Certifications	Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.	
References:	Provide names, addresses, phone and email contact information for two (2) references.	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

FORM I: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to provide the services for Click or tap here to enter text. in accordance with your Request for Proposal No. Click or tap here to enter text. and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and this Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of Click or tap here to enter text..

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

[Stamp with official stamp of the Proposer]

FORM J: FORMAT FOR FINANCIAL PROPOSAL

NOTE: VEUILLEZ UTILISER LE MODEL DU DEVIS QUANTITATIF DANS LE CAHIER DE CHARGE

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal.

Currency of the proposal: Click or tap here to enter text.

Table 1: Summary of Overall Prices

	Amount
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of days / months / hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of Measure	Quantity	Unit Price	Total Amount
International flights	Return trip			
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				

Deliverable 2				
Deliverable 3				
Etc.				

**FORM K: PROPOSAL SECURITY** **DELETE IF NOT REQUIRED**

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The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to IOM.

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