

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: [4200454598](#)

Date: 20 April 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the [Rehabilitation of Sasegbon Annex Fence Works](#)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation is [open to only Construction Companies Registered and based in Nigeria](#), and comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Bill of Quantities

Annex 5: Construction Schedule

Annex 6: CVs of Key Supervisory staff

Annex 7: Equipment Schedule

Vendor Information sheet (VIS)

Declaration of Conformity.

Kindly write to iomlagostenders@iom.int to request for word format of the RFQ and the BOQ on or before the deadline. Please quote the RFQ Reference No. and title as shown below:

RFQ No. [4200454598](#): [Rehabilitation of Sasegbon Annex Fence Works](#)

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

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: Mohamed I. Abdi

Title: Procurement and Logistics Officer – IOM Lagos

Date: 20/04/2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	04th May 2023 at 16:30hrs WAT If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. Bid submission address: iomlagostenders@iom.int <ul style="list-style-type: none"> ▪ File Format: PDF for all files including BOQ and attach BOQ in excel format ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 30MB in total ▪ Mandatory subject of email: 4200454598 – Rehabilitation of Sasegbon Annex Fence Works ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
Supplier Code of Conduct	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) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Naira (NGN)
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Annex 4: Bill of Quantities <input checked="" type="checkbox"/> Annex 5: Construction Schedule <input checked="" type="checkbox"/> Annex 6: CVs of Key Supervisory Staff (Project Manager and Foreman) <input checked="" type="checkbox"/> Annex 7: Equipment Schedule <input checked="" type="checkbox"/> Valid Certificate of Registration (Certificate of Incorporation) <input checked="" type="checkbox"/> Previous experience with UN agencies, INGO's, private corporations/enterprises and Government Agencies. Bidder to provide information on previous experience working with such UN and/or INGO, enterprises etc. Vendor should list agencies worked with, work done and contact information (names, telephone numbers, email addresses etc). Include proof of previous experience in the form of Certificates of Completion, Contracts, Purchase Orders etc. <input checked="" type="checkbox"/> Proof of Financial capacity. Vendor to provide detailed copies of audited financial statements for the last three years. <p><u>Annexes 2 to 7 shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialled by the person signing the Quotation Form.</u></p>
Quotation validity period	Quotations shall remain valid for Forty-Five (45) days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<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:</p> <p>First Payment: IOM will pay the Contractor 40% of the total contract amount on confirmation by IOM of satisfactory progress toward the completion of 60% (sixty per cent) actual measured work as per Bill of Quantities.</p> <p>Second Payment: IOM will pay the Contractor 50% of the total contract amount after the completion of 100% (one hundred per cent) of the Works and IOM's inspection and provisional acceptance of the completed Works. 100% completion of the works shall be supported by a Certificate of Provisional Acceptance signed by the Chief of Mission of IOM Nigeria.</p> <p>Third Payment: The balance of 10% (ten per cent) of the total Contract Price shall be withheld for 12 (twelve) months after provisional acceptance of the Works. The retention amount shall be supported by a Certificate of Final Acceptance of works issued after final inspection of works.</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Mohamed I. Abdi</p> <p>E-mail address: abdmohamed@iom.int</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated through email by 02 May 2023

Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Construction Agreement
Expected date for contract award.	25 May 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Quotation Documents:

The following shall constitute the Quotation Documents to be submitted by the Contractors:

- 1.) Annex 2: Quotation Submission Form duly completed and signed
- 2.) Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- 3.) Annex 4: Bill of Quantities
- 4.) Annex 5: Construction Schedule
- 5.) Annex 6: CVs of Key Supervisory Staff (Project Manager and Foreman)
- 6.) Annex 7: Equipment Schedule
- 7.) Valid Certificate of Registration (Certificate of Incorporation)
- 8.) Previous experience with UN agencies, INGO's, private corporations/enterprises and Government Agencies. Bidder to provide information on previous experience working with such UN and/or INGO, enterprises etc. Vendor should list agencies worked with, work done and contact information (names, telephone numbers, email addresses etc). Include proof of previous experience in the form of Certificates of Completion, Contracts, Purchase Orders etc.

Opening of Quotations:

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

Acceptance of Quotations:

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

Rejection of Quotations:

Quotation can be rejected for the following reasons:

- a) the Quotation is not presented in accordance with the RFQ Instructions and data as well as the schedule of requirements (Annex1)
- b) the Quotation is received after the deadline for submission.
- c) the Quotation Form or any document which is part of the Quotation Document is not signed;
- d) the Contractor is currently under list of UN sanctioned Vendors;
- e) the Contractor offer imposes certain basic conditions unacceptable to IOM

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Contractors.

Evaluation of Quotations

IOM shall evaluate and compare the Quotations on the basis of the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Contractors technical and financial capacity to perform the Contract
- (c) Compliance with construction schedule and viable methodology offered.
- (d) Compliance with technical specifications.
- (e) Contractor's availability and capacity of equipment.
- (f) Price

The following evaluation criteria shall be used to evaluate the Bids received:

A. Preliminary Examination of Bids [Pass/Fail criteria]

This stage of the evaluation is to assess the document formality required for each bidder with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned in 9.1 above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

<u>Eligibility Requirement</u>	<u>Importance</u>	<u>Criteria</u>
Annex 2: Quotation Submission Form duly completed and signed	High	Pass/Fail
Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1	High	Pass/Fail
Annex 4: Bill of Quantities in PDF Format and in Excel	High	Pass/Fail
Annex 5: Construction Schedule	High	Pass/Fail
Annex 6: CVs of Key Supervisory Staff (Project Manager and Foreman)	High	Pass/Fail
Annex 7: Equipment Schedule	High	Pass/Fail
Valid Certificate of Registration (Certificate of Incorporation)	High	Pass/Fail

*Bidders must attain the rating of "pass" in all areas shown as of "high" importance so as to proceed to the technical evaluation.

B. Technical Examination [Weighted criteria]:

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the Bid is substantially responsive to the technical requirements. All bids must be checked for substantial responsiveness to the technical requirements.

The technical evaluation accounts for 40 points (40%) out of the total combined score (technical + financial) of 100 points.

Non-conformity to the requirements is a justifiable basis for the rejection of a Bid. These are those deviations that, if accepted, would not fulfill the purposes for which the Bid is requested, or would prevent a fair comparison with Bids that are properly compliant with the requirements.

Material technical deviations include but not limited to:

- a) Inability to meet the critical delivery schedule or work schedule clearly specified in the RFQ;
- b) Failure to comply with minimum experience criteria as specified in the RFQ;
- c) Failure to meet major technical requirements (e.g., offering completely different types specified, plant capacity well below the minimum specified, equipment not able to perform the basic functions for which it is intended; and/or
- d) Failure to bid for the required scope of work (e.g., for the entire works or a complete package or a complete schedule).

Criteria	Requirement	Rating
1. Bidders' experience, financial capacity, equipment and construction Schedule: [Max 70 points]		
(a) Similar experience: Successful similar experience in terms of equivalent nature and complexity carried out on behalf of UN and INGOs or other reputable organizations in Nigeria. Provide evidence such as Contracts or Purchase Orders and Completion Certificates. The Bidder must demonstrate through past projects its ability to produce a high quality work.	4 or more Rehabilitation works of equivalent nature and complexity	20 Points
	3 Rehabilitation works of equivalent nature and complexity	15 Points
	2 Rehabilitation works of equivalent nature and complexity	10 points
	Bidder who has carried out 1 Rehabilitation works of equivalent nature and complexity	5 points
b) List of Equipment owned or hired: Type, Characteristics, Minimum Number and Availability of Key Equipment. A bidder must demonstrate adequate ownership of the minimum required Assets and/or Machineries. The bidder shall demonstrate that it has access to the required Equipment through ownership or hire: Scaffolding, Concrete Mixer, Hand tools.	Presented a complete list of more than 81% of the required equipment with their proof of ownership/lease.	10 points
	Presented a list containing 60 -80% of the required equipment with their proof of ownership/lease.	7 points
	Presented a list containing 30 -59% of the required equipment with their proof of ownership/lease.	5 points
	Presented a list containing 0 -29% of the required equipment with their proof of ownership/lease.	2 points
c) Program of works: This category is based on the proposed time to complete the work. Detailed Program of works (Sequence of activities on how the work will be implemented) is required to show how the program of works was planned.	+/- 10% within IOM proposed completion time	20 Points
	+/- 11% - 20% within IOM proposed completion time	15 Points
	+/- 21-30% within IOM proposed completion time	10 points
d) Financial Capacity: This category is based on the Bidders' financial capability to mobilize and actually carry out the proposed assignment with the need for pre-financing. Required: Copies of the last three years audited financial statements.	Positive Working capital from the audited accounts for the Last three years.	20 Points
	Positive Working capital from the audited accounts for the Last two years.	15 Points
	Positive Working capital from the audited accounts for the Last one years.	10 points
2. Key professional staff qualifications and competency for the assignment: [Max 30 points]		

Project Supervising Engineer Detailed CV should be presented. Attach Certificate with COREN or other equivalent professional body in the construction industry.	Bachelor's Degree in Civil Engineering/Architecture/Building Technology with minimum of 4 years' experience in relevant activity or	15 Points
	Bachelor's Degree in Civil Engineering/Architecture/Building Technology with minimum of 2-3 years' experience in relevant activity or	10 Points
	Higher National Diploma/National Diploma in Civil Engineering/Architecture/Building Technology with minimum of 5 years' experience in relevant activity.	5 points
Foreman/Site Manager Detailed CV should be presented. Attach Certificate with COREN or other equivalent professional body in the construction industry.	Diploma in Civil Engineering/Architecture/Building Technology with minimum of 5 years' experience in relevant activity	15 Points
	Diploma in Civil Engineering/Architecture/Building Technology with minimum of => 3 - 4 Years' experience in relevant activity	10 Points
	Diploma in Civil Engineering/Architecture/Building Technology with minimum of => 2 - 3 Years' experience in relevant activity	5 points

C. Detailed Examination of Bids (financial)

Only the Financial Proposal of bidders that obtain overall Pass in the Preliminary evaluation and a minimum of 70% in technical evaluation shall undergo the financial evaluation.

The financial evaluation accounts for 60 points (60%) out of the total combined score (technical + financial) of 100 points.

The lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$Sf = 100 \times FI / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,

FI - is the price of the lowest Financial Proposal, and

F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.40; F = the weight given to the Financial Proposal = 0.60; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the quoted unit rate will govern, unless in the opinion of IOM there is an obviously gross misplacement of the decimal point in the unit rate, in which case the unit rate will be corrected and the line item total respected or corrected in accordance with this paragraph, if need be. The amount stated in the bid shall be adjusted by IOM in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid will be rejected. IOM may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance (including the rates) of their proposal. IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.

Analysis of Bill of Quantities and Unit Rates

The Analysis of prices for components of the Bill of Quantities and for unit rates of a bid shall be carried out for the following four (4) purposes:

- i. To examine whether the unit rates of the bid are balanced. A bid shall be considered unbalanced if the unit rates are substantially higher or lower, in relation to the estimate and the rates quoted by other bidders, for items of work to be performed early in the contract or for underestimated quantities for certain items of work.
- ii. To verify whether the bid price is reasonable. An unreasonably low bid price may reflect the bidder's misunderstanding of the specifications and, accordingly, this bidder may incur substantial financial losses and fail to complete the work satisfactorily if awarded the contract. To determine the reasonableness of a bid price, it is necessary to consider all circumstances affecting the bid.
- iii. To verify whether the Bill of Quantities is complete. If a bidder has failed to enter a rate or price it shall be deemed to be covered by other rates and prices entered in the Bill of Quantities. Accordingly, there shall be no adjustments for missing items in the Bill of Quantities unless the Bidding Documents specify otherwise. If, however, a bidder does not quote a price for one complete bill, for bid evaluation purposes price adjustment should be made for the missing bill, unless the missing bill is for a major component of the works, in which case, the bid should be rejected.
- iv. To examine the completeness of unit rates. Where Bidding Documents require the bidder to provide drawings and/ or the breakdown of the price of any bid item in support of its unit rate or price for that item, any components that are missing from the drawings and/ or the breakdown of the price of a bid item shall be loaded during evaluation for the price of the missing component.

Post Qualification:

Prior to award, post-qualification will be carried out by IOM to further determine the selected Contractor's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection¹ of the office, plant and equipment and previous projects.

¹ If applicable.

If the lowest evaluated bidder fails in post qualification examination, its bid shall be rejected, and the next ranked bidder shall then be subject to post qualification examination. If successful, this bidder shall receive the award, otherwise the process continues.

Award of Contract:

The Contractor that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Contractor through a Notice of Award. IOM shall also notify in writing, the other Contractors who were not selected without disclosing the reason for rejection.

Delivery Site and Period of Delivery:

The work shall be done in [1 Sasegbon Street, Ikeja GRA, Lagos](#).

The Works must be completed within [Thirty \(30\) calendar days](#) after 2 days upon receipt of the Notice to Award (NOA).

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:	NG20-23-4200454598	Date: Click or tap to enter a date.

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:	NG20-23-4200454598	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

Description of Works	UOM	Qty	Unit Price	Total Price
Preliminaries and Demolition	Lumpsum	1		
Block work and Finishings	Lumpsum	1		
Fence Metals and other works	Lumpsum	1		
Contingencies	Lumpsum	1		
Total				

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 [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.	
Exact name and address of 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.

ANNEX 4: BILL OF QUANTITIES:

[Please refer to the attached BOQ in Excel](#)

ANNEX 5: CONSTRUCTION SCHEDULE:

Duration in Weeks or Months									
Act. No.	Activity Name	1	2	3	4	5	6	7	8
1									
2									
3									
4									
5									
6									
7									
6									
7									
8									
9									
10									
11									
Manpower Allocation & Descriptions									
Equipment Allocation & Descriptions									

The Contractor may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction schedule.

Contractors authorized signature over printed name _____

ANNEX 6: CVS OF KEY SUPERVISORY STAFF (PROJECT MANAGER AND FOREMAN). Kindly present one CV for each:

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	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>		

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

ANNEX 7: EQUIPMENT SCHEDULE:

Type/description	Capacity	Age	Condition/Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Indicate if it is owned or to be leased.

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

printed name

Contractors authorized signature over

VENDOR INFORMATION SHEET ²

Kindly fill the attached Vendor Information sheet as submit the signed and stamped copy together with the rest of the documents



VIS-and-VCF-Combined_Draft.xlsx

² [Vendor Information Sheet.xlsx](#)

BIDDER'S DECLARATION OF CONFORMITY³

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.
<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.

³ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.