# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: RFQ-BD23-062 (4200618795) | Date: 06 February 2024 |
| **Project Title:** Supply of Chemical Borax & Boric at Nilha, Tekhnaf, Cox's Bazar | |
| **Project Location:** Cox's Bazar District | |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the *provision of chemical supply (Borax and Boric) at IOM Logbase, Nilha, Tekhnaf, Cox’s Bazar.***

The 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 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

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, 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.

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| **Timeline summary RFQ-BD23-062 (4200618795)** | | |
| Bid publication date | 06.02.2024 | 16:00 hours |
| Pre-bid meeting | Not applicable | |
| Deadline for sending of requests for clarification | 12.02.2024 | 16:30 hours |
| Response from IOM over the clarification | 13.02.2024 | 16:30 hours |
| Deadline for Bids submission | 18.02.2024 | 14:30 hours |
| Bid Opening *(Public bid opening will not be held)* | 18.02.2024 | 14:31 hours |

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| Expected date for contract award | 01.03.2024 |

Thank you and we look forward to receiving your quotations.

Approved by:

Signature:

Unit: Procurement and Supply Chain

Date: 06.02.2024

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | **18.02.2024 by 14:30hrs**  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:  *⌧ Courier / hand delivery*  **SUBMISSION BY COURIER / HAND DELIVERY:**  Bid submission address: *UN IOM, Procurement Unit, Muktijoddha Sangshad Building Complex, Baharchara, Motel Road, Cox’s Bazar*   * The bidder shall submit the bid in one sealed envelope containing the technical and price components. * The envelope shall indicate the company name and detailed address including with email address and mobile number; * The outer envelope must be clearly marked with the following:   **\*ONLY TO BE OPENED BY AUTHORISED PERSONNEL\***  *Not before: 18.02.2024 and 14:30hrs Bangladesh Standard Time*  *SUBJECT: Provision to chemical (Boric & Borax Acid) supply at IOM, Cox’s Bazar*  Invitation to Bid Reference: *RFQ-BD23-062 (4200618795)*   * Attention: *Procurement Unit* | |
| **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)](https://www.ungm.org/Public/CodeOfConduct). | |
| **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 **BDT** | |
| **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:  **be inclusive of VAT and other applicable indirect taxes** | |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | **English** | |
| **Joint venture** | No joint venture organization is allowed | |
| **Sample to be submitted** | 1. Borac Acid, 2 Kg in polybag (Not refundable) 2. Borax Acid, 2 Kg in polybag (Not refundable)   Bidders must submit one blank Bag to understand the size of per bag + other detailed printed in the BAG. | |
| **Documents to be submitted** | Bidder shall include the following documents with seal and signature. Kindly note all these documents are mandatory and missing any documents will consider as disqualified.  Even if any criteria are not applicable, bidder shall submit the form with declaration of ‘not applicable’:  **Annex 1:** Schedule of Requirement  **Annex 2:** Quotation Submission Form  **Annex 3:** Financial Offers  **Annex 4:** UN Supplier code of conduct  **Annex 5:** Vendor Information Sheet  **Annex 6:** Legal Documents (Updated Trade License, VAT Certificate, TIN Certificate, Bank Certificate)  **Annex 7:** Audit report / Bank Statement (annual sales turnover of minimum 8,000,000.00 BDT in last 2 years (2022 & 2023).  **Annex 8:** Proof copies of similar work experience executed in last 3 years where minimum 02 contracts of similar nature over the last three (03) years, with at least one contract of minimum value of BDT 10,000,000.00  **Annex 9:** Technical documents or Brochure or Detailed of the product (specification, country of origin, colour, batch number, date of expire, dealership certificate, authorization letter, ISO Certificate etc.).  **Annex 10:** Delivery schedule. | |
| **Quotation validity period** | Quotations shall remain valid for **90 (ninety)** 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** | **Permitted**  Bidders shall be allowed to quote prices for one or both lots identified in “ANNEX 01: Schedule of Requirements”. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot basis.  Award distribution is subject to change depending on the number of participants and the LOT(s) coverage. | |
| **Contract award to one or more bidder** | IOM will award a contract to:  One of more most compliant offer bidders and LOT wise who will pass through the with the evaluation process: | |
| **Payment Terms** | 100% within 40 days after receipt of goods, works and/or services and submission of payment documents. IOM will not pay any instalment or advance payment for this procurement. | |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: SUTTICHOTE Thanchanitch  E-mail address: tsuttichote@iom.int  Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. | |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 12.02.2024 days. Responses to request for clarification will be communicated through the reply mail and by 13.02.2024. | |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer. | |
| **Evaluation criteria**   1. **Preliminary Examination Criteria:** All criteria will be evaluated on a pass/ fail basis and check bidders have attached the all the documents duly with seal and signature:  |  |  | | --- | --- | | Criteria | Documents to establish compliance | | Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization or any other International Organisation. |  | | Documents submitted as per the required List with seal and signature at every page | **Annex 1:** Schedule of Requirement  **Annex 2:** Quotation Submission Form  **Annex 3:** Financial Offers  **Annex 4:** UN Supplier code of conduct  **Annex 5:** Vendor Information Sheet  **Annex 6:** Legal Documents (Updated Trade License, VAT Certificate, TIN Certificate, Bank Certificate)  **Annex 7:** Audit report / Bank Statement (annual sales turnover of minimum 8,000,000.00 BDT in last 2 years (2022 & 2023).  **Annex 8:** Proof copies of similar work experience executed in last 3 years where minimum 02 contracts of similar nature over the last three (03) years, with at least one contract of minimum value of BDT 10,000,000.00  **Annex 9:** Technical documents or Brochure or Detailed of the product (specification, country of origin, colour, batch number, date of expire, dealership certificate, authorization letter, ISO Certificate etc.).  **Annex 10:** Delivery schedule. |  1. **Eligibility and Qualification criteria:** All criteria will be evaluated on a pass/ fail basis and check bidders’ acceptance on IOM General conditions of contract:  |  |  | | --- | --- | | Documents to establish compliance | Criteria | | Annex 2, 4, 5 & 6 | Legal status of the bidder. | | Annex 8 | **Experience & Capacity to establish the contract** • Minimum three (03) years of relevant experience. • Minimum two (02) contracts of similar nature and complexity implemented over the last three (03) years, with at least one contract of minimum value of BDT 10,000,000.00 | | Annex 7 | **Financial capacity** Turnover: Bidders should have an annual sales turnover of minimum BDT 8,000,000.00 for the last two years. | | Annex 1 & 9 | Technical documents matching with IOM’s requirements | |  | **Sample testing** |  1. **Evaluation of Prices**  |  |  | | --- | --- | | **Criteria** | **Documents to establish compliance** | | Price comparison | Annex 3 | | | |
| **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 10-25% of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | | **Purchase Order** |
| **Expected date for contract award.** | | **01 March 2024** |
| **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](http://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. |
| **VAT** | | **Price should be inclusive with VAT and transport cost. The awarded bidder must have to submit the MUSUK 6.3 and BANK TR CHALLAN with the invoice and after delivery of the product.**  **The MUSUK 6.3 and BANK TR CHALLAN must be with IOM’s name.** |

**ANNEX 1: SCHEDULE OF REQUIREMENTS**

1. **Summary of Requirements**

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| --- | --- | --- | --- |
| **LOT** | **DETAILED** | **Qty** | **Unit** |
| 01 | **BORIC ACID (ORTHOBORIC ACID)**   * Formula: H3BO3 * Technical grade: Orthoboric Acid (Technical Granular) * Physical condition: White, Granular powder, Non-crystalized * Packing Size: 25 KG bag | **40,000** | **KG** |
| 02 | **BORAX (DISODIUM TETRABORATE PENTAHYDRATE)**   * Formula: NA2B4O7 · 5H2O * Technical grade: Sodium Borate 15% B (48.3% B2O3) Soluble in Water * Physical condition: White, Powdered, Non-crystalized * Packing Size: 25 KG bag | **40,000** | **KG** |

1. **Delivery location**:

**IOM Logbase, Nilha, Tekhnaf, Cox’s Bazar**

**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: |  | |
| RFQ reference: | RFQ-BD23-062 (4200618795 | Date: |

**VENDOR INFORMATION SHEET[[1]](#footnote-1)**

Please see the attached files of *“VIS - vendor information sheet”* & *“UN Supplier Code and Conduct”* to filled in and signed and send us along with the quotation.

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-2)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|  |  | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|  |  | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM. |
|  |  | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: FINANCIAL OFFER - Supply**

*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.*

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| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ-BD23-062 (4200618795) | Date: Click or tap to enter a date. |

**Financial Offer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Bidder’s specification** | **Qty.** | **Unit** | **Unit price with VAT** | **Total amount** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total amount** | | | | |  |

**Compliance with Requirements**

* Delivery time: …………………………….
* Quotation Duration**:** 90 days

Delivery place: IOM Logbase, Nilha, Tekhnaf, Cox’s Bazar.

|  |  |
| --- | --- |
| 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 NameClick 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. |

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/:x:/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-1)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-2)