

RFQ_PCO_00072

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Provision of Microsoft Excel Services for the
IOM Human Rights Due Diligence Tools under Long Term
Agreement (LTA)

Date: 14 June 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Microsoft Excel Services for the IOM Human Rights Due Diligence Tools under Long Term Agreement (LTA)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of 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: Terms of Reference

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.

Thank you and we look forward to receiving your quotations.


Approved by:

Tristan A. BURNETT

Chief of Mission –IOM Philippines

Signature: _____

Tristan A. Burnett

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	17 July 2024, 17:00 Philippine Time 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	<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: iomph_procurement@iom.int</p> <ul style="list-style-type: none"> File Format: PDF or Word 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: 10 MB Mandatory subject of email: Provision of Microsoft Excel Services for the IOM Human Rights Due Diligence Tools under Long Term Agreement (LTA) 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	<p>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.</p> <p>Legal Eligibility</p> <ul style="list-style-type: none"> Latest and valid government permits, licenses and company registration <p>Submit any of the following whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any License to operate Company Profile (including the names of owners, key officers, technical personnel) showing minimum 5 years of operation supplying similar items

	<p>as per IOM requirements</p> <p>Technical Eligibility</p> <ul style="list-style-type: none"> • Experience and References • Provide summary of past projects providing similar goods. Provide list of three clients, (UN, NGO or private companies) wherein you are currently providing similar goods and services. <p>Financial Eligibility</p> <ul style="list-style-type: none"> • List of all contracts entered into for the last 5 years (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements • Duly Filled Out Vendor Information Sheet and UN Code of Conduct
Currency of Quotation	Quotations shall be quoted in USD.
Duties and taxes	<p>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:</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>
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> <p><input checked="" type="checkbox"/> Eligibility requirements</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 Terms of Reference in Annex 1</p> <p><input checked="" type="checkbox"/> Other: Formal Quotation based on Supplier's Format</p>
Quotation validity period	Quotations shall remain valid for 90 calendar 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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i></p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt and review of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Maezie LEONOR</p> <p>E-mail address: mleonor@iom.int copying iomph_procurement@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 must be submitted from 24 June 2024 to 03 July 2024. Responses to request for clarification will be communicated via email by 04 July 2024
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the most responsive proposal considering all factors. Bid/s will be ranked according to the highest combined technical and financial evaluation per lot. Up to two (2) to three (3) vendors will be selected.</p> <p><input type="checkbox"/> Other</p>
Evaluation criteria	<input checked="" type="checkbox"/> Assessment of the Company's Profile and Experience

	<input checked="" type="checkbox"/> Key Professional Staff Qualification and Competence General qualification in the thematic area of the assignment, based on CV/profiles, certifications, and previous work submitted <input checked="" type="checkbox"/> Assessment of the proposed methodology and work plan in response to the SOW
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	Not applicable
Type of Contract to be awarded	LTA Service Agreement
Expected date for contract award.	01 August 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 . 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: TERMS OF REFERENCE (TOR)

Long Term Agreement (LTA) for the Provision of Microsoft Excel Services for the IOM Human Rights Due Diligence Tools

1. BACKGROUND

The International Organization for Migration (IOM) has been committed to its mission of providing assistance in the operations of migration management, understanding the different challenges in migration, and promoting the welfare and human dignity of migrants.

In 2022, IOM launched the Fair and Ethical Recruitment Due Diligence Toolkit (IOM DD Toolkit) to support businesses in implementing due diligence to prevent and mitigate adverse human and labour rights impacts on migrant workers that are associated with recruitment arrangements and practices.

The IOM DD Toolkit includes seven tools in Microsoft Excel format which has automated and interactive features that will direct users to the next due diligence process or recommended steps based on their inputs:

1. Risk Assessment Tool
2. Self-Assessment Checklist and Corrective Action Plan (CAP) Template
3. Training Management Tool
4. Worker Interview Tool
5. Monitoring Tool
6. Grievance and Remediation Management Tool
7. Grievance and Remediation Monitoring Tool

Business enterprises may directly use or edit the tools to adapt to the unique nature of their operations and business relationships. The toolkit is currently available in both English and Thai and is being translated into several languages including Arabic, Chinese, Japanese, Korean, Spanish, Portuguese, and Vietnamese.

IOM may develop additional human rights due diligence tools that will support business enterprises to operationalize and strengthen their due diligence processes in their supply chain.

2. OBJECTIVE

With the translation of the IOM DD Toolkit into various languages, and the growing number of business enterprises seeking support to develop and customize the tools, IOM will require the support of a service

provider in editing the tools' functions and ensuring their proper functionality. Thus, IOM is soliciting proposals from potential service providers including but not limited to local and international consulting firms with area of specialization in Microsoft Excel, its formulas and advanced functionalities such as programming languages like Visual Basic for Applications (VBA), to engage in a Long Term Agreement (LTA) that will be valid for three (3) years, with possibility of a one (1) year extension, to support the maintenance and tailoring of the IOM DD Toolkit and other human rights due diligence tools IOM may develop in the future.

3. LOCATION OF SERVICES

The Service Provider(s) will work remotely. All meetings with IOM and business enterprises can be carried out online.

4. SCOPE OF WORK

The Service Provider(s) will:

- Review and correct all formulas and programming-related (including but not limited to VBA) functions and errors in any of the Excel files found in the English and translated versions of the IOM DD Toolkit and other IOM human rights due diligence tools. The IOM DD toolkit is available in both English and Thai and is being translated into several languages including but not limited to Arabic, Chinese, Japanese, Korean, Spanish, Portuguese, and Vietnamese.
- Review and correct all formulas and programming-related updates embedded in the tools.
- Address any recurring formulas and programming-related (including but not limited to VBA) functions and errors raised by users.
- Support business enterprises, in coordination with IOM, in addressing any formulas and programming-related (including but not limited to VBA) tools editing. This may include participating in calls with business enterprises and IOM to troubleshoot errors or discuss the changes requested by business enterprises.
- Create a log sheet and document the errors found in any of the Excel files in the IOM DD Toolkit and other human rights due diligence tools along with a brief narrative on how these were addressed.
- Provide feedback and suggestions to IOM on how the tools can be improved.
- Train IOM in correcting simple formulas and programming-related (including but not limited to VBA) functions and errors.
- Align with IOM on the timelines and expectations for each request for support received; address requests received based on the agreed-upon deadlines with IOM.
- Respond to any formulas and programming-related questions (including but not limited to VBA) on any of the Excel files in the IOM DD Toolkit and other human rights due diligence tools.
- Provide strategies for risk mitigation and contingency plans to address any organization or staffing issues that may affect the conduct of the scope of work.

5. EXPECTED OUTPUTS AND DELIVERABLES

The expected outputs and timeline of deliverables will depend on the urgency and complexity of the formulas and programming-related concerns in the IOM DD Toolkit and other human rights due diligence toolkit. The

service provider will align with IOM on the expectations for each deliverable including the timeline for its completion.

6. INSTITUTIONAL ARRANGEMENT

The selected service provider is expected to maintain availability to deliver services to IOM for the entire duration of the Long Term Agreement (LTA). Once winning Bidder (s) is/ are awarded, a Standard Operating Procedure (SOP) will be put in place to guide IOM Procurement and Project Staff when to utilize the Service Provider in consideration of availability of required services, complexity etc.

The service provider shall operate under the guidance of IOM, with periodic management and oversight in activities involving external stakeholders. All deliverables submitted by the service provider will undergo and approval by IOM.

7. DURATION OF WORK

The Long Term Agreement (LTA) will be valid for three (3) years, with possibility of one (1) year extension.

8. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER(S)

- Involved team members must have a background, preferably a University degree in Information Technology, Computer Science, Computer Engineering, Information Science, and/or other related fields.
- Involved team members have a demonstrated mastery in Microsoft Excel including its formulas and advanced functionalities and previous experience in using programming-languages including but not limited to VBA.
- Prior work experience with similar projects and/or complex Microsoft Excel tools within the past five years is preferred.
- Excellent coordination and time management skills and ability to correct errors as per agreed timelines.