# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: 22488 | Date: 08 September 2024 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Event Management Services**

International Organisation for Migration (IOM) kindly requests your quotation for the provision 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.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Iraq Mission Supply Chain Department

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

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| **Deadline for the Submission of Quotation** | 1st October 2024 at 11:00am  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:  E-tendering  Email  Courier / Hand delivery  Other Click or tap here to enter text.  Bid submission address: iraqtenderlta@iom.int   * File Format: PDF * 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: 9Mbs * Mandatory subject of email: RFQ no. 22488 Provision of Event Management Services * 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)](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 Iraqi Dinar (IQD) |
| **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  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** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for 120 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** | Not permitted  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Payment Terms** | 100% within 30 days after receipt of services and submission of payment documentation.  Other Click or tap here to enter text. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: IOM Iraq Supply Chain Department  E-mail address: husalman@iom.int cc: jbvekwa@iom.int  Mandatory Subject: RFQ no. 22488 Request for Clarification  The last date for answering your inquiry is not less than 5 days from this tendering due date.  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 Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date. |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Evaluation criteria** | **Preliminary exam**  a) Provision of valid Business Registration document (service provider is a legally registered entity in central Iraq as well for which certificate to be provided).  b) Provision of valid Business Tax clearance or letter for year 2024.  c) Completing this RFQ’s Section7: Bidding Forms.  **Technical Evaluation**  Please refer to below and combined scoring.  **Financial Evaluation**  Total offer lower to higher price evaluation. |
| **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 during the agreement durations. |
| **Type of Contract to be awarded** | C.11 LTA Service Agreement |
| **Expected date for contract award.** | 01 December 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. |

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

**Term of Reference**

***Provision of Event Management Services in Iraq.***

1. ***Background & Purpose:***

IOM Iraq was established in 2003 and has built a strong network of staff, offices and logistics capacity. IOM Iraq works in cooperation with the Government of Iraq to support all of Iraq's Eighteen governorates. Since 2018, IOM has been scaling up recovery and stabilization programmes to support the Government's efforts to rebuild the country, especially responding to the needs of returning Internally Displaced Persons (IDPs) and host communities affected by conflict. These programmes address drivers of displacement and irregular migration, including strengthening the Government of Iraq's capacity to provide services and rebuilding trust between communities and increasing opportunities for community and civil society interaction. IOM works in partnership with various ministries within the Government of Iraq, at the national and sub-national level, the international diplomatic community, UN agencies, Non-Governmental Organizations (NGOs) and Community Service Organizations (CSOs).

In the framework of the support offered to its Beneficiaries and partners, IOM Iraq always plans and organise many activities during the year. In that context, IOM Iraq is looking to enter in a ***Two-years long term agreement*** with a Provider for the provision of event management services that will offer high professional assistance to organizing events by IOM in all different cities and governorates in Iraq in both with a possibility of extension of another one year.

1. ***Scope of Service***

Event management services and arrangements shall include, but not limited to, hotel reservations (for venue of workshops/meetings, accommodation of participants, facilitating the logistical arrangement and provision of audio-visual equipment, screens and related services (including delivery/installation if necessary), translation services, provision of updated information on the availability of the hotels, workshop/seminar/training facilities.

* ***Areas targeted in IRAQ: district, subdistrict and any other locations within the governorate where there are no available hotel and venues in place.***
* ***Services to be provided by the Event Agent***

The event management Service provider (SP) shall, upon request form IOM, organize the necessary arrangements for conferences/meetings/seminars and training workshops. The event management service provider shall:

1. Identify suitable hotels or other establishments, request proposals and quotations, negotiate rates and other terms and conditions on IOM behalf and present the table with minimum whenever possible three (3) comparable proposals and accompanying original proposals by the hotels/companies for consideration and approval by IOM. SP shall also negotiate the best cancelation terms and include it in the submitted table and proposals. All discounts given by hotels shall be received and/or transferred to IOM. And Response time shall be within 2 working days.
2. Ensure that any other services such as additional electronic and audio-visual equipment with or without a technician, workshop materials (such as notebooks, folders, banners, flags, flip-charts, etc. including their printing, compiling, delivery and placement), translators/interpreters, secretaries, supporting staff will be satisfactorily provided, and electronic and other equipment is fully functional at all times, including the provision of internet service.
3. Provide video shooting/photography services if/when requested.

* ***Rating/Pricing:***

It is understood that the successful bidder will charge a fee for providing the services listed under the points 1 - 3 above which will be part of the invoice for total services provided. For the procurement of photography and printing services, the event management service provider will provide at least three offers to be used for selection by IOM. The servicing of this request will be included in the total fee, while respecting all necessary precautions measures. On some occasions IOM will arrange Event including (the accommodation, coffee break and lunch) the service provider will take the lead of paying for the services and will receive the payment from IOM by calculating their fees.

Event management service provider shall generate its income on each transaction basis. IOM Procurement shall, from time to time, evaluate and verify the competitiveness of the rates being given to IOM. IOM remains the right to terminate contract with the prospective selected event management Service Provider at any time if the event management service provider charges IOM in Iraq on higher rates than market standards or does not render minimum services described in this tendering document.

***QUALIFICATIONS OF THE SUCCESSFUL COMPANY***

The event management Service provider:

* Have in its current office all necessary equipment and facilities, and shall employ a sufficient number of experienced and professionally trained experts and staff to handle minimum requirements of IOM.
* Maintains a good track record in serving international organizations, embassies and multinational corporations.
* A record of similar nature and complexity is required such as assignments related to this TOR.
* Employs competent and experienced event consultants, as evidenced by their track record in their Curriculum Vitae.
* Financially capable of rendering services to IOM in Iraq.
* Capable of deploying staff and documentation clerk(s) as when and if required.
* Willing and able to guarantee the delivery of products and services and its quality in accordance with the performance standards required by this TOR.

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including 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.*

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| 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[[1]](#footnote-2)**

Bidder to fill in and sign the vendor information sheet and code of conduct, otherwise to return the vendor information sheet with writing “Previously registered IOM vendor” in case if the vendor previously done services for IOM Iraq mission.

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

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

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.**ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

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

**Technical Offer**

*Provide the following:*

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| **Criteria** | **Documents Establishing the criteria’s** | **Measuring matric** |
| Experience in the required filed | At least provide 3(Three) of the past contracts, PO, completion certificate, etc. Where summary list of experiences will not be accepted | 25% |
| Financial capacity | Provision of annual turn-over reports for the years 2023,2022,2021 | Average annual turnover for three years => USD 100K score 25%  Average turn over for three years =< USD 100K score 15% |
| Company Profile | Complete profile that lists the company experience, organigram, company specialities, capacity of human resources in the areas where the bidder intends to submit a quotation. | 25% |

**Financial Offer**

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| item | Unit | Rates %  Each section should have one fixed rate that apply to items under same category |
| Hotel Services | | |
| 1.1Coffee beak | Person | \*\* note that one rate applies for all category’s services |
| 1.2Lunch | person |
| 1.3Accommodation | Room |
| * 1. Hall rental | Room |
| 1. Interpretation/Translation service | LS |  |
| Other Services | | |
| 1. Stationery | LS |  |
| 1. Provide video shooting/photography services | LS |  |
| 1. Printing | LS |  |
| 1. Any other services related to event management and was not listed in the above | LS |  |

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| 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-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)