

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200496826

Date: 06 July 2023

### SECTION 1: REQUEST FOR QUOTATION (RFQ) for Redevelopment activities for training rooms at MOI LBG HQ.

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 (including all required documentation: time frame, list of equipment, list of similar previous experience, list/CVs of technical staffs, Company profile)

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.

Site Visit: on 12/07/2023 at 11:00. The site visit is mandatory and failure to attend will be ground

for disqualification and for any technical queries, please get in touch with Engineers:

- 1- Engr. Tahir Saied ( tsaied@iom.int ) and Ali ABDELMOLA( aabdelmola@iom.int) in his mobile phone number +218 92 6169144

Thank and we look forward to receiving your quotations

IOM Libya Procurement

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	20-07-2023, 5pm Libya time (GMT +2) If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address: <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>15MB</b></li> <li>▪ Mandatory subject of email: <b>RFQ 4200496826</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD.
<b>Duties and taxes</b>	<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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including</b>	<b>English</b>

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<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>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Abdelraouf Ableblo</p> <p>E-mail address: aableblo@iom.int</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated IOMLIBYAPROPOSAL@IOM.INT by 17 July 2023
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other PO</p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i></p>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order for Services
<b>Expected date for contract award</b>	<b>06 August 2023</b>
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Item description:

Item No	Minimum technical requirements	Unit	QTY
1	Civil works as listed on the attached BOQ and according to engineer instruction	EA	1
2	AIR CONDITIONING WORKS as listed on the attached BOQ and according to engineer instruction.	EA	1
3	ELECTRICAL WORKS as listed on the attached BOQ and according to engineer instruction.	EA	1

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the Goods To LBG Tripoli After PO signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	Door to door
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Tripoli
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	N/A
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Land
<b>Other information</b>	

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-4200496826	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

Please attach the latest vendor information sheet to be filled in and signed by the vendor

### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

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.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> 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 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	4200496826	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- A full description of items provided with sample pictures or catalogues
- Specification sheet and country of origin

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day. **Prices should be entered in the BOQ excel sheet to avoid any miscalculations or formula errors while providing pricing with two decimals only Ex(0.00).**

Currency of Quotation: USD

REF	Description of Deliverables	Unit	QTY	Unit Price	Total Price
1	Civil works as listed on the attached BOQ and according to engineer instruction	EA	1		
2	AIR CONDITIONING WORKS as listed on the attached BOQ and according to engineer instruction.	EA	1		
3	ELECTRICAL WORKS as listed on the attached BOQ and according to engineer instruction.	EA	1		

**Breakdown of Fees**

**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.

<p>I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.</p>	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>



BILL OF QUANTITIES							
Redevelopment of Training Rooms at MOI LBG HQ							
Location of Project: Tripoli							
Project Time Frame:							
Date: 25June2023							
م.ر	بيان الأعمال	السعر الاحتمالي	TOTAL Price	UNIT Price	QTY.	UNIT	DESCRIPTION
الوحدة	الكمية	سعر الوحدة	الإجمالي	الوحدة			
1	الأعمال المدنية						
1.1	توريد وعمل طلاء للحوائط والأسقف الداخلية بطبقة تحضيرية عادية، وطبقتين من طلاء بلاستيكي حسب اللون المطلوب، والعمل يشمل حلك الطلاء القديم، وعمل المعجون اللازم طبقاً للأصول الفنية وتعليمات المهندس المشرف.	\$0.00			455	Sq.M	Supply and work for interior walls and ceilings with a normal preparatory paint layer, and two layers of the emulsion of paint white plastic, the price includes the rubbing of old paint, and putting the necessary paste according to technical principles and instructions of the supervising engineer.
1.2	توريد وتركيب رخام سمك 3سم لزوم إطار والأبواب والسعر شامل عمل الحليات من نوع الإيطالي أبيض كرز، وذلك طبقاً للمقاسات المطلوبة من والأصول الفنية وتعليمات المهندس المشرف.	\$0.00			2.4	Sq.M	Supply and installation of 3 cm thick marble for a door frame. The price includes making ornaments from Italian type, Carrara white, according to the required dimensions, technical assets, and the instructions of the supervising engineer.
1.3	توريد وتركيب الستائر المصنوعة من ألياف الكربون (سيدار). يجب أن تكون الستائر على شكل شرائح بعرض 10-15 سم تقريباً، ويجب أن تكون جميع المواد مناسبة للتنظيف الجاف / أو الغسيل. يشمل العمل جميع الملحقات مثل شبكات خفاف الستائر، قضبان، حاملات سلك جديدة.	\$0.00			9	PCs	Supply and Installing of Curtains made from Carbon Fiber (CIDAR). The curtains shall be into strips with approx 10-15 cm width, all materials must be suitable for dry cleaning and/or washing. The work includes all accessories such as Curtain Hook Windows, rods, Rail holders.
<b>Sub-Total</b>							
2	أعمال التكييف						
2.1	توريد وتركيب مكيف هواء سبليت، بقدرة 18,000 BTU، ولديه خاصية إعادة تشغيل، وشاشة LED شفافة، وغاز التبريد نوع R410A الصديق للبيئة، وذو تصنيف مناخ حار "T3" أحادي الطور، 220 فولت، 50 هرتز وكل ما يلزم بما في ذلك الاسلاك الكهربائية بمساحة مقطع 4 مم <sup>2</sup> أنابيب الغاز النحاسية، انابيب صرف المياه والدعامات للوحدات الخارجية لاتمام العمل حسب تعليمات المهندس المشرف.	\$0.00			3	Qty	Supply and install 18,000 Btu Split Air Conditioner, auto swing, auto Restart, Clear LED Display, R410A Environment Friendly Refrigerant, Climatic Condition: T3 and Power Supply: Single Phase, 220V, 50Hz and all necessary including electrical wires size 4mm <sup>2</sup> , copper gas pipes, drainage pipes and support bracket for outdoor units to complete the work according to the instruction of supervisor engineer.
2.2	توريد وتركيب مكيف هواء سبليت من النوع الدوالب، بقدرة 36,000 BTU، ولديه خاصية إعادة تشغيل التلقائية، وشاشة LED شفافة، وغاز التبريد نوع R410A الصديق للبيئة، وذو تصنيف مناخ حار "T3" أحادي الطور، 220 فولت، 50 هرتز وكل ما يلزم بما في ذلك الاسلاك الكهربائية بمساحة مقطع 6 مم <sup>2</sup> أنابيب الغاز النحاسية، انابيب صرف المياه والدعامات الارضية للوحدات الداخلية والخارجية لاتمام العمل حسب تعليمات المهندس المشرف.	\$0.00			2	Qty	Supply and install 36,000 Btu Floor Standing Split Type Air Conditioner, auto swing, auto Restart, Clear LED Display, R410A Environment Friendly Refrigerant, Climatic Condition: T3 and Power Supply: Single Phase, 220V, 50Hz and all necessary including electrical wires size 6mm <sup>2</sup> , copper gas pipes, drainage pipes and ground support bracket for indoor and outdoor units to complete the work according to the instruction of supervisor engineer.
<b>Sub-Total</b>							

3		الاعمال الكهربائية				3
3.1	Supply and install of a 60x60 cm slim LED panel of the same type as the existing lighting units, in order to enhance the visual environment of classroom.	Qty	9		\$0.00	توريد وتركيب ألواح إنارة نوع LED رقيقة مقاس 60 × 60 سم من نفس نوع وحدات الإنارة الموجودة ، من أجل تحسين البيئة المرئية للفصل الدراسي.
3.2	Maintenance of the main distribution board includes adding rails for electrical circuit breakers, adding neutral busbars, adding circuit breakers for new air conditioning units, installing a new door for the panel, energize, testing and operating, and everything necessary to complete the work according to the technical specifications and instructions of the supervisor engineer.	Qty	1		\$0.00	صيانة لوحة التوزيع الرئيسية وتشمل إضافة قضبان توصيل النيوترا ل ، إضافة قواطع جديدة لوحات تكيف الهواء الجديدة ، تركيب باب جديد للوحة ، شحن اللوحة واختبارها والتشغيل ، وكل ما يلزم لإكمال العمل حسب المواصفات الفنية وتعليمات المهندس المشرف.
3.3	Supply, install and operate interactive Projector complete with touch unit and whiteboard including electrical & data cables installationnd everything necessary to complete the work according to the technical specifications and instructions of the supervisor engineer. <b>Technical Specification:</b> WXGA Resolution White and Colour Light Output at 3,500 lumens Dual Screen Interactivity Finger Touch Interactive Ultra Short Throw 80" 47cm 10,000 Hours Lamp Life in Eco Mode Multi-PC Projection 3 x HDMI	Qty	2		\$0.00	توريد وتركيب جهاز عرض LED مع أظلم التثبيت في السقف بما في ذلك تركيب الكابلات الكهربائية وكابلات البيانات وكل ما يلزم لإكمال العمل وفقاً للمواصفات الفنية وتعليمات المهندس المشرف. دقة WXGA النبعث الضوء الأبيض والملمون عند 3500 لومن تفاعل الشاشة المرزوجة إصبع الفلمس التفاعلي ري قصير جداً 80" 47 سم 10,000 ساعة من عمر المصباح في الوضع الاقتصادي عرض متعدد أجهزة الكمبيوتر 3xHDMI
<b>Sub-Total</b>					<b>0.00</b>	
<b>Total Estimated Cost in USD</b>						
<b>Mandatory Site Visit is Required to be Qualified in the Tender Process</b>						
<b>NOTES/(In Arabic)</b>						
1	ALL THE CONSTRUCTION MATERIALS SHOULD BE BRAND NEW AND TESTED ACCORDING TO CONSTRUCTION WORKS SPECIFICATIONS BY TSE AND INSTRUCTION OF SITE ENGINEER.	جميع مواد الانشاء والصيانة يجب ان تكون جديدة ومعتمدة من المهندس المشرف				
2	IN CASE OF ANY DIFFERENCE BETWEEN BoQ AND DESIGNS, THE INSTRUCTION OF SUPERVISOR ENGINEER WILL PREVAIL.	في حالة وجود أي اختلاف بين جداول الكميات والتصاميم ، سيتم تطبيق تعليمات المهندس المشرف.				