

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: CAI-003-23

Date: 22 January 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) Establishing website and social media platform for the Migration Research Unit (MRU)**

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 and Evaluation Criteria

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 Egypt

## SECTION 2: RFQ INSTRUCTIONS AND DATA

|   |  |
|---|--|
| <b>Deadline for the Submission of Quotation</b>   | <p><b>05/02/2023</b></p> <p>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>.</p>  |
| <b>Method of Submission</b>   | <p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> <b>Email</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <i>iomgbids@iom.int</i></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</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>▪ Mandatory subject of email: <b>CAI-003-23 - Establishing website and social media platform for the Migration Research Unit (MRU)</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 <b>EGP</b>   |
| <b>Duties and taxes</b>   | All prices shall: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> </ul>  |
| <b>Language of quotation and documentation including catalogues, instructions and operating manuals</b> | <b>English</b>   |
| <b>Documents to be submitted</b>  | Bidders shall include the following documents in their quotation: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><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</li> </ul>  |

|  |   |
|--|---|
|  | <input checked="" type="checkbox"/> Other- Registration Documents: Recent commercial registration ,Tax Card and VAT Certificate (if any)  |
| <b>Quotation validity period</b>   | Quotations shall remain valid for 30 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>  | <input checked="" type="checkbox"/> <b>Not permitted</b>  |
| <b>Payment Terms</b>   | <input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  |
| <b>Contact Person for correspondence, notifications and clarifications</b> | Focal Person: Mr. Mohamed HASHEM<br>E-mail address: <b>mahashem@iom.int, CC, blabib@iom.int and mmohammed@iom.int</b><br><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>   |
| <b>Clarifications</b>  | Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated by email to <i>iomgbids@iom.int until 31/01/2023</i>   |
| <b>Evaluation method</b>   | <input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer  |
| <b>Evaluation criteria</b>   | <input type="checkbox"/> Full compliance with all requirements as specified in Annex 1<br><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract<br><input type="checkbox"/> Comprehensiveness of after-sales services<br><input type="checkbox"/> Earliest Delivery /shortest lead time<br><input type="checkbox"/> Others ( <i>for ex, environmental criteria/considerations, etc</i> )  |
| <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>                                      | PO for Services   |
| <b>Expected date for contract award.</b>                                   | 20 February 2023  |
| <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: A-Terms of Reference

This service comes under the Migration Research Unit (MRU): Enhancing Capacities in Migration Research and Policy Development in Egypt - Phase II funded by IOM development fund. The program has two pillars which are (i) Cairo University manages and sustains the Migration Research Unit, (ii) Policy makers and involved stakeholders, such as the research and academic communities, engage on migration public debate through gender-sensitive and solution-oriented policy research on migration issues. This activity/ service comes under the first pillar with the aim of increasing the Unit outreach, visibility and publicizing the MRU's activities. Enhancing partnerships through establishing engagements on migration management between partners. The service provider shall develop and setup an online knowledge management platform (website) and social media platforms (including – but not limited to – Youtube channel, Facebook page, and Twitter account) for the MRU. Trainings should then be delivered to concerned entities on the use of the online platforms.

The detailed outcome of the above-mentioned points to develop and setup an online knowledge management platform (that includes an online library) and social media platforms for the MRU as well as to provide maintenance and needed technical support and training to the concerned entities, specifically officials of the MRU.

### Scope of the Services

The Service Provider is expected to gather ideas and feedback from the MRU as well as IOM.

- Provide technical support in developing the MRU website.
- Provide technical support in developing social media platforms (Facebook page, Twitter account)
- Conduct regular meetings with IOM & MRU staff.
- Content for the website and application will be provided by the MRU with IOM's support.
- Train MRU staff on the maintenance and use of the website and platforms.
- Monitor the implementation of the Website and report regularly to IOM & MRU staff.
- Provide regular maintenance to the website and provide help when needed.

### Reports and Time Schedule

| <b>Deliverable</b>   | <b>Completion Date (Two months from start date of the assignment- Expected to be completed in April 2023)</b> |
|--|---|
| With the support of the IOM, preliminary in person and online meetings with the MRU Officials to agree on the design, scope and content (online library) of the online platforms (website and social media) during the first three weeks of the consultancy. A report to be submitted on the outcomes of the meetings. | one week from the signing of the contract   |
| The Service Provider will have four weeks to create a design with Arabic and English content (three designs to choose the best) as per what was agreed on in the meetings.   | upon approval of the plan – no later than 15 March 2023   |
| The Service Provider will then have two additional weeks to make final adjustments as per the feedback received from IOM and MRU.  | One week from the previous phase  |

|   |  |
|---|--|
| One month will be allocated to provide trainings to relevant MRU officials and IOM on the website and social media platforms. | within one week of the completion of the plan implementation |
|---|--|

### ANNEX 1: B- EVALUATION CRITERIA

#### Minimum Eligibility Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

| Eligibility Criteria   | Documents to establish compliance  |
|--|--|
| Vendor is a legally registered entity                        | <ul style="list-style-type: none"> <li>•Recent commercial registration</li> <li>•Tax Card</li> <li>•VAT Certificate (if any)</li> <li>•Bank letter with full bank details</li> </ul> |
| Minimum 3 years of relevant experience.                      | Registration Documents, Business profile, Client references  |
| Minimum 3 contracts of similar nature over the last 3 years. | Client reference list with contact information   |

| Technical Criteria   | Definition and Description  | Weight |
|--|---|--------|
| Technical Experience   | Presenting their portfolio highlighting their familiarity with this type of Tasks by clearly explaining their role in ensuring the success of the design. | 5      |
| Appropriateness of the proposed approach and Quality of the technical solution proposed. | <ul style="list-style-type: none"> <li>- Technical approach and methodology</li> <li>- Work plan</li> </ul>   | 25     |
| Consistency with the ToR   | Meet all the required deliverables outlined in the ToR including the needed timeline of implementation  | 10     |
| Staff CVs and profiles-  | Staff expertise - Staff participated in at least three projects of the same nature  | 10     |
| Proposed timeframe for the project   | Detailed timeframe for the project work plan  | 20     |
| <b>Total technical scoring weight 70</b>   |   |        |

**Pass scoring:** Minimum technical scoring required is 70% (49) from the overall technical scoring

**30% Financial Criteria**

The contract will be awarded to the lowest price substantially compliant offer

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

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

**Please fill and sign the below VIS form and submit it with the bidding documents**



Vendor Information Sheet (VIS) - update

**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.  |

<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 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.  |
| <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.ungm.org/Public/CodeOfConduct">https://www.ungm.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:  | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

|  |  |
|--|--|
| Technical Experience   | <i>Presenting their portfolio highlighting their familiarity with this type of Tasks by clearly explaining their role in ensuring the success of the design.</i> |
| Appropriateness of the proposed approach and Quality of the technical solution proposed. | <ul style="list-style-type: none"> <li>- <i>Technical approach and methodology</i></li> <li>- <i>Work plan</i></li> </ul>  |
| Consistency with the ToR   | <i>Meet all the required deliverables outlined in the ToR including the needed timeline of implementation</i>  |
| Staff CVs and profiles-  | <i>Staff expertise - Staff participated in at least three projects of the same nature</i>  |
| Proposed timeframe for the project   | <i>Detailed timeframe for the project work plan</i>  |



**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.

**Currency of Quotation: EGP inclusive of VAT and other applicable indirect taxes**

| Ref                | Description of Deliverables and Breakdown of Fees | Price |
|--------------------|---|-------|
| 1.                 |   |       |
| 2.                 |   |       |
| 3.                 |   |       |
| 4.                 |   |       |
| 5.                 |   |       |
|                    |   |       |
| <b>Total Price</b> |   |       |

**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. |   |
| <i>Exact name and address of company</i><br>Company Name: Click or tap here to enter text.<br>Address: Click or tap here to enter text.          | Authorized Signature:<br>Date: Click or tap here to enter text.<br>Name: Click or tap here to enter text. |

|   |   |
|---|---|
| <p>Click or tap here to enter text.</p> <p><b>Phone No.:</b>Click or tap here to enter text.</p> <p><b>Email Address:</b>Click or tap here to enter text.</p> | <p><b>Functional Title of Authorised Signatory:</b>Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p> |
|---|---|