

REQUEST FOR QUOTATION

RFQ Reference: EG24-020

Date: 18 April 2024

Subject of RFQ): Call for CVs_Y-med 2024

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

RFQ INFORMATION

Deadline for the submission of quotation	2 May 2024 14:00 CLT 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	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email iomegbids@iom.int <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period	The quotation shall remain valid for 30 days from the deadline for the submission.
Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Mohamed Elgendy E-mail address: Mohakamal@iom.int add in CC mmohammed@iom.int
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	12 May 2024

Thank you and we look forward to receiving your quotation.

Issued by:

Signature: _____

Name: Mohamed Elgendy
 Title: Procurement and logistics assistant
 Date: 18/4/2024

QUOTATION SUBMISSION FORM

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Requirements (Specs/TOR/SOW)

As per the items listed below in the Terms of reference referred to as TOR.

Delivery Requirements:

Currency of the Quotation: EGP

INCOTERMS: DAP

COMPANY PROFILE (Vendor Information Form)¹

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. Click or tap here to enter text.
Legal structure	Choose an item.
Business type/industry category*	<input type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text.

¹ If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

Item Description	Detail
	Company Website: Click or tap here to enter text. Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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 vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.

² 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 vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor 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 vendor 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 vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that, the vendor 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 vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.un.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor 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.

Terms of reference (TOR)

A. Project Title: “Youth Mediterranean (Y-med)” project.

B. Project Description

Promoting the linkage between migration and development and reinforcing the conditions that make this linkage possible have been among IOM priorities for several years now. Migrations create a connection between different countries and migrants link different experiences, turning themselves into actors of development for the countries they connect.

The role of the private sector in the Migration and Development initiatives is internationally recognized as well as mentioned in the 2030 Agenda for Sustainable Development and its related goals (SDGs) and in the IOM Skills-based Migration and Partnerships guidelines. In particular, with relation to circular migration schemes, companies can contribute to the sustainability of M&D initiatives and to the achievement of the SDGs, by offering training and job opportunities for young people, triggering transnational development processes through the circulation of knowledge and skills.

Skills Mobility Partnerships (SMPs) promote skills development through migration to the benefit not only of the country of destination, but also of the country of origin and of migrants themselves. This is done through an accurate assessment of skills and human resources needs in both countries of origin and destination, through the sharing of experiences and engagement in training and skills development between countries and through mutual recognition of competences and certifications. In SMPs all stakeholders actively contribute to the circulation and to the development of skills to foster development for all the involved parties.

Within this framework, the Italian Ministry of Foreign Affairs and International Cooperation, through the Italian Voluntary Contribution, supports IOM initiatives to facilitate skills circulation in the Mediterranean through the Y-med project. The aim of the project is to pave the way for future international six-months internship schemes from Egypt, Morocco, Libya and Tunisia to Italy, by engaging public and private stakeholders and by empowering selected universities and vocational training centers to integrate international internship schemes to Italy into their service provision, within the framework of SMPs.

C. Scope of work

As Y-med focuses on benefiting both country of origin and country of destination and limit risks of brain drain; one of the main goals of the project is to support with the job placement of interns upon their return from their internships in Italy.

In that scope, IOM will provide 10 fresh graduates with the opportunity to participate in a six-months internship in Italian companies in Italy, in the fields of ICT and Mechanical Engineering and will need a service provider to support in identifying priority areas for upskilling Egyptian youths and providing the interns with relevant jobs after their return to Egypt.

D. Institutional Arrangement

The service provider will be required to coordinate directly with the Y-med Project Assistant at IOM, this includes any reports, approvals, and obtaining certificate of acceptance of output.

E. Duration of Work

The internships are foreseen to take place from November 2024 until April 2025, while the requested support for the job placement activities is expected to take place between February 2025 and April

F. Qualifications of the Successful Service Provider at Various Levels

The service provider should have a minimum of five years of experience in the field of online job recruitment, specifically in the ICT and Mechanical Engineering sectors.

G. Scope of Proposal Price and Schedule of Payments

The contract price is a fixed output-based price regardless of the specific duration.

Activity/Deliverable	Payment
A) Submitting a List of relevant vacancies for the 10 candidates to apply.	25%
B) Getting job offers for the 10 candidates.	25%
C) Job placement of the candidates.	50%

H. Evaluation Criteria

The award will be done in a combined scoring method, based on the below elements:

- 1- Service provider’s years of experience in the job placement field.
- 2- Proposed methodology/approach and implementation plan.
- 3- Service provider’s hiring rate during the last three years.
- 4- Financial amount of the services to be provided.
- 5- Service provider's reputation.