

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: EG23-006

Date: 27 August 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Medical Equipment for National Tuberculosis Program

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

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.

Procurement Unit
IOM Egypt, Cairo Office

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>05 September 2023, Cairo Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<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 Click or tap here to enter text.</p> <p>Bid submission address: iomegbids@iom.int</p> <ul style="list-style-type: none"> ▪ 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: 25 MB ▪ Mandatory subject of email: EG23-006 – RFQ – Medical Equipment for National Tuberculosis Program ▪ 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	<p>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.</p>
Supplier Code of Conduct	<p>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).</p>
Conflict of Interest	<p>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.</p>
General Conditions of Contract	<p>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.</p>
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>
Currency of Quotation	<p>Quotations shall be quoted in EGP.</p>
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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <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	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 30 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	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Procurement team E-mail address: ahmedhassan@iom.int ; mmohammed@iom.int ; blabib@iom.int ; rfteis@iom.int 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 02 days before the submission deadline. Responses to request for clarification will be communicated by email by 07 September 2023
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.
Evaluation criteria	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
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 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.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	01 October 2023
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: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	<p>Shaker</p> <p>For culture processing, speed 20-240rpm, adjustable strokes, with general purpose box carrier for use at 240 volts AC, 50HZaccommodates containers of any size.</p>	EA	6
2	<p>Binocular Microscope</p> <ul style="list-style-type: none"> - Coaxial double focusing knobs for coarse & fine focusing. - Revolving nosepiece for 4-objectives, rear facing - Graduated Mechanical stage with Weighted focus knobs provide Inertia And Extremely Accurate Focus Capability. - At Least 3-Watt LED Bright Illumination with Knob For Light Intensity Control - Anti-Bacterial Coating To inhibit The Growth of Bacteria - Friendly Slide Holder for Single Hand Slide Loading. - Abbe Slider Condenser with Iris Diaphragm Koehler Illumination with Slot for Phase Contrast And Dark Field Sliders - Diopter Adjustments Eliminating the Opportunity To Incorrectly Set Diopters - Binocular Tube Inclined, Rotatable 360° With IPD 55-75 <p><u>* Infinity optics: All glass, anti-fungus coated optics, for Brightfield</u></p> <ul style="list-style-type: none"> - PlanAchromatic Objective 4x / 0.10 - PlanAchromatic Objective 10x / 0.22 - PlanAchromatic Objective 40 x / 0.65 - PlanAchromatic Objective 100x / 1.25 oil - Pair of high point wide field eyepieces 10x 	EA	15
3	<p>Refrigerator</p> <ul style="list-style-type: none"> - Capacity: 14 feet - Shelves : 3 – 4 - No frost : automatic - Voltage : 220 V – 50 HZ - Temperature variation : - 2o C – 8o C . 	EA	5
4	<p>Centrifuge</p> <ul style="list-style-type: none"> - Max. Speed: 6,000rpm - Max. RCF: 6,240 x g - Max. Capacity: 4 x 400 ml - Run Time: 1– 99 mins, Continuous operation - Voltage: 230 V, 50 Hz, - Power consumption: 0.7 kW - Programme Memory: Values last entered remain in memory. Data saved if power is interrupted, 1.0 non-refrigerated, maximum capacity 4 x 400 ml to hold McCartney bottles(universal containers). 	EA	6

	<p><u>Other Technical details:</u></p> <ul style="list-style-type: none"> - SWING-OUT ROTOR: 1 No. - Max. Speed: 4,000rpm - Max. RCF: 3,345 x g - Max. Capacity: 4 x 400 ml - Round Bucket 400ml for adapter type E inclusive of Polypropylene bottle 4 Nos. - Sealing cap for round bucket: 4 Nos. Centri-Lab Adaptor 3 x 50 ml Con., Type E: 4 Nos., Each 400ml adapter will hold 4 McCartney bottles (universal containers). - Biosafe Table Top, AC, 50HZ, with swing out rotor, adapters 4 Nos and hermetically sealed caps 4 Nos with windshield to hold universal containers, biosafety features incorporated. 		
5	<p>Autoclave</p> <ul style="list-style-type: none"> - Vertical - Capacity : about 85 liter - Equipped with color Touch Panel. - Stainless steel, chamber material. - Easy mode selection. - Power consumption 3KW. - 2 stainless steel baskets. - Modes of selection shown on the screen. - Color screen is easy to read when setting temperature, time, warming or exhaust. - Maintenance information is displayed. Information including setting, maintenance, safety or is displayed on a color careen. - Lid lock release temperature. - Electro-mechanical lid lock system. - Secure sterilization: - Dual sensing system for residual air. - Exhaust level is selectable. - Forced cooling device. - Improve usability: - Air removal time setting. - Memory function. - Programmable autostart function. - Boiling point setting. - Effective capacity: 85 Liters. - Sterilization temperature: Up to 135 °c. - Dissolution temperature: 60-100 °c. - Lid lock temperature: liquid, agar, dissol modes: 60-95°c variable, solid, waste modes: 60-95°c variable. - Sterilization timer: 1-250 min. - Dissolution timer: 1-60 min. - Mode selection: liquid, solid, waste agar, dissol L/8 programs. - Max. Working pressure: 0.255 MPa. - Thermometer: digital dsplay 5 ~ 138°c. - Pressure gauge: display 0-0.3 MPa/Analog display 0-0.4 MPa. - Safety devices & alarms: <ol style="list-style-type: none"> 1. Temperature sensor wire disconnection. 2. Over – temperature. 3. Over – cool. 4. Over – pressure. 5. Lid abnormalily. 	EA	7

6	<p>Incubator</p> <ul style="list-style-type: none"> - Bench top. - Capacity: about 100 L. - Contains 2-3 stainless steel shelves. - Electronic controlling of temperature by microprocessor. - Temperature range: ambient + 5 to 75° C. - Temperature uniformity: < 0. 5 C. - Digital Display for set and actual values. - Short heating up time. - Equipped With adjustable valve for controlling exhaust air and Prevent contamination due to condensation build up. - Double wall heavy duty housing. - Stainless steel, Corrosion -resistant working chamber. - Easy to clean disinfectant-resistant interior. - Equipped with adjustable over -temperature limit controller. - Control panel with switch on / off and indicator lamps. - Equipped continuous recorder for temperature according to quality control requirements. - Power requirement: 220v/50Hz. - Operation manual and maintenance. 	EA	4
7	<p>Inspissator</p> <p><u>Features:</u></p> <ul style="list-style-type: none"> - Bench top, capacity about 100 Liter. - Chamber temperature 85 O c + 5 % fixed for 50 min. - Humidity range from 45 to 85 %. - Processor control for temperature, humidity and time. - Digital display for temperature, humidity and time. - Front control board with switches, indicator lamp and information display. - Built-in timer (up to 120 min). <p><u>Chamber Specification:</u></p> <ul style="list-style-type: none"> - Dual jacket made of zinc electro plated sheet. - Inner chamber made of stainless steel with Lagging: mineral wool of 60 mm thickness approximately. - Two or three retractable shelves made of stainless-steel wire or mesh type. - Hinged, quick closing door with lock and heat insulated handle. - Alarms for door opening, overheating and power cut –off. - Adjustable over temperature limit control. - Power supply: 220v 50Hz. - CE conformity. 	EA	6
8	<p>Hot Air oven</p> <ul style="list-style-type: none"> - Medium size (Work chamber volume approx. not less than 65 liters) - Designed in accordance with international standards for reliable and verifiable sterilization under standard conditions. - Electrically heated with electronic temperature controller and digital display of temperature at least 220 °c. - Designed for sterilization and decontamination in clinical laboratory. - Interior chamber is corrosion resistant stainless steel. - Electronic over - temperature protection, with over - temperature cut out. - Equipped with a fan for good air circulation and heat distribution. 	EA	2

	<ul style="list-style-type: none"> - Contains 2 - 3 shelves (Stainless Steel) - Rapid heating - up time. - Equipped with a timer for automatic switching off sterilization, and with adjustable valve for controlling exhaust air. - power requirement: 220v / 50 /60 Hz. - CE conformity. 		
9	<p>Water distiller</p> <ul style="list-style-type: none"> - Electric water distiller Stainless steel. - product output: approx. 4 L / hour. - Feed water type: Tap water. - Type of mounting: Bench and could be mounted on wall. - Optional Reservoir: 30 L. (stainless steel). - Safety thermostat: protects still in the event of water supply failure. - Automatic switch off when reservoir is full. - Power supply 220 v 50/60 Hz . 	EA	6
10	<p>UV Lamp (Ultraviolet Lamp)</p> <ul style="list-style-type: none"> - For Sterilization of rooms. - Self-standing mobile unit. - 2 aspirating adjacent modules with two UV lamps. - Air flow rate about 256 m3/h (2x128 m3/h). - On /Off timer 0-24 hours. - Timer for UV lamps replacement. - The two vertical modules can be oriented separately in different directions. - Supply voltage: 220 V / 50 Hz. - Wavelength about 253.7 nm - Dimension about: 430 x 310 x 1100 h mm. - Expected life 9000 hours. 	EA	25
11	<p>Biohazard Safety Cabinet</p> <p><u>Type:</u> Biohazard vertical Laminar – air – Flow Intrinsically safe negative pressure design. class II, type A / b3.</p> <p><u>HEPA filters:</u> Two HEPA filters for Input and Exhaust air (HEPA filters for % 99 .99 efficiency for removing particles 0.3 micron or larger).</p> <p><u>Inside walls:</u> Stain less steel 304 interior walls and foils. Epoxy coated exterior surfaces.</p> <p><u>Sash:</u> Front sliding Glass Sash with balancing weight. Equipped with digital alarm system for sash position. Sash fully closed to prevent contamination when the unit is shut off, providing physical barrier.</p>	EA	7

	<p><u>Air – Flow:</u></p> <ul style="list-style-type: none"> - Two motor Blowers with exhaust system providing 105 – Fp in nominal face velocity when sash is in normal operating position. - Exhaust volume no less than 250 cfm. complete with exhaust ducting to external air. <p><u>Working surface:</u></p> <p>Dished, removable work surface. non welded stainless steel.</p> <p><u>Lights & Electrical Receptacles:</u></p> <p>Each cabinet is equipped with 220-volt outlets, UV light, fluorescent light and control switches.</p> <p><u>High / low Alarm:</u></p> <p>Digital High/low alarm for air flow condition for operator safety. Digital display of air flow speed.</p> <p><u>Services:</u></p> <p>Gas / Air stopcock.</p> <p><u>Filter condition indicator:</u></p> <p>Eye – level ADA minihelic II pressure gauge.</p> <p><u>Operating voltage:</u></p> <p>220 V / 50 HZ.</p> <p><u>Base stand:</u></p> <p>For 75 cm working surface height from floor.</p> <p><u>Accessories:</u></p> <ul style="list-style-type: none"> - Service valve Kit. - Extra part and side wall mounted. - UV light 30 W - UV light 30 W portable. - IV rod 4 - Adjustable footrest 4. - Low air flow alarm. <p><u>Work Zone inches:</u></p> <ul style="list-style-type: none"> - Height : about 30 inches - Width : about 50 inches - Depth : about 25 inches 		
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Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods as soon as possible After Contract signature.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Cairo - Aswan, and Abo Simbel
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	Installation of equipment and training on operations is a must
Warranty Period	03 years - Minimum
After-sales service and local service support requirements	Maintenance during warranty period
Preferred Mode of Transport	Land
Other information	N/A

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:	EG23-006	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

Please fill, sign and return the attached vendor information sheet.

BIDDER'S DECLARATION OF CONFORMITY²

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.

¹ [Vendor Information Sheet.xlsx](#)

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 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 https://www.unhcr.org/Public/CodeOfConduct .
<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 - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid 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:	EG23-006	Date: Click or tap to enter a date.

Currency of the Quotation: EGP					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
6.	Click or tap here to enter text.				
7.	Click or tap here to enter text.				
8.	Click or tap here to enter text.				
9.	Click or tap here to enter text.				
10.	Click or tap here to enter text.				
11.	Click or tap here to enter text.				
Total Price					
Transportation Price					
VAT Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<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 <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<p><i>Exact name and address of the 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>



VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: Company _____

Other Names/Acronyms _____

Address* _____

House No _____

Street Name _____

ZIP/Postal Code* _____

City* _____

Region* _____

Country* _____

Contact Information

Company Tel/Mobile: _____ Contact Person: _____

Company Email: _____ Contact Person Position: _____

Company Website: _____

- Industry Category*:**
- 0100 - Commercial Vendors
 - 0200 - National CSOs
 - 0300 - National Government Entities
 - 0400 - International CSOs

- 0500 - International Organizations - Non-UN
- 0600 - UN entities
- 0005 - Individual Consultant/Non-Staff

- Business Type*:**
- Direct Producer/Manufacturing
 - Reseller/Distributor/Service Provider

Provide Services/Goods Internationally* Yes No

Disability-inclusive* Yes Not applicable

- Women-owned/controlled***
- At least 51% women-owned/controlled
 - Less than 51% women-owned/controlled
 - Not applicable

Notes
All fields marked with * are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).
Vendor Name - should match IDs or registration documents.
If there is insufficient space, please use the Other Information section

Product Categories (check all applicable)*

- Agriculture, Livestock and Fisheries
- Chemicals
- Clothing and Luggage
- Construction
- Consultancy and Contracted Services
- Finance and Administration
- Food and Beverage

- Fuels and Derivatives
- Furniture
- Hospitality, Events
- Insurances
- IT and Communications
- Land and Buildings
- Learning, Training and Recreation

- Legal and Investigation
- Logistics and Warehousing
- Media and Printing
- Medical, Drugs and Pharma
- NFIs – Household and Camps
- Office Equipment and Supply
- Personal Care

- Power Supply and Electric
- Quality Control and Environment
- Security
- Social and Humanitarian Services
- Tickets
- Tools and Machinery
- Vehicles and Accessories

UNGM No. _____

<https://www.ungm.org/UNUser/Home>

UN Partner Portal Reference _____

<https://www.unpartnerportal.org>

Registration Date _____

Main Country of Operations (dd-mmm-yyyy)

Licensing Auth./Type _____ **License No.:** _____ **Reg. Date:** _____ **Expiry Date:** _____
For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. *Format: Account Number-Name*)

Same entity registered in another office _____

Parent company _____

Subsidiaries/Branches _____

Other Information:



VENDOR INFORMATION SHEET

Section II: Payment and Banking Information

Payment Details

Payment Method* Bank Transfer Check** Cash** Others** _____

Justification for Non-Bank Payment Method** _____

Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.
Non-bank payment methods require justification.

Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name _____
Bldg and Street _____
City _____
Postal Code _____
Country _____
Bank Account Name _____
Bank Keys _____
Account Currency _____
Bank Account No. _____

*Depending on the country

Swift Code/BIC (accounts outside U.S.A.) _____
IBAN Number (mandatory for banks in Europe) _____
Clearing No. (CHF accounts in Switzerland) _____
ABA No. for ACH (USD accounts in U.S.A.) _____
Bank Branch Code _____

Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Printed Name

Signature

Position/Title

Date



IOM
UN MIGRATION

Code of Conduct for Suppliers

International Organization for Organization

IOM is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IOM's expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

IOM procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IOM.

Policy on Corruption and Position on Conflict of Interest

IOM expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any IOM Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff any gratuity for the benefit of/or at the direction or request of any Staff of IOM;
- To immediately inform the IOM Head of Office in the event that any Staff of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with IOM. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

Representation from Suppliers

IOM expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/ services to IOM;
- It will not act in concert with other suppliers or agents when participating in a bid;

- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IOM).

Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IOM expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow IOM's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

Secure Communication Channels

IOM has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and should contact IOM Global Procurement and Supply Unit at email address

gpsu@iom.int or at: IOM Manila Administrative Centre
 Global Procurement and
 Supply Unit (formerly
 Field Procurement Unit)
 28th Floor Citibank Tower
 8741 Paseo de Roxas, Makati City 1226, Philippines

IOM will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all IOM subsidiaries and associate companies;
- Immediate termination of contract, without recourse;

Acknowledgment and Acceptance, to be submitted together with VIS(Vendor Information Sheet)

This is to certify that I have fully read the Supplier's Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier's Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: _____
Address: _____
Representative: _____
Signature: _____