



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## REQUEST FOR QUOTATION (RFQ) AND GENERAL INSTRUCTION TO CONTRACTORS (GIC)<sup>1</sup>

To : Interested Contractors and construction Companies

Project: IOM Mozambique supports to the **construction of 4 positive boreholes equipped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado – Lot I**

Location: IDP sites in PA of Ancuabe and Mesa, Ancuabe district, Cabo Delgado province

RFP Ref: MZ30\_2024\_270

Date : **03-April-2024**

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society. In the framework of IOM support communities with a large presence of un-or under-employed vulnerable groups (inclusive of youth) are engaged in social, political, and cultural revitalization, IOM invites interested eligible Contractors to submit financial and technical proposal for the **construction of 4 positive boreholes equipped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado.**

Nº Borehole	Item Description	Quantity	Unit
<b>4</b>	<p>construction of 4 positive boreholes equipped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado</p> <p>Notice: The payment of the borehole drilling will be paid only for a <b>positive borehole (i.e., suitable water and with at least 1m<sup>3</sup>/h minimum yield)</b>. Any negative borehole will be at the expenses of the contracted company.</p>	Please See Attached (PSA)	Work

**\*Please note that the BoQ and technical specifications of the works (Refer to BoQ sheet as a separate excels sheet- Annex B) can be subject to amendment after the award of the contract as per the technical specifications or findings on the ground.**

With this RFQ is the GIC which includes Instructions to Contractors, Technical Specifications, and administrative requirements that Contractors will need to follow in order to prepare and submit their quotation for consideration by IOM. IOM reserves the right to accept or reject any quotations, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Contractor/s or any obligation to inform the affected Contractor/s of the ground for the IOM's action.

Very truly yours,  
Procurement Staff/Focal Point

*IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.*

## GENERAL INSTRUCTION TO CONTRACTORS (GIC)

### 1. General Instructions:

IOM request prospective Contractors to submit quotation for the implementation of **Construction of 4 positive boreholes equipped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado.**

- The Selected contractor will be responsible to finalize the work in proper matter and should follow IOM Bill of quantity shared with this call for proposal and drawings.
- The contractor is responsible to supply all needed materials, equipment, manpower, and mobilize and demobilize all required resources, and to demolish any temporary constructed works in the location, that also includes but not limited to first aid kits, fire extinguisher, safety, and security guards for the materials at the site, and any other security measures and items. Also, the constructor is responsible for returning the site back to its original situation prior the project, this includes removing the rubbles and any remain materials including the digging remains.
- The contractor should be responsible in the location of the project for the safety and security of its staff, equipment, and materials, in line with the Mozambiquan working law;
- *The contractor is responsible to hire **at least 10% of the workers (youth) from the local community in addition to some youth from the resettlement site and to share the details with IOM for a proper monitoring, IOM may be able to assist in the worker selection process, but it's still the responsibility of the vendor to hire those workers for the whole period of the project and sharing all needed information with IOM.***

#### Summary:

**The purpose of this request for quotation is to select a vendor to do a Construction of 4 positive boreholes equipped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado.**

### 2. Corrupt, Fraudulent and Coercive Practices

**IOM requires that all IOM Staff, contractors, manufacturers, suppliers, or distributors, observe the highest stand of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by contractors, or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:**

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more contractors designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

### 3. Conflict of Interest

A contractor found to have a conflicting interest to another contractor or in relation with the Procurement Entity shall be disqualified from participating in a tender. A contractor may be considered to have conflicting interest under any of the circumstances set forth below:

- A Contractor has controlling shareholders in common with another contractor.
- A Contractor receives or has received any direct or indirect subsidy from another Contractor.
- A Contractor has the same representative as that of another Contractor for purpose of this quotation.
- A Contractor has a relationship, directly or through their parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decision of the Mission/procuring Entity regarding this Quotation process.
- A Contractor who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the quotation.

### 4. Eligible Contractor

Only Contractors that are determined eligible shall be considered for award. The Contractor shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex C) to establish the Contractor's eligibility together with the Quotation. To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria.

Note: all below criteria should be proofed by the applicant through the related documents.

- (a) Annual volume of construction work of at least *USD 25,000 (1,604,525.00 MZN)*.
- (a) Experience as prime contractor in the construction of at least *3 completed Works* of a nature and complexity equivalent to the Works over the last 4 years, to comply with this requirement, cost of works cited should be at least equivalent to *100% of* the estimated project cost and should be at least 70% complete. *A copy of a signed contract (2 pages, in which include of scope of the project and signate of all stakeholders) or acceptance application forms are required to proof these items.*
- (b) Proposals for the work methodology, and timely acquisition (own, lease, hire, etc.) of the essential equipment needed to implement the work in timely manner, Reflected in Annex E attached below;
- (c) A Contract Manager and field supervisor with at least three years' experience in works of an equivalent nature and volume, including no less than two years as Manager and/supervisor, and below are the other required elements of the team, Manager's CV should be attached in the application;
- (d) The contractor must be registered in Mozambique as a construction company, the registration documents are mandatory to be attached with the application. *Please Note: if the vendor failed to meet the requirements listed above, it will be considered ineligible and no further evaluation to the quotation will be commenced.*

## 5. Cost of Quotation Preparation

The Contractor **shall bear all costs associated** with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the cost incurred.

## 6. Errors, omissions, inaccuracies, variations, and clarification in the Quotation Documents

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Contractors shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents. Contractors requiring any **clarifications on the content of this document may** notify the IOM in writing at the following address.

Email: [RFPMOZ@iom.int](mailto:RFPMOZ@iom.int)

IOM will respond to any request for clarification received on or before **09 APRIL 2024**, Copies of the response including description of the clarification will be given to all Contractors who received this General Instruction, without identifying the source of the inquiry.

## 7. Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Contractor in connection with this General Instruction is to be treated as strictly confidential. The Contractor shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether the Contractor is successful.

## 8. IOM's Right to Accept any Quotation and to Reject all Quotations.

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all quotations submitted, at any time prior to award of contract, without thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the ground for the IOM's action.

## 9. Requirements

### 9.1 Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Contractors (**please note each LOT must be submitted with all related annexes separately**):

1. **Quotation Form** *the cost should be including VAT (Annex A)*
2. **BOQ (Annex B)**
3. **Construction Schedule Form (Annex C)** *this will be blank, and the vendor has to propose the work schedule.*
4. **Stepwise construction process and plan will be considered during the technical evaluation.**
5. **Company Experience Form (Annex D)**
6. **Equipment Schedule Form (Annex E)** – *the equipment should be related to construction of handpumps. it falls under eligibility criteria.*
7. **Labor force Form (Annex F)**

**ALL ANNEXES SHOULD BE SIGNED BY THE VENDOR**

## 9.2 Quotation Form

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotations shall be in English, *and prices shall be quoted in MZN exclusive of VAT, in the template of the BoQ.*

Prices quoted by the Contractor shall be fixed during the Contractor's performance of the contract and shall not be subjected to price escalation and variation on any account, unless otherwise approved by IOM. A submitted Quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

## 9.3 Validity of Quotation Price

Quotation shall remain valid for **90 calendar days** after the deadline for quotation submission. In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the contractors extend the period of validity for a specified additional period. The request and the response thereto shall be made in writing. A contractor agreeing to the request will not be required or permitted to modify its quotation.

## 9.4 Documents Establishing Contractor's Eligibility and Qualification

The Contractor shall furnish, as part of its quotation, documents establishing the Contractor's eligibility to submit quotation and its qualifications to perform the contract if its quotation is accepted. The IOM's standard Vendors Information Sheet shall be used for this purpose (Annex C). The documentary evidence of the Contractor's qualifications to perform the contract if its quotation is accepted shall be established to IOM's satisfaction:

- (a) that the Contractor has the financial and technical capacity and track record necessary to perform the contract.
- (b) that the Contractor meets other qualification criteria.

## 10. Submission of Quotations

Quotation must be submitted **electronically only** and shall be addressed to **Procurement & Logistics Unit** at:

**[RFPMOZ@iom.int](mailto:RFPMOZ@iom.int)**

**On or before 12 APRIL 2024. Late<sup>2</sup> Quotations will not be accepted.**

Quotations submitted by email must be limited to a **maximum of 10 MB**, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

## 11. Opening of Quotations

At the indicated time and place, the opening of Quotations shall be carried out by IOM without the presence of the Contractors because of the COVID-19. IOM reserve the right to conduct opening of Quotations in public or not.

## 12. Acceptance of Quotations

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

## 13. Rejection of Quotations

Quotation can be rejected for the following reasons:

- (a) The Quotation Form or any document which is part of the Quotation Document is not signed.*
- (b) the Contractor is currently under list of blacklisted Contractors.
- (c) the Contractor offer imposes certain basic conditions unacceptable to IOM.
- (d) the Quotation is not presented in accordance with this General Instruction.

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Contractors.

## 14. Evaluation of Quotations:

**The weight of the technical evaluation is 60% and the financial Evaluation is 40%.**

### A. Technical Evaluation:

Bids will be technically evaluated on a points' system for each single lot. Each bid will receive a percentage of the Total Points available in each category.

**Bidders is considered responsive and can proceed to financial evaluation if it reaches minimum of 60 points and evaluated as Passed or Failed to proceed.**

**Each of the categories is detailed below:**

#### 1) Time of full mobilization and hiring workers from the community – (0 to 10) Total points.

It's required by the interested vendors to submit the mobilization plan (starting upon signing the agreement), including the site verification and preparation also obtaining the needed approval to start the work, this proposal plan is needed to understand the contractor methodology for the mobilization. Note: after the evaluation and the contractor selection an actual working plan to be provided.

#### 2) Time to Completion – (0 to 10) Total Points

This category is based on the proposed time to complete the project (based on the information provided in the construction schedule form- Annex C). Bids will be ranked according to the appropriate time for completion. Provide a detailed work plan for all activities required to complete. Duration of works cannot exceed Maximum **30 calendar days (more than 30 calendar days proposal the point will be Zero for this category)**, due to overall project deadline.

The timeline will be evaluated by the committee and the points will be provided based on the realistic timeline for completing the work.

#### 3) Detailed methodology for the construction of boreholes: (0 - 30) total points

This category will evaluate the knowledge and experience of the vendors in the construction and

installation of handpumps and building platforms. The details of the construction should be given on a step-by-step description and should include at least the preparation of the selected place, the selection of the materials needed for the construction, construction plan of the handpump, pumping test and disinfection.

**4) Labors for the local targeted community: (0 to 10) total points**

This Category is based on the proposed number of workers needed for this activity and the number of local people to be hired by the contractor to commence the work.

As mentioned above the minimum percentage to hire a people from the community is 10% so the contractor who couldn't present the commitment to hire this percentage will have Zero points from this category, *(Annex F to be filled and signed) If during the implementation the information reported in the tender documents are found to be untrue, the contracted company will be under question and penalty to be applied.*

**5) Relevant Experience in the same activities/geographical area - (0 to 20) Total Points**

This category is based on the number and type of the previous relevant experience a Bidder has in the various project activities and geographical area of the project (based on the information provided in the company experience form-Annex D). The Bidders will be ranked according to the relative amount of experience in the project activities, the Knowledge of the geographical area of the project, actual presence in the project area, equipment, tools, manpower, materials in the project area, proofed previous work in Cabo Delgado will be considered as relevant experience.

**6) The Recommendation letters submitted by the contractor from their previous projects (0 to 10 Points)**

The category is based on the number of the recommendation letters (by the hiring party to the contractor to do similar projects) the calculation will be based on the amount of the project, location, and the date of it, more consideration to the contracts with IOM and UN agency.

**7) The Category of registration: (0 to 10 points)**

The contractor should provide all needed legal and financial documents to proof that it has a legal registration in Mozambique (preferable to be in Cabo Delgado specifically) , and the level of projects that they are eligible to apply for, based on the department of civil works evaluation (ALVARA)

*The total points will be 100 and it will be considered as the technical Score (ST) of the contractor.*

**B. Financial Evaluation:**

The lowest Financial Proposal (FI) shall be given a financial score (SF) of 100 points.

The financial scores (SF) of the other Financial Proposals shall be computed based on the formula:

$$SF = 100 \times FI / F \quad \text{Where:}$$

SF - is the score of the Financial Proposal under consideration, FI -  
is the price of the lowest Financial Proposal,  
F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked (Sc) according to their combined technical (St) and financial (SF) scores using the weights (T = the weight given to the Technical Proposal = 40; F = the weight given to the Financial Proposal = 60; >>> considering that T + F = 100)

$$Sc = ST \times T\% + SF \times F\%$$

**The contractor achieving the highest combined technical and financial score (Sc) will be invited for negotiations.**

## 15. Negotiations

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.

## 16. Post Qualification

Prior to award, post-qualification will be carried out by IOM to further determine the selected Contractor's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection<sup>3</sup> of the office, plant and equipment and previous projects.

## 16. Award of Contract

The Contractor that has submitted the **lowest evaluated Price**, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Contractor through a Notice of Award. IOM shall also notify in writing, the other Contractors who were not selected without disclosing the reason for rejection.

## 17. Delivery Site and Period of Delivery

The works shall be done **construction of 4 positive boreholes equipped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado**

The Works must be completed within **27 calendar days** after finalizing the mobilization and materials delivery.



## **18. Liquidated Damages**

If the Contractor fails to deliver the works within the completion period specified in Clause 17 above, a penalty payment of 0.1% of the cost of unfinished Works for every day of breach of completion schedule will be requested.

## **19. Payment**

Payment shall be made only upon IOM's acceptance of the Works, and upon IOM's receipt of invoice.

The initial installment will be as following:

- 20% of the agreed amount after 30 calendar days of work with the condition of finalizing not less than 50% of the total workload, with the approved work certificate by IOM engineering team.
- 30% of the agreed amount after 30 calendar days of work with the condition of finalizing not less than 70% of the total workload, with the approved work certificate by IOM engineering team.
- 40% after 55 calendar days of the work with the condition of finalizing 100% of the work, with the approved work certificate by IOM engineering team.
- 10% will be kept with IOM for retention as described in paragraph 20 below.

**Advance Payment will only be issued only under the condition of having Bank Guarantee, and equivalent to 20% of total amount of PO or USD 10,000 whichever is lower.**

## **20. Retention Money**

There will be retention of 10%, will be used as security for the quality of workmanship, conformance with plans and specifications, and third-party liabilities. Notwithstanding the provisions of the Contract, the 10% retention shall be released after the Contractor has complied with the requirements of the Certificate of Final Acceptance and the warranty period, **of 12 months.**

The Contractor has the option to substitute the cash retained with an acceptable Bank Guarantee of prescribed form in the same amount (Annex K).

## **21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.

## Annex A

### QUOTATION FORM

Date : \_\_\_\_\_

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the Works of the **Construction of 4 positive boreholes equiped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado** the receipt of which is hereby duly acknowledge, I, representing *[name of company]*, offer to execute the requested works in conformity with the General Instruction for the total Lump Sum amount of *[total bid amount in words and figures and currencies including VAT]* in accordance with the Priced Bill of Quantities which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the Works in accordance with the Bill of Quantities, delivery schedule, plans and specifications.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*[signature over printed name]*      *[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*

**Annex B**

**BILL OF QUANTITIES FORM**

**PROJECT TITLE:** construction of 4 positive boreholes equiped with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado

<b>GRAND TOTAL in MZN including VAT</b>	
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See attached BoQ Excel file (Annex B)

\_\_\_\_\_  
Contractors authorized signature over printed

A sample of the work plan to be submitted by the# vendor

## Annex C

Client: International Organization for Migration (IOM)  
 Work: **construction of 4 positive boreholes equipes with handpump in the IDP sites, Milamba 2, Minheuene, Natove and Cujupane**  
 Local: **IDP sites, Milamba 2, Minheuene, Natove and Cujupane, located in Ancuabe district, Cabo Delgado, Mozambique**  
 Date: 02 April 2024



**WORK PLAN / PLANO DE**

[illegible]

## Annex D

### ANNEX-D COMPANY SIMILAR WORK EXPERIENCE

Attached copy of contracts if not yet attached at the eligibility documents submitted.

#### EXPERIENCE INFORMATION:

**Only** list of construction activities ALREADY IMPLEMENTED with special focus on (Date and location and work performed ] area: ***(The vendor can share their tables with the same details required)*** IOM reserve the right to contact the mentioned clients to ensure the correct information provided. It is advised to include letters of satisfaction or work competition by the hiring company or donor

Name of your company: .....

Project Description	Location	Donor/client	Work duration	Cost of project	Date of completion

Name/Signature and Seal \_\_\_\_\_

We hereby certify that the above key supervisory staff is available for use in the execution of the contract.

\_\_\_\_\_ Contractors authorized signature over printed

## Annex E

### EQUIPMENT SCHEDULE (to be used for the proposed project)

Please mention your plan to mobilize the needed equipment to finalize the work in the agreed timeline.

Type/description	Capacity	Age	Statuses (own, lease, hire ...etc)	Condition/Location
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

\_\_\_\_\_  
authorized signature over printed name

Contractors

## Annex F

### **LABOUR FORCE**

Fill out this table with the labor force involved in the proposed project, please indicate the staff mobilization plan in the location to finalize the work in agreed timeline.

**Note: consider this table only for the workers to be hired from the community, also you have to consider as mentioned above 30% of the labors to be hired from the local community, and upon your signature this form will be considered for the eligibility and marks as well,**

***If you don't have the list of workers to be hired from the community ready yet, you must provide the estimation, and the list of those workers will be verified during the implementation.***

Position Description	Workers statues (Returnees, IDPs)	Gender (male, female)	Number of positions	Main tasks and skills' needed	Number of days to work in the project