

REQUEST FOR QUOTATION (RFQ)

The timeline summary for solicitation is as follows:

Activity	Date	Time	Distribution Manner
Bid publication date	19.01.2024	14:00 hrs	https://mozambique.iom.int/tenders
Pre-bid conference	24.01.2024	14:00 hrs	Presential or online participation: kindly see section 3: Data Sheet, Article 23
Bid Confirmation	25.01.2024	23:59 hrs	Email at RFPMOZ@iom.int
Deadline for requests for clarifications	25.01.2024	23:59 hrs	Requests should be submitted at mdemirkiran@iom.int and faaluwaidi@iom.int
Response from IOM over the clarifications (Bid Bulletin)	29.01.2024	14:00 hrs	https://mozambique.iom.int/tenders
Deadline for Bids submission	01.02.2024	23:59 hrs	Email at RFPMOZ@iom.int SENDING THE BIDS TO ANY OTHER EMAIL ADDRESS (EVEN AS CC. or BCC) WILL RESULT IN IMMEDIATE DISQUALIFICATION

RFQ Reference: MZ20_2024_003

Date: 19 January 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Supply and Delivery of Tools And PPE for Core House

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.

Sincerely yours,

IOM Beira Supply Chain Unit

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>23:59 Hrs Central Africa Time (CAT+02:00), 01 February 2024</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</p> <p><input checked="" type="checkbox"/> Email - RFPMOZ@iom.int</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</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: 15 Mbps Mandatory subject of email: MZ20_2024_003 Supply and Delivery of Tools and PPE for Core House 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. <p>IMPORTANT NOTE: SENDING THE BIDS TO ANY OTHER EMAIL ADDRESS (EVEN AS CC or BCC) WILL RESULT IN IMMEDIATE DISQUALIFICATION</p>
Cost of preparation of quotation	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.
Supplier Code of Conduct	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) .
Conflict of Interest	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.
General Conditions of Contract	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 .
Eligibility	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.
Currency of Quotation	Quotations shall be quoted in MZN
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>

	<input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes (VAT and other applicable taxes should be indicated separately from the item prices) <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	Portuguese/ 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 checked="" type="checkbox"/> Product data sheets for the items which do <u>not</u> require sample submission in accordance with the Schedule of Requirements in Annex 1
Quotation validity period	Quotations shall remain valid for 60 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 (please specify, i.e. by line item, etc)
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: Mr. Fadi AL UWAI E-mail address: RFPMOZ@iom.int ATTENTION: QUOTATIONS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS.
Clarifications	Requests for clarification from bidders will be accepted between 19 Jan 2024 and 25 Jan 2024 Responses to requests for clarification will be communicated by email by 29 Jan 2024
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 checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
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 (PO)
Expected date for contract award.	20 February 2024
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.
Pre-bid conference	<p>Time and time zone: 14:00</p> <p>Date : 24-Jan-24</p> <p>Venue : Rua Paiva Couceiro, Talhao nr122, Parcela A, Bairro do Macuti, Cidade da Beira , IOM Beira Office</p> <p>Link for Online participation:</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device</p> <p>Click here to join the meeting</p> <p>Meeting ID: 392 205 192 995</p> <p>Passcode: Jjppkq</p>
Samples	<p><u>Samples</u> shall be provided on or before the bid submission deadline 17:00 hours, 01 February 2024 for evaluation and testing by IOM or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to IOM are non-returnable unless otherwise stated. Samples should be marked with the ITB number.</p> <p>Samples to be delivered to IOM Warehouse, Beira Address: Vaz Neighborhood, No: 11, Beira City, Sofala Province, Mozambique Coordinates: -19.7858365, 34.868206</p> <p>Focal Point for sample registry: Jamie Louis +258850489770</p> <p>If a bidder fails to provide samples or documents requested by IOM in a timely manner, IOM may declare the bid unsuccessful.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods: Full details of the Goods are available on the Tools, PPE's and Materials CatLog

Item No	Minimum technical requirements	Unit	Quantity	Sample Needed
1	Tape measures Tape	Unit	390	yes
2	Bricklaying trowel: Size:8"/200mm	Pcs	352	yes
3	Paint brushes	Pcs	2158	yes

4	Hacksaw Frame 300mm12"	Pcs	659	yes
5	Hand Hacksaw Blade, Length: 12"	Pcs	3845	yes
6	Hand Saw size 20"/500 mm	pcs	714	yes
7	Long Straing Aviation snip	Pcs	196	yes
8	4 Pcs wood chisel set	Pcs	669	yes
9	Stone Hammer 5 Kg	pcs	100	yes
10	Combination pliers	pcs	204	yes
11	Rabbet Pliers 10"/250 mm	pcs	204	yes
12	Claw hammer 16oz/450g	pcs	392	yes
13	Machinist hammer 500 g	Pcs	196	yes
14	Axe 1250 g	Pcs	100	yes
15	Round Wood File 200mm	Pcs	679	yes
16	Angle Grinder Voltage 220-240-50/60 Hz	PCS	10	NO
17	Impact Drill Voltage 220-240V- 50/60Hz	Pcs	6	NO
18	Impact Drill operated by Battery 2XGBA 18v 2.0Ah Batteries	Pcs	6	NO
19	Carpenter Pencil 2B type	Pcs	50	yes
20	Snap-off blade knife blade size 18mmx100mm	Pcs	50	yes
21	Gasoline Generator	Pcs	2	NO
22	Steel shovel with handle length 1020 mm	Pcs	362	yes
23	Gravel rake with handle length 1200mm	Pcs	206	yes
24	Rain boots virgin PVC/nitril material	Pcs	582	yes
25	Safety helmet White PE shell with vents	Pcs	30	yes
26	Safety helmet Grey PE shell with vents	Pcs	30	yes
27	Safety helmet Yellow PE shell with vents	Pcs	1976	yes
28	Safety goggles Material PC	Pcs	2056	yes
29	Latex coated gloves with cotton/polyester seamless knitted shell	Pcs	400	yes
30	Leather Gloves	Pair	1051	yes
31	25 Pcs HSS drill bits set	Pcs	50	yes
32	Spirit level Length: 100 cm	Pcs	649	yes
33	Plastic float Trowel medium 320x160mm	Pcs	452	yes
34	Pick-axe with handle	Pcs	156	yes
35	Wheelbarrow	Pcs	206	yes

36	Metal scaffolding	<i>Pcs</i>	166	NO
37	Framing square	<i>Pcs</i>	206	yes
38	Construction Nylon thread roll	<i>Roll</i>	392	yes
39	Straight Edge or Level Bar for Plastering work	<i>Pcs</i>	206	yes
40	Machete	<i>Pcs</i>	176	yes
41	Paint Brush 2"	<i>Pcs</i>	2158	yes
42	Measuring Tape 30 Meter	<i>Pcs</i>	56	yes
43	Hand Lifting Spanner	<i>Pcs</i>	50	yes
44	Adjustable Spanner	<i>Pcs</i>	50	yes
45	Hoe 2.5 Pound	<i>Pcs</i>	236	yes
46	Water Level pipe 6.3 mm	<i>Pcs</i>	196	yes
47	Construction bucket	<i>Pcs</i>	4216	yes
48	Digital caliper Range 0-150 mm	<i>Pcs</i>	3	yes
49	Safety Boots	<i>Pair</i>	31	yes
50	Construction Tape Red and White non-adhesive	<i>Roll</i>	716	yes
51	Safety Vest with 2' PVC reflective Tape	<i>Pcs</i>	1042	yes
52	Protective safety workwear suit (Shirts and Pants)	<i>Pair/Set</i>	971	yes

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods in 30 days After Contract signature.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	IOM Warehouse, Beira Address: Vaz Neighborhood, No: 11, Beira City, Sofala Province, Mozambique Coordinates: -19.7858365, 34.868206
Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	NA

After-sales service and local service support requirements	NA
Preferred Mode of Transport	Land
Other information	

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

Annex 1 - Vendor Information Sheet (VIS) to be filled and the following documents will be attached to it.

- **Alvara;**
- **Certidao Definitiva;**
- **BR;**
- **NUIT;**
- **Bank Details Letter;**
- **ID or DIRE Copy**

BIDDER'S DECLARATION OF CONFORMITY¹

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.

¹ 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 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 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

		Currency of the Quotation: Click or tap here to enter text.				
		INCOTERMS: Click or tap here to enter text.				
Item No	Description	UOM	Qty	Unit price	VAT (IVA)	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.					
Total 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 [pls. specify]	<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.	
Exact name and address of the company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.