

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RfQ/2023/MG/002

Date: 06 September 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Final Evaluation of Phase III - EURCAP Facility**

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.

Approved by:

Signature:  \_\_\_\_\_

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	02/10/2023 9.00 GMT +2 If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:robrusselsprocurement@iom.int">robrusselsprocurement@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: .pdf</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 25Mb</li> <li>▪ Mandatory subject of email: RfQ/2023/MG/002_[Name of bidder]</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in EUR
<b>Duties and taxes</b>	<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 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>
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	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 <a href="#">Click or tap here to enter text.</a>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Mateo Garcia Haymes E-mail address: <a href="mailto:robrusselsprocurement@iom.int">robrusselsprocurement@iom.int</a>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via e-mail by 27 September 2023
<b>Evaluation method</b>	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other : combined scoring method which will be based on a combination of the technical (70%) and financial (30%) score
<b>Evaluation criteria</b>	<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> )
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Service Agreement
<b>Expected date for contract award.</b>	13 October 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## **ANNEX I: SCHEDULE OF REQUIREMENTS EURCAP Facility Final Evaluation Phase III**

### **Terms of Reference**

#### **Introduction: Evaluation context**

**Nature of the task:** the aim of the assignment is to carry out a final evaluation for EURCAP Facility (Phase III) in line with the IOM Evaluation guidelines.

**Context:** The European Readmission Capacity Building Facility (EURCAP) is funded by the European Commission's Directorate-General for Migration and Home Affairs. Its objective is to contribute to effective and efficient cooperation in migration governance between the EU and its partner countries through capacity-building initiatives (Support Actions) aiming at strengthening partner countries' capacities to manage returns and cooperate on readmission with the EU as well as prevent irregular migration.

Support Actions are implemented by Local Project Teams (LPTs) in the relevant IOM missions in partner countries. Since 2016 the Facility has been awarded three grants from DG HOME corresponding to three Phases of implementation. Each Phase came with a substantial increase in budget and with its own objectives, which were based on lessons learned from the implementation of previous support actions (Phase I: 01/04/2016 (duration: 36 months + 15 months NCE) budget EUR 5,263,158.00; Phase II: start date 01/01/2018 (duration 36 months), budget EUR 7,000,000.00; Phase III: start date 01/01/2019 (duration 36 months + 24 months NCE), budget 26,300,000.00). The scope of this evaluation will cover Phase III.

One of key objectives of the Facility is to provide a common platform for readmission case management between the EU and partner countries. Readmission cooperation between two States requires efficient and effective communication channels to ensure that readmission/transit applications are received and processed in a timely manner and that decisions are communicated in the shortest time possible. Such communication channels are supported by the existence of Readmission Case Management Systems (RCMS), which also contribute to the transparency of readmission and return procedures and to the accountability of all actors involved. Standalone RCMS systems were operational under Phase III in Pakistan, Bangladesh and Sri Lanka. Based on the experiences gained and new requirements identified, IOM (in the EURCAP framework) has developed the e-RCMS: this is a standardized platform aiming at harmonizing the existing IT processes and consolidating their common requirements. The e-RCMS is being piloted in Azerbaijan, connecting the country with six pilot EU partner countries through an EU Hub.

#### **Objective and Evaluation Criteria**

**Objective:** The selected service provider will be responsible to conduct the final evaluation of the project and report on the findings and recommendations. Overall purpose is to assess the processes and achievements of the EURCAP Facility, including the relevance, design, effectiveness, performance, coherence and efficiency of project management and implementation from January

2019 until the time of the evaluation. The evaluation will also consider the evolution of the project over the last four years and the changes to the overall objectives, activities and results in line with the project extension signed in 2021 and related amendments. It will be carried out for accountability and learning purposes at various levels (including for informing the development of following projects), taking into account in particular the pilot character of part of the activities (piloting the e-RCMS in Azerbaijan). The evaluation report will be shared with the donor and relevant stakeholders.

### Evaluation criteria and evaluation questions

The evaluation will use the six main OECD-DAC criteria (relevance, coherence, effectiveness, efficiency, impact, and sustainability) as well as cross-cutting issues. Specific evaluation questions include, but are not limited to, the following:

<p><b>1. Relevance:</b> Is the intervention doing the right thing?</p>	<p><i>Alignment with policies and guidelines of IOM and donor</i></p> <ul style="list-style-type: none"> <li>• Were project objectives and implementation strategies consistent with and supportive of relevant IOM strategies?</li> <li>• Were project objectives and implementation strategies aligned with and supportive of donor strategies?</li> </ul> <p><i>Beneficiaries' needs</i></p> <ul style="list-style-type: none"> <li>• To what extent did the project respond to the needs of the beneficiaries (Government authorities in partner countries, EU institutions and EU Delegations, other donors)?</li> </ul> <p><i>Projects design</i></p> <ul style="list-style-type: none"> <li>• Were the activities and outputs consistent with the overall objectives of the project?</li> </ul>
<p><b>2. Coherence:</b> How well does the intervention fit?</p>	<p><i>Internal Coherence</i></p> <ul style="list-style-type: none"> <li>• To what extent did the project's intervention complement and enhance other interventions implemented by IOM?</li> </ul> <p><i>External Coherence</i></p> <ul style="list-style-type: none"> <li>• To what extent did the project's intervention synergize with interventions of the donor or other development stakeholders' community?</li> </ul>
<p><b>3. Effectiveness:</b> Is the intervention achieving its objectives?</p>	<ul style="list-style-type: none"> <li>• Were the planned outputs and outcomes in the project proposal fully achieved? If there were any gaps, what were the reasons for them?</li> <li>• Were the target beneficiaries satisfied with the services provided?</li> <li>• What other actions should have been considered during the implementation of the project to increase the effectiveness of its</li> </ul>

	achievements?
<b>4. Efficiency:</b> How well are resources being used?	<ul style="list-style-type: none"> <li>• Was the project management, coordination, and evaluation efficient and appropriate?</li> <li>• How well was the availability/usage of means/inputs managed?</li> <li>• How well was the partner(s) contribution/involvement working?</li> </ul>
<b>5. Impact:</b> What difference does the intervention make?	<ul style="list-style-type: none"> <li>• What range of outcomes (intended and unintended) has the EURCAP Facility project contributed to – taking account of each of social, economic, environmental and cultural considerations?</li> <li>• How has the EURCAP Facility project influenced the international development stakeholder/donor community, and what capacities has it built?</li> <li>• Has the EURCAP Facility project informed potential or actual follow-up initiatives at country, regional and/or global level?</li> </ul>
<b>6. Sustainability:</b> Will the benefits last?	<ul style="list-style-type: none"> <li>• Did the project benefit from the capacity of the partners and stakeholders? Did it contribute to improve it?</li> <li>• Do the relevant beneficiaries (Government authorities in partner countries, EU institutions and EU Delegations, other donors) have capacity and commitment to leverage the benefits of the project?</li> <li>• Is financial and operational sustainability ensured?</li> <li>• What additional support or resources may be needed to sustain the outcomes from this project, and what obstacles exist in this regard?</li> </ul>
<b>7. Cross-cutting issues</b>	<ul style="list-style-type: none"> <li>• To what extent was a gender sensitive approach used in the implementation of the project? Have gender specific experts been involved?</li> <li>• How has gender been integrated at the outcomes and results level?</li> <li>• Have the communication and visibility actions been implemented in an appropriate manner?</li> <li>• Are there good practices inherent to the project which could be useful to share beyond the project context?</li> </ul>

### **Evaluation methodology**

The service provider is expected to carry out this evaluation by employing a mixed method of data collection and analysis, including qualitative and quantitative methodologies. The selected approach should favor capturing changes at the outcome level and the explanatory factors. The EURCAP

Project Management Team recommends the following methods, although a selection of specific methodologies will be determined by the service provider in their inception report. Assistance will be provided in the identification of key stakeholders for field research, as necessary. The evaluation will be conducted highlighting achievements and lessons learned in active communication with the EURCAP Project Management Team. The service provider is expected to do at least one field trip to Brussels and one outside Europe. The destinations and modalities of work (virtual/in-person), including the need of more field trips (up to two field trips, including the one listed above), will be decided together with the service provider based on the proposed methodology and available resources.

**Desk review:** The EURCAP Facility will provide the documents to the evaluation team. These will include, among others, IOM policies and guidelines on evaluation, the Description of the Action for Phases I and Phase II, progress reports and Flash Reports submitted to the donor within Phase I and II, relevant project documents for each Support Action developed under Phase III, the final Evaluation Report submitted for Phase I and II and other relevant background information, project documents and logical frameworks, project budgets, interim financial and narrative reports, photos and monitoring data analysis.

**Field research:** In-depth interviews are to be conducted with IOM staff directly involved in project implementation, implementing partners (Government authorities in partner countries, EU institutions and EU Delegations), and other relevant stakeholders.

The service provider will execute the evaluation with the oversight of the EURCAP Project Management Team. The EURCAP Project Management Team will coordinate to support the evaluation team to provide project specific information, relevant documents, and information on follow up actions that illustrate achievements of the project.

The service provider will be responsible for preparing and carrying out data collection and analysis and producing the evaluation deliverables outlined below. The service provider should provide periodic feedback as needed to the EURCAP Project Management Team on progress and any challenges faced.

The EURCAP Project Management Team will be responsible for coordinating the process from IOM side, including feedback and comments to the Inception Report and draft Evaluation Report and helping to address any issues or challenges flagged by the evaluator.

The service provider will create an Inception Report that will provide more details on the methodologies to be used, to include an evaluation matrix, initial drafts of interview guides, and agenda for interviews and field visits (to be confirmed and coordinated with EURCAP Facility team). The evaluation must be conducted considering IOM Data Protection Principles, United Nations Evaluation Group (UNEG) norms, standards for evaluation and other relevant ethical guidelines.

### **Evaluation deliverables**

The service provider will be responsible for preparing for and carrying out data collection and analysis and producing the evaluation deliverables outlined below:

- **An inception Report** including a detailed methodology of the evaluation, a specific workplan for data collection and analysis, draft interview guides and any other needed data



collection tools as well as an evaluation matrix. The report shall be shared with the EURCAP Project Management Team for review and finalization prior to the start of data collection.

- Building on the debrief and initial feedback received, the service provider will produce a **draft Evaluation Report** that shall be shared with the EURCAP Project Management Team for their review. The EURCAP Project Management Team will provide the service provider with consolidated feedback. Feedback should focus on technical aspects and not on the conclusions or findings, unless those are based on inaccurate or incomplete information, in which case corrected or supplemental information should be provided.
- Once feedback is provided by the EURCAP Project Management Team, the service provider will prepare the **Final Report**. The report will follow the standard IOM Evaluation Report template to be given to the service provider. Final evaluation report should be written in English, proofread, laid out well, including: executive summary, list of acronyms, introduction, evaluation context and purpose, evaluation framework and methodology, findings, conclusions, and recommendations. Finally, the inception report, draft report, all documents reviewed, and list of all interviewees shall be added as annexes to the final evaluation report;
- The service provider will prepare a **two-page evaluation brief** to facilitate sharing of the key findings, conclusions, and recommendations.

All deliverables are to be written in English and meet good language standards. The final report should meet the standards laid out in the UNEG Quality Checklist for Evaluation Reports.

### **Ethics, Norms and Standards**

IOM abides by the [norms and standards](#) of UNEG and expects all evaluation stakeholders to be familiar with the [ethical conduct guidelines](#) of UNEG and the consultant(s) with [the UNEG codes of conduct](#). Furthermore, the evaluation must follow IOM Data Protection Principles, UNEG Norms and Standards for evaluations and relevant ethical guidelines.

The following will be undertaken to ensure adherence on evaluation standards:

- Inception meeting between the selected service provider and the EURCAP Facility team
- Management meeting between service provider, the project team, and relevant other regional and country staff to ensure that all share a common understanding of the evaluation process and various roles and responsibilities;
- Review, revision, and acceptance of the inception report;
- During data collection, the EURCAP Facility team will periodically check in with the service provider to monitor how well data collection is going and discuss both methodological and practical solutions to any challenges to data collection as they arise;
- Review, revision and acceptance of the final report and evaluation brief

### **Application Requirements**

Qualifications and experience of the service provider:

- The service provider must have previous experience conducting evaluations;



- At least three (3) years of relevant experience conducting evaluations of strategies, policies and/or development programmes and projects
- Proven experience designing and leading evaluations in the field of migration and development, utilizing participatory approaches and methodologies
- Experience with the United Nations system will be considered an asset
- Fluency in English. Due to the geographical coverage of the project, the service provider should be able to assign staff fluent in French

Team Leader should meet the following criteria:

*Education:*

- Master’s degree in Development Studies, Project Planning and Management, Demography or Development Statistics or a related field from an accredited academic institution with five years of relevant professional experience; or University degree in the above fields with seven years of relevant professional experience.

*Experience:*

- At least five years’ experience in evaluation in the context of international, community, social development.
- Experience in conducting evaluation on migration topics especially with a migration and development focus.
- Experience in conducting participatory evaluations, gender and/or rights responsive evaluations, with practical experience in remote evaluation methods.
- Excellent knowledge of research methodology and quantitative and qualitative techniques.
- Strong conceptual understanding of the Project Cycle and the role of evaluation in the cycle.
- Strong analytical and report writing skills and abilities to present findings and practical recommendations.
- Fluent analytical and writing skills in English is required (oral and written). Working knowledge of French is an advantage.

The evaluation consultant must adhere to the IOM Data Protection Principles (IN/138) and sign a confidentiality agreement prior to taking up the assignment.

<b>Tasks/Week</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Participate in an online working session with the PMT in Brussels.								
Participate in management meeting with the project team and relevant other regional and country staff								
Carry out desk research								

Submit Inception Report								
Carry out field research								
Submit draft Evaluation Report and submit for RO Brussels approval								
Submit final Report and two-page Evaluation Brief								

## 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.

### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<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.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.



## VENDOR INFORMATION SHEET

**Vendor No.** \_\_\_\_\_  
Internal to IOM

**Registered Vendor Name\*:** \_\_\_\_\_

**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

- |   |  |   |
|---|--|---|
| <b>Provide Services/Goods Internationally*</b>    | <input type="checkbox"/> Yes   | <input type="checkbox"/> No             |
| <b>Disability-inclusive*</b>                      | <input type="checkbox"/> Yes   | <input type="checkbox"/> Not applicable |
| <b>Women-owned/controlled*</b>                    | <input type="checkbox"/> At least 51% women-owned/controlled<br><input type="checkbox"/> Less than 51% women-owned/controlled<br><input type="checkbox"/> Not applicable |   |
| <b>Environmental Statement*</b>                   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No             |
| <b>Environmental or Energy Management System*</b> | <input type="checkbox"/> Yes   | <input type="checkbox"/> No             |

**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)\***

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Agriculture, Livestock and Fisheries | <input type="checkbox"/> Fuels and Derivatives             | <input type="checkbox"/> Legal and Investigation     | <input type="checkbox"/> Power Supply and Electric        |
| <input type="checkbox"/> Chemicals                            | <input type="checkbox"/> Furniture                         | <input type="checkbox"/> Logistics and Warehousing   | <input type="checkbox"/> Quality Control and Environment  |
| <input type="checkbox"/> Clothing and Luggage                 | <input type="checkbox"/> Hospitality, Events               | <input type="checkbox"/> Media and Printing          | <input type="checkbox"/> Security                         |
| <input type="checkbox"/> Construction                         | <input type="checkbox"/> Insurances                        | <input type="checkbox"/> Medical, Drugs and Pharma   | <input type="checkbox"/> Social and Humanitarian Services |
| <input type="checkbox"/> Consultancy and Contracted Services  | <input type="checkbox"/> IT and Communications             | <input type="checkbox"/> NFIs – Household and Camps  | <input type="checkbox"/> Tickets                          |
| <input type="checkbox"/> Finance and Administration           | <input type="checkbox"/> Land and Buildings                | <input type="checkbox"/> Office Equipment and Supply | <input type="checkbox"/> Tools and Machinery              |
| <input type="checkbox"/> Food and Beverage                    | <input type="checkbox"/> Learning, Training and Recreation | <input type="checkbox"/> Personal Care               | <input type="checkbox"/> Vehicles and Accessories         |

**UNGM No.** \_\_\_\_\_

**UN Partner Portal Reference** \_\_\_\_\_

**Registration Date\*** \_\_\_\_\_

**VAT Number\*** \_\_\_\_\_

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

<https://www.unpartnerportal.org>

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 Number \_\_\_\_\_

**Notes**

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

**If awarded, please submit ID/Registration and Proof of Banking Details to IOM. Vendors are also required to comply with the UN Supplier Code of Conduct.**

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  
\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	Inception Report	
2.	Draft Evaluation Report	
3.	Final Report	
<b>Total Price</b>		

#### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				



Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of 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>