

Annex A

Technical Documents Related to Quality

**RFQ2018.0004_Supply and Delivery of Mattresses and
Pillows for IOM Libya**

1.0 Technical Documents Related to Quality

IMPORTANT:

Using **Annex B - Technical Specifications Form**, the technical offer should clearly state whether the goods that supplier is offering comply or does not comply to IOM Technical specifications and requirements.

Items will be evaluated for Technical Acceptance through:

- a. **Internal Quality Reports**
- b. **Additional Technical Content**

1.1 Phase1 – Internal Quality Reports

The supplier should have internal quality certificate / report, certifying that the item(s) offered conforms to the technical specifications stated in **Annex B – “Technical Specifications”**.

IMPORTANT:

The Internal Quality Reports should be submitted along with the supplier’s quotation. Failure to submit the required certificate and complete laboratory results will result in disqualification.

1.2. Additional Content of the Technical Offer

1.2.1 Past Experience and References

Suppliers shall provide summary of past projects providing similar relief items, as applicable with other United Nation agencies or other humanitarian organizations. Suppliers shall provide list of three (3) clients wherein you are currently supplying similar relief items. For each client, please list the following:

- a. Name and Address of Organization
- b. Contractual period
- c. Focal contact person
- d. LTA if any

1.2.2 Packing, Container Usage and Palletization details

The technical offer shall include the packing and transport options (e.g. weight, volume, etc) Suppliers must optimize container space usage and encouraged to propose alternative option should there be improved container utilization.

1.2.3 Production Capacity and Delivery Capacity

The supplier shall state declare the annual production capacity of the factories for each product and that can be made available to IOM. The supplier shall declare the mobilization time, ex-stock quantity and quantities available after two, four, six and eight weeks or more (specify) of production lead time for each product.

1.2.4 Shelf-life and Useable Life Span

The supplier shall clearly recommend shelf life of the product and the recommended usable lifespan of the product.

1.2.5 Warranty/ Guarantee

The offer should include for each item the defects and liability period (minimum) with term of warranty/guarantee. This should be valid from date of goods distributed to beneficiaries.. A Warranty Certificate shall be provided by the Supplier.

IMPORTANT:

Use Annex C - Technical Offer Form , to provide information on items 1.2.2 to 1.2.5
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2 Technical Evaluation

- 2.1 The technical proposals of Supplier shall be evaluated based on PASS/FAIL criteria. Suppliers must PASS all criteria outlined per below table.

Technical Evaluation Table (per lot)

Criteria	Score Attainable
A Internal Quality Certificate Test results should meet all specifications /parameters	PASS/FAIL
B References Relevant references from clients (organizations)	PASS/FAIL
C Delivery Capacity as evidenced by the Technical Offer Form under Annex C	PASS/FAIL
D Warranty/Guarantee as evidenced by the Technical Offer Form under Annex C	PASS/FAIL

- 2.2 After completion of the Technical Proposal evaluation, IOM shall notify those Suppliers whose proposal were considered non responsive based on the Technical Evaluation Table, indicating that their Financial Proposals shall not be opened for evaluation after the completion of the selection process.
- 2.3 IOM shall simultaneously notify the Suppliers that have passed the Technical Evaluation.