

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/CSSM/ACC001

Date: 09 January 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of **ENGINEERING CONSULTANCY SERVICES**

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:



Digitally signed by

ALI Ibrahim Ali

Date: 2024.01.09

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Signature: _____

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	23/01/2024 5:00 PM (GMT) If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery Bid submission address: ijmour@iom.int <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. ▪ Mandatory subject of email: REQUEST FOR QUOTATION (RFQ) for the provision of ENGINEERING CONSULTANCY SERVICES in Ghana ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y". ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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 GHS
Duties and taxes	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: All prices shall: <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
Language of quotation and documentation including	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
Quotation validity period	Quotations shall remain valid for 90 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 by engineering specialization
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Contact Person for correspondence, notifications and clarifications	Focal Person: Ines JMOUR E-mail address: ijmour@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline.
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 checked="" 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 (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	Service Agreement
Expected date for contract award.	01 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.

ANNEX 1: TERMS OF REFERENCE

I. Background

The Coastal States Stability Mechanism (CSSM) aims to increase State presence and community resilience in remote areas of Benin, Ghana and Togo. The CSSM is funded by the United States Agency for International Development (USAID) and the German Federal Foreign Office (GFFO) and aligns with the US Strategy to Prevent Conflict and Promote Stability and the GFFO's Concept on Foreign and Security Policy Strategy for an Integrated Peace, as well as regional and national efforts to prevent violence. The CSSM is implemented by the International Organization for Migration (IOM) in close coordination with GFFO, USAID, as well as with communities in priority zones and all levels of the host Governments. The primary modality of implementation of the CSSM is a small grants facility.

The CSSM plans to implement various infrastructure activities such as rehabilitation of public infrastructures such as offices, schools and health facilities, water works, installation of solar systems, rehabilitation of Roads and bridges to support government responsiveness to community expectations in target geographic areas throughout the region. The CSSM is enlisting the consulting services of Engineering firm(s) with the necessary technical expertise in various engineering fields (civil, mechanical, environmental, electrical, solar) which will rapidly be made available, as needed, for engineering and environment related activities that may require technical expert planning and oversight. Engineers from the consulting firm will be expected to work with CSSM and the local stakeholders to ensure their understanding of construction / rehabilitation priorities from a technical perspective, as well as environmental mitigation measures necessary during implementation. This will ensure that CSSM interventions are timely, appropriate, and adapted to the context. Support from such experts will help ensure that the technical designs and specifications comply with CSSM's environmental mitigation plans and each host country government's standards.

II. Objectives

The objective of this consulting assignment is to provide professional inputs, advice, and support to CSSM in the implementation, management, and supervision of infrastructure activities to ensure the responsiveness, effectiveness, and quality of CSSM's engineering and environment related activities in target areas. In collaboration with CSSM program, the engineering firm will support CSSM programme and engineering staff in ensuring that engineering and environment related activities are effectively managed and that outcomes are delivered on track and on time in accordance with the contract conditions and IOM rules and regulations. An integrated approach will be adopted in the program activities implementation to ensure that activities components complement each other to create a multiplier effect. Ultimately, this support will help expand and improve government delivery of critical basic services.

III. Key tasks and responsibilities

Upon a written request by IOM, the selected Engineering firm is required to provide the main services but not limited to the following:

- Carry out assessments of the proposed construction or rehabilitation infrastructure projects such as rehabilitation of public infrastructures such as offices, schools and health facilities, water supply systems, installation of solar power systems, rehabilitation of Roads and bridges and produce a brief assessment report with photos and recommendations. Assessments for rehabilitation of structures will include a structural assessment of buildings and civil works and structures to ascertain extent of damage to determine level of rehabilitation needs, including improvement need if there is any. For new infrastructure activity assessment will include but not be limited to site assessment, environmental screening to determine suitability of the site for the proposed activity.
- Prepare technical designs/drawings, scope of works, and materials specification lists to identify basic and special activity needs. The firm should consider and incorporate the requirements of the relevant regulatory agencies as applicable.

- Provide preliminary budgets, including other technical documentation relating to infrastructure programming at the initial stages of grants development.
- Prepare work plans, including schedule for sequencing of technically related meetings and events. Due account shall be taken of the climatic and any other conditions of the area which may influence the work schedule.
- Advise the CSSM team on activities related to the actual implementation of the grants in relation to the design and specifications for the concerned grants, including community maintenance / sustainability issues.
- Provide support in the preparation and execution of any tendering process. The firm will be expected to provide CSSM with the support necessary for any procurement to be conducted efficiently and transparently and in full compliance with the IOM Procurement policies and guidelines.
- Monitor the environmental aspects of infrastructure works and ensure that environmental impact mitigation measures are implemented in accordance with IOM and donor procedures.
- Advise on follow up with regulatory agencies with respect to environmental, planning, and associated reporting.
- Conduct regular onsite on-site Quality Assurance and Quality Control (QA/QC) inspections monitoring visits and inspections to construction sites in coordination with CSSM staff, grantees, including the Grant Oversight Committee (GOC), to verify quality of constructions, works complete, implementation progress and design verification. Identify potential warning signs and provide recommendations on areas for improvement.
- Support the review of the processing of interim payment certificates submitted by contractors to IOM and ensure they align with the grant Bill of Quantity (BoQ).
- Undertake regular progress inspections and submit progress reports and comment upon delays and other major issues and advise on actions to be taken to resolve outstanding issues.
- Submit final engineering report and required documentation after work completion.

The engineering firm shall make its own arrangements for document reproduction, printing, translation, and reproduction of all reports during the assignment.

The engineering firm shall be responsible for composing its team of experts. Nonetheless, it shall submit to IOM the list of names of the expert(s) participating in the assignment, as well as their respective curriculum vitae. It shall not subsequently modify the composition of this team without prior approval by the IOM.

IV. Deliverables

The engineering firm is expected to submit the following deliverables during the course of the assignment:

- A detailed workplan (showing major deliverables and activities and highlighting the duration for the assignment and expected start and completion dates) for the implementation of the aforementioned works following initial consultation rounds, highlighting the discussions held with CSSM and counterpart stakeholders.
- Progress reports that contain work site progress in percentage against activities specified in the work plans, and budget delivery.
- Any other relevant reports, including site visit and meeting reports, and details which are pertinent.
- Final report

All deliverables should be submitted to the IOM Head of Sub-office (HoSo) in the activity implementation area.

V. Expected duration of assignment

This assignment will be implemented within a period of 12 months.

VI. Essential Qualification and experience

The assignment requires the services of an engineering firm with extensive experience in the program areas (northern Ghana). The engineering firm must be capable of deploying an experienced team in the area of its domain which is capable of interacting and communicating effectively with local government officials, community members, development agency representatives, and other key stakeholders. The engineering firm should ideally have experience in designing and implementing the following (but not limited to): small scale infrastructure rehabilitation / construction, solar system installation, water infrastructure such as borehole construction, roads and bridges.

While the firm has the responsibility of proposing the team composition, the tasks in the assignment will require the involvement of at least the following key experts. The firm will be required to provide the experts on a need basis and upon the written request of IOM. Such experts will include, but not limited to;

- **Civil Engineer** with significant experience in planning, designing, and overseeing construction / rehabilitation and maintenance of infrastructure works, especially in rural area. The Engineer must also have at least five (05) years' experience as a Team Lead and a minimum of five (05) years' experience in site management of infrastructure works. The candidate must hold a master's degree in civil engineering or related field.
- **Design Specialist Engineer** with at least five (05) years of relevant operational experience. Experience in community-based assistance and participatory community actions are an asset. The candidate must hold a graduate degree in civil engineering or a related field.
- **Environmental Expert** with eight (08) years' experience in environmental impact assessment and mitigation related to infrastructure engineering activities, including but not limited to building construction / rehabilitation, solar system installation, borehole construction.
- **Water Engineer** with significant experience in planning, designing, and overseeing construction / rehabilitation and maintenance of water supply systems such as boreholes, wells, especially in rural area. The Engineer must also have at least five (05) years' experience in management of water infrastructure works. The candidate must hold a master's degree in civil engineering or other water related field.

The engineering firm shall provide sufficient evidence and detail of qualifications, certification, experience and availability for and of personnel which must be available for the required time to allow the firm to deliver on the requirements of the formulation and supervision aspects of the contract. The engineering firm shall provide evidence satisfactory to IOM and as outlined in the contract to indicate the following:

- Qualifications of the personnel
- Certifications of the personnel
- CV of the personnel
- Professional registrations

This assignment requires the part-time / as needed inputs from key experts. Engineering firms are strongly encouraged to tap into **locally based expertise**, as appropriate, to contribute to enhance local capacities and facilitate the implementation of follow-up activities. The CVs of proposed staff should clearly demonstrate the relevant experience of each team member by task assigned.

VII. Travel requirements

The Engineering firm's staff may be required to undertake field-visits to project areas as per the activity requirements, with prior approval of IOM

VIII. Bid Requirements

1. Company capability statement.
2. Qualification and experience of staff and specialist consultants on the company. Attach CVs
3. Submission of company registration documents and certified/audited accounts for the past two years

4. A brief statement is required stating the methodology to be employed for each of the following services:
 - a. Project Management and Planning
 - b. Site Surveying
 - c. Design Review
 - d. Contract Management
 - e. Construction Monitoring/Supervision
 - f. Commissioning of Works
5. A brief statement is also required stating how the service provider will address each of the following matters:
 - a. Standards
 - b. Health and Safety
 - c. Training

IX. Confidentiality

It is highly expected from the selected individual to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. He/she shall practice highest standard of professional and ethical values and norms in providing the services.