

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 2022-0024: Cisco Meraki devices Date: 14 June 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Cisco Meraki devices and licenses

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 the company's official format in addition to filling out the 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: Rana Dach

Name: Rana Dach

Title: Procurement and Logistics Assistant

Date: 14 June 2023



SECTION 2: RFQ INSTRUCTIONS AND DATA

| Deadline for the Submission | 28 June 2023 - 4:00 PM Beirut Time | | |
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| of Quotation | 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: | | |
| | ☐ E-tendering | | |
| | ⊠ Email | | |
| | ☐ Courier / Hand delivery | | |
| | ☐ Other Click or tap here to enter text. | | |
| | Bid submission address: iomlebanonbids@iom.int | | |
| | ■ 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: 5 MB per email | | |
| | Mandatory subject of email: RFQPROC#2022-0024: Provision of Cisco Meraki devices and licenses | | |
| | 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 | IOM shall not be responsible for any costs associated with a Supplier's preparation | | |
| quotation | 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 | Any Purchase Order or contract that will be issued as a result of this RFQ shall be | | |
| Contract | 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 | | |
| Liigibility | deliver in the country, or through an authorized representative. | | |
| Currency of Quotation | Quotations shall be quoted in USD | | |
| 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: | | |
| | ☑ be inclusive of VAT and other applicable indirect taxes. IOM will settle the cost | | |
| | of the goods/services in addition to the VAT in USD. | | |
| | ☐ be exclusive of VAT and other applicable indirect taxes | | |



| Language of quotation and documentation including catalogues, instructions, and operating manuals Documents to be submitted Ed Annex 2: Quotation Submission Form duly completed and signed. Ed Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 Ed Cher Technical Specifications Form Quotation validity period Quotations shall remain valid for 30 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 E Not permitted Permitted insert onditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes. Payment Terms E 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. Other Contact Person for correspondence, notifications and ensure that the requirements are properly listed in lots to allow partial quotes. Carlifications Quotations and carlifications quotations and payment documentation. Requests for clarification from bidders will be submitted from 15 June 2023 until 19 June 2023. Requests for clarification from bidders will be submitted from 15 June 2023 until 19 June 2023. Responses to request for clarification will be communicated by email by 20 June 2023. Evaluation criteria Effull acceptance of the General Conditions of Contract EComprehensiveness of after-sales services Earliest Delivery / shortest lead time Others (for ex, environmental criteria/considerations, etc) IOM is not bound to accept any quotation, nor award a contract or Purchase Order quotation Right to vary requirement at time of award of Contract or Purchase Order, IOM reserves the right to vary quotation Officers or decrease) the quantity of services and/or goods without any change in the unit price or ot | | ON MIGRATION |
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| Operating manuals | _ | |
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

| Item No | Minimum technical requirements | Unit | Quantity |
|---------|---|------|----------|
| 1 | Cisco Meraki MX67W Firewall including a 5-year warranty from an authorized Cisco center | рс | 4 |
| 2 | MX67W SD WAN License + Support 5 years from an authorized Cisco center | рс | 2 |
| 3 | Cisco Meraki MX85 including a 5-year warranty from an authorized Cisco center | рс | 2 |
| 4 | MX85 SD WAN License + Support 5 years from an authorized Cisco center | рс | 1 |
| 5 | Cisco Meraki MR46 including a 5-year warranty from an authorized Cisco center | рс | 25 |
| 6 | Cisco Meraki MR46 License + Support 5 years from an authorized Cisco center | рс | 25 |
| 7 | Cisco Meraki MR76 including a 5-year warranty from an authorized Cisco center | рс | 1 |
| 8 | Cisco Meraki MR76 License + Support 5 years from an authorized Cisco center | рс | 1 |

Delivery Requirements

| Delivery Requirements | | |
|---|---|--|
| Delivery date and time | Bidder shall deliver the goods 30 DAYS After Contract signature. | |
| Delivery Terms (INCOTERMS 2020) | N/A | |
| Customs clearance (must be linked to INCOTERM | ☑ Not applicable Shall be done by: ☐ Name of organisation ☐ Supplier/bidder ☐ Freight Forwarder | |
| Exact Address(es) of Delivery Location(s) | Ramlet El Bayda, Nicolas Sursock Street, IOM bldg. | |
| Distribution of shipping documents (if using freight forwarder) | N/A | |
| Packing Requirements | Standard packaging | |
| Training on Operations and Maintenance | Manual should be included in the package if applicable | |
| Warranty Period | Refer to the Schedule of Requirements above | |
| After-sales service and local service support requirements | In country and Direct to Manufacturer aftersales support availability | |



| Preferred Mode of Transport | N/A |
|--------------------------------|-----|
| Other information | N/A |