

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQPROC# 2023-0715 - Personal Accident  
Insurance for Cash Work Services**

Date: 09 June 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Personal Insurance for Cash for Work 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.

Issued by:

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



Name: Maezie LEONOR

Title: P&L Assistant - STA

Date: 09 June 2023

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	20 June 2023 4:00 PM Beirut Time 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</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: : <a href="mailto:beyproc@iom.int">beyproc@iom.int</a></p> <ul style="list-style-type: none"> <li>File Format: <b>PDF or Word</b></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:</li> <li>Mandatory subject of email: <b><u>RFQPROC# 2023-0715 - Personal Accident Insurance for Cash Work Services</u></b></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>	<p>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.</p> <p><b>Legal Eligibility</b></p> <p>Latest and valid government permits, licenses and company registration</p> <p>Submit <b><u>any of the following</u></b> whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> <li>Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any</li> <li>License to operate</li> <li>Company Profile (including the names of owners, key officers, technical personnel) showing minimum three (3) years of operation supplying similar items as per IOM requirements.</li> </ul>

	<p><b><u>Technical Eligibility</u></b> Experience and References</p> <ul style="list-style-type: none"> <li>• Provide summary of past projects providing similar goods and services.</li> </ul> <p><b><u>Financial Eligibility</u></b></p> <ul style="list-style-type: none"> <li>• List of all contracts entered for the last three (3) years (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements.</li> <li>• Duly Filled Out Vendor Information Sheet and UN Code of Conduct</li> </ul>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<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: All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes Please note that payment for goods and VAT are paid both in USD. <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions, and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><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"/> Annex 3.1: Technical and Financial Offer Form <input checked="" type="checkbox"/> Insurance proposal using Service Provider's own format <input checked="" type="checkbox"/> Insurance Policy and Claims Administration Procedures</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 calendar 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>	<p><input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted /vendor can quote per line item in each lot or combination of lots.</p>
<b>Payment Terms</b>	<p><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</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Maezie LEONOR E-mail address: mleonor@iom.int copying beyproc@iom.int <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders must be submitted from 09 June until 13 June 2023. Responses to request for clarification will be communicated via email by 14 June 2023.
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the most responsive proposal considering all factors. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 Terms of Reference <input checked="" type="checkbox"/> Full acceptance of the General Conditions of PO Services <input checked="" type="checkbox"/> Completeness of Offer</p>

	<input checked="" type="checkbox"/> Availability of Policy and Claims Administration Procedures
<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>	Not applicable
<b>Type of Contract to be awarded</b>	Purchase Order for Services
<b>Expected date for contract award.</b>	30 June 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.

## **1. Background**

The International Organization for Migration (IOM) uses Cash-Based Interventions (hereinafter referred as CBI) as a modality to assist vulnerable migrants in different contexts, varying from humanitarian settings to more stable situations. IOM uses different types of CBIs to assist beneficiaries including Multipurpose Cash Assistance, cash and vouchers for specific purpose, and cash for work, among others, always looking to the most effective and efficient modality adapted to the context with close considerations to the security, safety and preferences of beneficiaries.

Cash for Work (CFW) refers to payments provided to IOM project beneficiaries on the condition that they undertake a designated short-term work. It involves conditional payments to beneficiaries participating in public or community works. These payments are commonly made according to time worked (e.g. number of days, daily rate), but may also be quantified in terms of outputs (e.g. number of items produced, cubic meters dug). Cash for Work (CFW) is different from hiring casual workers or hourly/daily paid workers for operational support. Individuals benefitting from Cash for Work (CFW) are considered beneficiaries and thereby selected based on a set of eligibility criteria defined by each project, in contrast, casual workers and hourly/daily paid workers are selected based on skills and availability. Hence, Cash for Work (CFW) beneficiaries are not covered under any of IOM's insurance schemes for staff, however, the organization still has the duty of care vis-à-vis the beneficiaries and needs to ensure that they have an insurance coverage against personal accidents directly related to the Cash for Work (CFW) activities.

## **2. Objective**

To have a service contract with an insurance provider or company catering the necessary insurance covers for the Cash for Work (CFW) beneficiaries.

## **3. Brief description of IOM Cash for Work activities and security measures taken by IOM during CFW activities**

### **CFW activities**

Beneficiaries will be involved in low-skill activities such construction, building, drilling, waste removal, gardening, road maintenance, handmade products.

### **Security measures taken by IOM**

IOM ensures that relevant safety and security measures are put in place to reduce the likelihood and mitigate the effects of incidents. This includes, but not limited to the use of personal protective equipment including gloves, protection glasses depending on activities, safety fluorescent vest, earplugs, thick rainboots, etc.

Workers are also supervised by an assigned supervisor and municipality, in addition to daily spot checks by IOM field team.

#### **4. Target group**

Beneficiaries participating in CFW activities regardless of their legal status in the country. Depending on the context, target groups could be local community members, refugees, returnees, IDPs, etc.

Some beneficiaries, especially in some remote locations, or in any other location might have lost their official Government IDs (or never had them) and rely on other forms of identification to receive the assistance we are providing (Refugee documentation, ID prepared by local community leadership, driving license, electoral card, IOM biometric registration card, etc.); other forms of identification could be agreed upon with the service provider.

#### **5. Scope of the coverage of the insurance policies**

1. Personal accident (occupational)
  - 1.1. Accidental Death and Dismemberment
  - 1.2. Permanent Total Disability
  - 1.3. Temporary Total Disability
  - 1.4. Accidental medical expenses
2. Public liability to protect IOM for losses due to legal liability on third party injury or damage to the persons or property of the public.

#### **6. Characteristics of the insurance provider**

1. Prior experience operating in humanitarian settings.
2. Adherence to IOM's data protection and ability to implement best practices related to data security risks.
3. Flexibility on Know your Customer (KYC) requirements of the beneficiaries. The insurance provider should be able to consider and offer alternatives for the identification of the beneficiaries to be registered.
4. Compliance with IOM terms and conditions as well as UN Code of Conduct for Suppliers

#### **7. Geographical scope of the service**

The insurance provider should have the capacity to operate in a wide range of areas in Lebanon wherever IOM has presence and operations.

**See attached Annex 1 for more detailed information on the requirements.**

## ANNEX 1: INSURANCE REQUIREMENTS AND DETAILS

Description	Remarks
Number of locations within the country (only if activities are/will be taking place in different provinces or states)	Governorates of: Beirut, North, Akkar, Bekaa and possibly Baalback Hermel
Length of cash for work activities (in months)	3 months (45 working days)
Maximum number of beneficiaries that will be working per day	500 total cfw beneficiaries over a period of 3 months (45 working days)
Estimated total number of CFW beneficiaries	around 600 beneficiaries
Average daily wage per beneficiary and location	8 USD per day subject to increase as per discussion between partners
Address that will be reflected in the proposal	IOM Lebanon
Details of the Insured (i.e. IOM Beneficiaries engaged in cash for work activities where they are required to complete a task and in return receive financial assistance).	IOM Beneficiaries engaged in cash for work activities where they are required to complete a task designated by IOM and the targeted municipality and in return receive financial assistance.
Coverage Period	1 year
Nationalities to be insured	Syrian, Lebanese and other nationalities (migrants)
Valid IOM contracts	yes
Minimum number of workers per day per Insured Location	12
Maximum number of workers per day per Insured Location	150
Required Cover	Limits Required
Accidental Death and Dismemberment	USD 30,000
Permanent Total Disability	USD 15,000
Temporary Total Disability	USD 5,000
Accidental Medical Expenses	USD 5,000
Public Liability	USD 20,000