

RFQ Reference: RFQPROC# 2023-1115 Date: 28 August 2023

Subject of RFQ): Provision of ICT Equipment & Accessories

The International Organization for Migration kindly requests your quotation for the provision of the goods, worksand/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

### **RFQ INFORMATION**

Deadline for the submission of quotation	Friday 1 September 2023, by 04:00PM 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> .
Method of submission	Quotation must be submitted as follows:  ☐ E-tendering ☑ Email: iomlebanonbids@iom.int
	☐ Courier / Hand delivery ☐ Other Click or tap here to enter text.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms 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> or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the bid submission form below in addition to the filled-out Technical Specifications Form.
Quotation validity period	The quotation shall remain valid for 30 (thirty) calendar days from the deadline for the submission.



Price	Quotations shall be for the goods, works and/or services stated in the
	Specification/TOR/SOW
Partial quotations	☐ Not Permitted
	☑ Permitted
	Bidders may quote per line item or combination of line items.
	Award shall be per line item or combination of line items.
Clarifications	Contact person for correspondence, notifications and clarifications
	Contact person: Bilal Kanj
	E-mail address: Bkanj@iom.int
	Requests for clarification from bidders will be accepted from <b>28 till 30 August 2023</b> .
	Responses to requests for clarification will be communicated by email by <b>31 August</b>
	2023.
Evaluation method	☐ The contract will be awarded to the lowest price substantially compliant offer.
	☐ Other.
Right not to accept any	IOM is not bound to accept any quotations, nor award a contract or purchase order
quotation	
Expected date for	6 September 2023
contract/PO award.	

Thank you and we look forward to receiving your quotation.

Issued by:

Signature: Jabrisl OKUTOA

Name: Mathieu Luciano
Title: Head of Office
Date: 28 August 2023



RFQ Reference: Click or tap here to enter text.	Date: Click or tap to enter a date.
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# Requirements (Specs/TOR/SOW)

Refer to the attached document "2023-1115 - Technical Specifications Form".

# **Delivery Requirements**

Delivery shall take place to Beirut Main Office, DDP.

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

RMS: Click or tap here to enter text.				
Description	иом	Qty	Unit price	Total price
Docking Station Lenovo, ThinkPad Universal USB-C Dock (40AY0090US) incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.	EA	12		
Monitor Samsung, 24" S24C310EAM incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.	EA	13		
Headset Logitech, H390, 1-year warranty or any other equivalent reputable Brand & Model.	EA	9		
Wireless Keyboard & Mouse Logitech, MK295, 1-year warranty or any other equivalent reputable Brand & Model.	EA	13		
Mobile Phone Samsung, A14 (64GB, 4GB RAM) incl. original Samsung Fast Charger, screen protector, cover and EU Power Plug, 1-year warranty or any other equivalent reputable Brand & Model.	EA	8		
			Total Price	
		Tra	ansportation Price	
			Insurance Price	
			Installation Price	
			Training Price	
		Othe	r Charges (specify)	
	Total Fi	nal and	All-inclusive Price	
	Description  Docking Station Lenovo, ThinkPad Universal USB-C Dock (40AY0090US) incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.  Monitor Samsung, 24" S24C310EAM incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.  Headset Logitech, H390, 1-year warranty or any other equivalent reputable Brand & Model.  Wireless Keyboard & Mouse Logitech, MK295, 1-year warranty or any other equivalent reputable Brand & Model.  Mobile Phone Samsung, A14 (64GB, 4GB RAM) incl. original Samsung Fast Charger, screen protector, cover and EU Power Plug, 1-year warranty or any	Description  Docking Station Lenovo, ThinkPad Universal USB-C Dock (40AY0090US) incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.  Monitor Samsung, 24" S24C310EAM incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.  Headset Logitech, H390, 1-year warranty or any other equivalent reputable Brand & Model.  Wireless Keyboard & Mouse Logitech, MK295, 1-year warranty or any other equivalent reputable Brand & Model.  Mobile Phone Samsung, A14 (64GB, 4GB RAM) incl. original Samsung Fast Charger, screen protector, cover and EU Power Plug, 1-year warranty or any other equivalent reputable Brand & Model.	Description  Docking Station Lenovo, ThinkPad Universal USB-C Dock (40AY0090US) incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.  Monitor Samsung, 24" S24C310EAM incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model.  Headset Logitech, H390, 1-year warranty or any other equivalent reputable Brand & Model.  Wireless Keyboard & Mouse Logitech, MK295, 1-year warranty or any other equivalent reputable Brand & Model.  Mobile Phone Samsung, A14 (64GB, 4GB RAM) incl. original Samsung Fast Charger, screen protector, cover and EU Power Plug, 1-year warranty or any other equivalent reputable Brand & Model.  Tr.  Othe	Docking Station Lenovo, ThinkPad Universal USB-C Dock (40AY0090US) incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model. Monitor Samsung, 24" S24C310EAM incl. EU Power Cable, 3-year warranty or any other equivalent reputable Brand & Model. Headset Logitech, H390, 1-year warranty or any other equivalent reputable Brand & Model. Wireless Keyboard & Mouse Logitech, MK295, 1-year warranty or any other equivalent reputable Brand & Model. Mobile Phone Samsung, A14 (64GB, 4GB RAM) incl. original Samsung Fast Charger, screen protector, cover and EU Power Plug, 1-year warranty or any other equivalent reputable Brand & Model.  Total Price  Transportation Price Insurance Price



## **COMPANY PROFILE (Vendor Information Form)**<sup>1</sup>

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.

<sup>&</sup>lt;sup>1</sup> If company is not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier



Item Description	Detail
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. Click or tap here to enter text.
Legal structure	Choose an item.
Business type/industry category*	☐ Direct Producer/Manufacturing ☐ Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	☐ Yes ☐ No  If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	☐ Yes ☐ No If no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text.  Company Email: Click or tap here to enter text.  Company Website: Click or tap here to enter text.  Contact Person 1: Click or tap here to enter text.  Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	□ Yes □ No
Women-owned/controlled*	□ Yes □ No
Bank Information	Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text.  Other relevant information: Click or tap here to enter text.



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

Yes	No	
		On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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 organization; 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.
		On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.

 $<sup>^{\</sup>rm 2}$  This form is mandatory to fill in and sign by every vendor who submits quotation.



On behalf of the vendor, I further represent and warrant that the vendor 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.  On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.  On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in
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.  On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
laws, ordinances, rules and regulations.
On behalf of the vendor. I further represent and warrant that the vendor will in all circumstances act in
the best interests of IOM.
On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract.
On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor 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 vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
On behalf of the vendor, I further represent and warrant that the vendor 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.
On behalf of the vendor, I further represent and warrant that, the vendor 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.
On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.