

Annex G

Delivery Requirements

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

Delivery Period: SHORTEST DELIVERY SCHEDULE POSSIBLE.

Indicate if partial delivery starting April 2018 is possible and provide cost associated with this option.

1 Certificate of Origins: Suppliers shall provide Certificate of Origin per product with details regarding factory where product was manufactured. This COO must be included in all;

a. Products delivered with the regular Purchase Orders.

2 Pre Shipment Inspection and Certificate of Compliance: All product deliveries should undergo Pre Shipment Inspection by a reputable 3rd Party Inspection Company. Corresponding Certificate of Compliance (COC) or Inspection results as a result of the PSI should be submitted to certify conformity of the delivered products to the required technical specifications.

3 Way Bill/Bill of Lading

4 Invoice

5 Packing List

6 Batch and Supplier Identification Marks

The successful supplier is expected to attach non-removable and permanent marking on each individual item to identify the production batch and supplier.

7 Reference Sample through the course of the contract/PO

Upon conclusion of this RFP, awarded suppliers must submit two (2) samples per product as reference samples for the contract/PO to be shared with IOM Inspection Company, IOM warehouses and field operations to serve as reference to ensure consistency through the course of the Agreement. All specification including packaging of the reference samples should be the same as the entire lot delivered.

All expenses associated should be covered by the supplier including freight, insurance and duties and taxes. Please note that IOM shall not return any submitted samples.

8. Price Details. Each item of goods must have the following details in the **Price Schedule Form per Annex C.**

8.1 Unit Costs: Supplier must quote the unit price in EXW, FCA, FOB, and CIP/CIF identifying the location respectively. The unit cost shall be provided for supply of product in bulk and those in pallets. Any discounts (quantity or volume) should be clearly indicated. Prices shall be given without VAT and free from direct taxes, customs, duties, etc.

8.2 Incoterm: The reference should be The International Chamber of Commerce (ICC) INCOTERMS 2010, with all its related rights and obligations.

CIF Tripoli seaport for sea shipment option

CIP Tripoli airport for air shipment option

**DAP IOM Libya
Basset Str, Near Gurnata Villa
Hay El Andalos
Tripoli
Libya**

8.3 Cost of Pre shipment inspection must be incorporated in the unit price.

8.4 Overall Offer: The supplier must submit an overall offer in USD, valid for 30 calendar days with possibility of extension. Offers not following the requested format (Annex C) will not be accepted.

The complete details (**price for unpalletized shipment for both air and sea shipment and origin**) should be clearly specified in the overall offer:

For each delivery term, indicate clearly the minimum and maximum **leadtime** for:

- a. Producing each item ready for shipment at ex-factory (EXW) including Logo printing
- b. Arranging inspection by reputable third party company
- c. Submission of softcopies of shipping documents (Invoice, Packing List, AWB/B/L, Certificate of Compliance (COC) or Inspection Reports and Certificate of Origin (COO)

The offer using IOM format must be submitted with the supplier's official letterhead to clearly identify the company and must be duly signed/stamped by authorized representative.

9.0 Deadline of Submission of Quotation and all relevant documents:
April 23, 2018 on or before 1500H Manila Time