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Ref No: IQBAG-18-1065

**REQUEST FOR QUOTATION (RFQ)<sup>1</sup>**

**Submit before 11.00 hrs (Thursday 10 Jan 2019)**

Project Name: [The European Foundation for Quality Management \(EFQM\) training](#)

Dear Sir/ Madam,

Please submit your best quotation for construction work according to the following:

Annex\_A The training requirement

Annex\_B (VIS)

Annex\_C. Code of Conduct for Suppliers

- Company Profile including list of works in the past Five years with copy of signed contracts
  - Company registration document (certificate of registration, company Ids, other legal establishment document).
  - Currency of Bid: United States Dollars (USD)
  - All prices to be quoted must be valid at least for (120) days from the date of quotation.
  - Excellent project financing (bank statement) to carry out projects in challenging environment
  
  - Payment:
    - a. IOM shall not pay the contractor any amount in advance for this project.
    - b. IOM's acceptance of the final works shall be documented by its issuance of a Certificate Completion Certificate.
    - c. Payments shall be made through a bank transfer to the contractor's bank account. The bank account must be under the name of the company. (Vendors who do not have bank accounts will not be considered)
    - d. The company should submit the bank account information
  
  - Offers should be signed and stamped on all pages. Any offer with missing information will not be considered.
  
  - The bidding documents must be submitted either by hand or through mail in sealed envelope to IOM with office address at Email [alalabbasi@iom.int](mailto:alalabbasi@iom.int) or [IOM-Sub Office, Karada, 62 St. behind ICEPACK \(tender box\)](#). no later than [Thursday 10 Jan 2019 @ 11:00hrs.](#). Late Application will no longer be considered.
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Company Name:

Name of person prepared the offer:

Phone number of person prepared the offer:

Email address:

Date of offer:

Stamp of the company and signature: