



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQPROC# 2024-0995 - Transportation Services - Emergency Response**

Date: **06 November 2024**

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Transportation 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: Technical specifications form for required services.

Annex 2: Quotation Submission Form.

Annex 3: Fleet information.

Annex 4: Distribution locations Price List.

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **the company's format in addition to Annex 1: Technical specifications form and Annex 2: Quotation Submission Form**, 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.

Prepared by:

Supply Chain Department

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<p><b>Deadline for the Submission of Quotation</b></p>	<p><b>Wednesday 13 November 2024, by 12:00 PM Beirut Time</b>          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>.</p>
<p><b>Method of Submission</b></p>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> <b>Email</b>  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address: <b>iomlebanonbids@iom.int</b></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: <b>10MB per email</b></li> <li>▪ Mandatory subject of email: <b>RFQPROC# 2024-0883- Quotation</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line <b>“email no. X of Y”</b>, and the final <b>“email no. Y of Y”</b>.</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>
<p><b>Cost of preparation of quotation</b></p>	<p>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.</p>
<p><b>Supplier Code of Conduct</b></p>	<p>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>.</p>

<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>Bidders must submit the following documents to prove legal eligibility:</p> <ol style="list-style-type: none"> <li>1. If bidder is a real estate agent, following documents must be submitted: <ol style="list-style-type: none"> <li>1.1 company documents and legal registration.</li> </ol> </li> <li>2. If bidder is the direct owner/s of the property, following documents must be submitted: <ol style="list-style-type: none"> <li>2.1 proof of ownership, registration of property.</li> </ol> </li> </ol>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD</b> .
<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:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes. <b>IOM will settle the cost and the VAT in USD.</b></p> <p><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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 1: Technical specifications form duly completed and signed.</li> <li><input checked="" type="checkbox"/> Annex 2: Quotation submission form in accordance with the technical specifications form in Annex 1.</li> <li><input checked="" type="checkbox"/> Annex 3: Fleet information duly completed and signed.</li> <li><input checked="" type="checkbox"/> Annex 4: Distribution locations Price List.</li> </ul>

	<input checked="" type="checkbox"/> Other: Company's official format for quotation
<b>Quotation validity period</b>	Quotations shall remain valid for sixty (60) 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>	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted- per locations.
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services via bank transfer and after submission of payment documentation. <input type="checkbox"/> Other
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Dima Al Hajjar E-mail address: dalhajjar@iom.int <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders must be submitted from <b>7 till 12 November 2024</b> . Responses to request for clarification will be communicated via email by <b>13 November 2024</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others ( <i>for ex, environmental criteria/considerations, etc</i> )
<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>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order

<b>Expected date for contract award.</b>	Date is subject to further confirmation
<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.

**ANNEX 1: Technical Evaluation form for required service**

IOM is looking for Transportation service providers to establish a framework agreement for the provision of transportation services. The agreement will cover the transportation of goods between various locations over a specified period, with no predetermined pickup or delivery dates.

IOM'S SPECIFICATIONS				BIDDER'S SPECIFICATIONS	INDICATE COMPLY OR NOT COMPLY
No.	Criteria	Description	Details		
1	Scope of work	All over the country, specific locations to be shared at a later stage			
2	Requirements	Licensing & Insurance	<ul style="list-style-type: none"> <li>*The vehicle should be compliant with Comprehensive Insurance (All risk insurance including Political Violence and War Acts), safety, or other motor vehicle requirements for the IOM loaded goods.</li> <li>*Valid permits and licenses for all regions covered.</li> <li>*Proof of cargo and liability insurance.</li> </ul>		
		Fleet capabilities	<ul style="list-style-type: none"> <li>*To provide different vehicle types (e.g., refrigerated, flatbed, box trucks, etc.)</li> <li>*Well-maintained vehicles per regulations.</li> <li>*Each available vehicle's load capacity should be documented.</li> </ul>		
		Flexibility & availability	<ul style="list-style-type: none"> <li>* Must accommodate short-notice service requests.</li> <li>*Capacity to handle both regular and urgent shipments.</li> </ul>		
		Response time	Expected response time for standard and urgent shipments.		
		Tracking & reporting	<ul style="list-style-type: none"> <li>*Real-time shipment tracking.</li> <li>*Immediate reporting of delays, damages, or transit issues.</li> </ul>		

3	Duration	6 months, renewable			
4	Safety & Security	Properly protected with all the needful measures.	*Properly protected with all the needful measures. *GPS in cars (indicate if available or not)		
5	Materials to be transported	Relief items, i.e. Shelter/NFI materials (such as blankets, family tents, tarps sheets and roles, solar lamps, shelter repair kits, sleeping mats and kitchen sets). WASH materials (such as hygiene kits, dignity kits, water bladders, water tanks, jerry cans and buckets). Equipment: all types, including generators, vehicles and ambulances. Medical supplies/consumables (with no temperature control) could also be part of it.			

6	TOR	<p>a) Assignment of the dedicated contact person focal point who will manage vehicle hiring requests for the IOM in all locations.</p> <p>b) Respond to vehicle requests with one-day advance notice.</p> <p>c) IOM requesting the transporter to apply the IOM procedure for waybill carrying.</p> <p>d) The company is responsible for any loss or damage of IOM-loaded goods.</p> <p>e) The contractor should provide IOM with truck details (clear photo, Plate number &amp; IOM Marking ) within 24 hours of the request.</p> <p>f) The offer and performance should not be affected by any unexpected fuel shortage or blocking of roads.</p> <p>g) Any unforeseen transport cost is the vendor's responsibility</p>			
7	Conditions for the vehicle	<p>Vehicles must be in a good condition.</p>			
		<p>In case of any malfunction with the vehicles during transportation, the company requested to change it immediately.</p>			



8	Rate	Pricing Structure	*Detailed rate card (e.g., per kilometer, per ton, per hour). *Additional charges (e.g., fuel, tolls)		
		Fleet information	Description of available fleet (vehicle types, capacity, etc.).		
		Overnight	The standby and overnight fees will be charged as per the Aden ministry of transportation office		

---

*Supplier's authorized signature over printed name*



**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:	2024-0995	Date:

**VENDOR INFORMATION SHEET<sup>1</sup>**

Vendor Information Sheet is attached to be filled out and signed by the vendor.

**BIDDER’S DECLARATION OF CONFORMITY<sup>2</sup>**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, 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 organisation; 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, 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 Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier 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 Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier 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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier 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> .



Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.


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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: Fleet Information**

 IOM International Organization for Migration OIM Organisation Internationale pour les Migrations OIM Organización Internacional para las Migraciones					Annex 3- Fleet Information  <b>1- Truck's registration/card documents,</b> <b>2- truck &amp; plate number photos &amp;</b> <b>3- Insurance documentation for each truck if available</b>					
#	Truck Brand	Truck Size in MT	Model	Truck dimension (M2)	Truck Plate Number	Truck (Registration/Card) Number	Status (owned/leased)	Insured (Yes/No)	Type of Insurance	Remark


Company Name: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Tel/Mobile No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Stamp: \_\_\_\_\_