

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQPROC# 2022-0394 - NFI kits with customization - -

Date: 24 October 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of various Kits with customization
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 **your format with your company letter head along with the filled out Annexes 2 and 3**, 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: Jad KHAIRALLAH
Dep: Procurement Department
Date: October 24, 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	On or before 02 November 2022 1600H Lebanon Time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlebanonbid@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB per email ▪ Mandatory subject of email: RFQPROC# 2022-0394 ▪ 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”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
Supplier Code of Conduct	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: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	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.
General Conditions of Contract	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 https://www.iom.int/do-business-us-procurement .
Eligibility	<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>For new bidders not yet registered with IOM Lebanon, please submit the following:</p> <p>Legal Eligibility Latest and valid government permits, licenses and company registration Submit any of the following whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> • Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any • License to operate

	<ul style="list-style-type: none"> • Company Profile (including the names of owners, key officers, technical personnel) showing minimum 3 years of operation supplying similar items as per IOM requirements • Quality Certificates for the hygiene kits and medical PPE <ul style="list-style-type: none"> • Quality certificate for the finished product and /or “in-house” quality report whichever is available <p>Technical Eligibility Experience and References</p> <ul style="list-style-type: none"> • Provide summary of past projects providing similar goods and services. • Provide list of clients wherein you are currently supplying similar goods and services. <p>Financial Eligibility</p> <ul style="list-style-type: none"> • List of all contracts entered into for the last 3 years (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements • Duly Filled Out Vendor Information Sheet
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<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</p> <p>Note that IOM will pay both cost of goods and VAT in USD.</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	<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</p> <p><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</p> <p><input checked="" type="checkbox"/> Other Quotation using Supplier’s format with letterhead.</p> <p><input checked="" type="checkbox"/> Other Eligibility Documents for new vendors/Quality Certificates for old and new vendors</p>
Quotation validity period	Quotations shall remain valid for 30 calendar days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted Bidders may quote per Lot or combination of Lots</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Jad KHAIRALLAH E-mail address: beyproc.iom.int</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>

Clarifications	Requests for clarification from bidders will be accepted from 24 to 26 October 2022. Responses to request for clarification will be communicated via email by 27 October 2022
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<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 checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	14 November 2022
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods: **LOT A clothing * baby items**

Item No	Minimum technical requirements	Unit	Quantity
01	Winter blankets BLANKET SYNTHETIC 1.5X2M H TEMP	pcs	1000
02	Male winter sweater SMALL, MEDIUM, LARGE, XLARGE Woolen, crew neck	pcs	400 from each size
03	Woman winter sweater SMALL, MEDIUM, LARGE Woolen, crew neck, cardigan with buttons up the front	pcs	400 from each size
04	Child winter sweater Suitable for below Age 2-4 years, Age 4-6, Age 6-8, Age 8-10 Age 10-12, Age 12-14, Age 14-16, Age 16-18 Woolen crew neck	pcs	<i>200 for each age</i>
05	Man's shoes (sneakers or similar) sizes 39 to 45 (50 per size) winter shoes, waterproof, made of rubber, synthetic materials, leather, a combination of materials	pcs	<i>350 (50 /size)</i>
06	women's shoes (sneakers or similar) sized 35 to 41 (50 per size)	pcs	<i>350 (50 /size)</i>
07	Children's shoes sized 25 to 34 (20 per size) winter shoes, waterproof, made of rubber, synthetic materials, leather, a combination of materials	pcs	<i>200(20/size)</i>
08	Toys (Peluche or similar)	pcs	400

09	<p align="center">Diapers</p> <p>Suitable for below ages 0-3 months 3-6 months 6-9 months 9-12 months 12-15 months 15-18 months must have long patch protection at back, should be curved fit around the belly, breathable textile back sheet, elastic wings, hook loop tapes that can open close many times, 44pcs per pack Oui Oui brand or equivalent</p>	pcs	<i>300 for every age</i>
10	<p align="center">Kits bottles</p> <p>200 ML Suitable for 0- 3 months Suitable for 3- 6 months Suitable for 6+ months skin soft teat heat resistant BPA free</p>	pcs	50
11	<p align="center">Infant formula</p> <p>Suitable for 1- 3 years Suitable for 3-5 years Suitable for 0-12 months In can Nido or equivalent brand</p>	pcs	<i>20 cans for 1- 3 years 1- 3 years</i> <i>20 cans for 3-5 years</i> <i>10 cans 0-12 months</i>

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Technical Specifications for Goods: **LOT B hygiene kits**

Item No	Minimum technical requirements	Unit	Quantity
01	<p>Soap bar •Suitable for bathing, hand washing, fit for human use, marketable quality, of standard color and odors• Color: white•Fatty acid: ≥70%•Packing: individual PP flow-pack•Cosmetic product manufactured in compliance with EU regulation•Weight per bar: 125 gr when packed</p>	pcs	<p align="center">2 for men 2 for women 2 for children</p>

02	<p>Surgical Mask•Made of non-woven fabrics and polypropylene melt blown fabric•Metal nose clip and elastic cord• Outer layer is impervious and liquid splash resistant•Product must be free from latex, PVC, and nickel•Composed of 3-non-woven layers, size adequately covering nose, mouth and chin. •Has bacterial filtering efficiency equal to or greater than 98%•Has breathing resistance equal to or less than 49 Pa/cm²•Non sterile•Single use, disposable•Conforms to the requirements of EU medical devices Directive 93/42 Class I, compliant with EN14683:2019 standard for type IIR</p>	pcs	<p>5 for men 5 for women 5 for children</p>
03	Hand Gel60 ml Boecker or similar	pcs	<p>5 for men 5 for women</p>
04	<p>Shampoo •Volume: 400 ml •pH: 6.70• NaCl: 0.94%•Active matter: 10.5%•Color: white•Packing: PET bottle with push pull cap•Cosmetic product manufactured in compliance with EU regulation</p>	pcs	<p><i>1 for men</i> <i>1 for women</i></p>
05	<p>Energy bar BA or similar 40 G</p>	pcs	<p>2 for men 2 for women 2 for children</p>

06	<p>Sanitary pads</p> <ul style="list-style-type: none"> • Composition: cellulose pulp, nonwoven, PE • Size: 220 x 160 mm <ul style="list-style-type: none"> • Weight: 6 g • Thickness: 5 mm • Type: winged, super-slim, normal flow <p>Packing: individually wrapped sized 35 to 41 (50 per size)</p>	PCS	<p><i>2 packs</i></p>
07	<p>Toothbrush</p> <ul style="list-style-type: none"> • Length: 185 mm 	pcs	<p>1 for men 1 for women</p>

	<ul style="list-style-type: none"> • Color: assorted • Filaments: medium hardness, with multilevel • rounded edges, made of nylon <ul style="list-style-type: none"> • Head: with protective cap • Handle: ergonomic, made of PP • Colgate or equivalent brand 		1 for children
08	<p>Toothpaste</p> <ul style="list-style-type: none"> • Volume: 100 ml • Flavour: mint, with fluoride (0.1%) <ul style="list-style-type: none"> • pH: 5.00-10.00 • Packing: laminated tube with screw cap and safety seal • Contains sodium Mon fluorophosphate (0.1%) • Cosmetic product manufactured in compliance with EU regulation • Includes batch number & expiry date • Colgate or equivalent brand 	pcs	1 for men 1 for women 1 for children
09	<p>Towel</p> <ul style="list-style-type: none"> • Composition: 100% cotton <ul style="list-style-type: none"> • Size: 60 x 40 cm • Color: white • Weight: n/a • Thickness: 160 gsm <p>Absorbent, with knitted loops, free from defects which affect appearance</p>	Pcs	1 for men 1 for women
10	<p>Multipurpose small clothes Small towels</p>	Pcs	2 for men 2 for women 2 for children

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Technical Specifications for Goods:

LOT C Medical PPE's

Item No	Minimum technical requirements	Unit	Quantity
01	Disposable Isolation Gown Medium and large Long sleeved, water resistant	pcs	350
02	Gloves latex, nitrile, non-sterile	pcs	900(50pair/box
03	Bleach/surface disinfectant 5-6% chlorine	pcs	150
04	Hand sanitizer 500 ml , alcohol >60%	pcs	200
05	Biohazard Bin 45 L,Rigid, Puncture resistant, Leak-resistant, equipped with a tight fitting cover	pcs	20
06	Biohazard bag High Molecular Weight, High-Density (HMHD) Polyethylene or Polypropylene.) Capacity: 50L (10 to 12 gallons) Thickness: 1.2 mil to 2.0 mil Puncture, tear and leak resistant Leak proof bottom seal for added safety and leak resistance Carry capacity: 25kg Supplied as roll or box of 100 bags	PCS	500
07	Liquid Soap 500 ml	PCS	400
08	Tissue paper bags	Pcs	100 Pack (10Box/pack)

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 1 week after Contract signature/PO.
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Beqaa & North Lebanon Exact address to be provided prior to award
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	Standard packaging
Training on Operations and Maintenance	Manual should be included in the package if applicable
Warranty Period	1 year Standard manufacturer's warranty as applicable to the product
After-sales service and local service support requirements	As applicable to the product
Preferred Mode of Transport	N/A
Other information	N/A