

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ-RO23-003-Provision of brokerage and forwarding services**

Date: 12 January 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of RFQ-RO23-003-Provision of brokerage and forwarding services

International Organisation for Migration (IOM) kindly requests your quotation for the provision of 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 **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, 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.

Approved by:

Signature: _____

S.O

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	25 January 2023 at 23:59hrs 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: RONairobiProcurement@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: 8MB ▪ Mandatory subject of email: RFQ -RO23-003 Provision of Brokerage and Forwarding Services ▪ 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	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.
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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" 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	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input checked="" type="checkbox"/> Other As requested in the TOR
Quotation validity period	Quotations shall remain valid for 30 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	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: RO NAIROBI PROCUREMENT E-mail address: RONairobiProcurement@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by email by 20 January 2023
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 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	Service Agreement
Expected date for contract award.	15 February 2023
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

TERMS OF REFERENCE

Provision of Brokerage and Forwarding Services

IOM intends to hire the services of well reputable third-party logistics companies to handle the following list of required services:

1. Customs Brokerage
2. Transportation/Forwarding Services, includes inbound, outbound, internal, and external movements

IOM procures variety of goods and equipment locally and internationally. The main commodities to be cleared, received, stored and shipped/distributed under the assignment include, but are not limited to:

1. Various Emergency kits and supplies
2. Pharmaceutical products.
3. Human Vaccines and injection devices.
4. Medical and cold chain equipment.
5. Laboratory equipment.
6. Rapid diagnostic test kits.
7. Office Equipment (mainly ICT);
8. Vehicles.
9. Shelter equipment's
10. Other Non-Food Items

IOM will collaboratively work with the selected service provider(s) to ensure that all logistics activities are carried out in an effective and efficient manner. Due to Covid-19 pandemic responses, the demand for in-country logistics services have soared significantly during end 2021 and early 2022. With the complexity of the pandemic and other crisis in Africa's, it is forecasted that usage of services would be prevalent.

OBJECTIVE:

This requirement seeks to establish a contract(s) for Third Party Logistics Services which will include (1) Customs Clearance/Brokerage and (2) Domestic and International Forwarding/Distribution.

The Service Arrangement(s) to be established for two (2) years with a possible extension for another one (1) year based on satisfactory performance.

SCOPE OF WORK, ACTIVITIES, TASKS, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE

I. CUSTOMS CLEARANCE / BROKERAGE SERVICES

The service provider shall perform the following:

Full customs clearing services in its capacity as an accredited clearing agent, when and as requested by IOM. This includes processing of all customs related formalities required to import/ incoming goods and equipment consigned to IOM/ IOM partners.

The scope of such services shall include the following:

Sea and air shipment imports clearance, including:

- Clearance of imports

- Bond/temporary clearance for special consignments, including those requiring special handling (cold chain)
- Clearance of Personal effects

Duties of the customs broker include but not limited to:

Stay abreast of changes in import or export laws or regulations by reading current literature, attending meetings or conferences, or conferring with colleagues, advise IOM on import and export restrictions, on legal or regulatory compliance matters, proper import-export procedures, and transacting Customs business on its behalf.

- Request or compile necessary import documentation, work with the Customs/Taxation Authorities at any port of entry in Africa's, including notarial stamps, entry and photocopy of documentation, customs invoices, certificates of origin, and cargo-control documents.
- Examine product information to ensure accuracy, completeness of the information and compliance with regulations.
- Prepare and process import and export documentation according to customs regulations, laws, or procedures to facilitate the import and export of goods.
- Represent IOM in meetings with customs officials and apply for duty refunds and tariff reclassifications when necessary.
- Clear goods from customs and advise IOM and/or designated forwarding agent to arrange for pick up and transportation of imported/exported goods/equipment to/from IOM warehouse/consignee.
- Process payments of charges, fees, or any other dues directly to Customs and bill IOM as receipted.
- Confer with officials in various agencies to facilitate clearance of goods through customs and quarantine when necessary
- Develop and maintain business relationships with customs brokers in other ports to expedite clearing of cargo.
- Customs broker must retain all documents related to Customs transactions in an orderly, itemized manner for at least five years from the date of entry, keep copies of all active powers of attorney.
- Submit to IOM photocopies of the complete set of clearance documentation per shipment.
- Maintain all records confidentially and only share information with IOM or Customs. The records must always be available for Customs inspections and IOM audits.

Deliverables

Provision of efficient and cost-effective Customs brokerage services:

- All IOM shipments cleared from Customs within "FREE days" as specified in the Notice of Arrivals. Exceptions are acceptable only if the consignees can't provide sufficient documents on time and the customs broker has alerted IOM immediately in advance.
- Incoming temperature sensitive and perishable goods cleared from the Customs area to the final consignee within Nairobi/ICD or to the IOM warehouse on arrival.
- Documentation of all relevant costs and issues encountered relevant to the processing of the customs clearance.

II. FORWARDING SERVICES

The service provider shall provide cost effective and efficient inland transportation services throughout Africa's, when and as requested by IOM.

The scope includes but not limited to:

- Facilitate carriage of IOM consignments from any port of entry in Africa's or from any IOM warehouses to the consignee's storage at the destination.
- Advice on the most direct and cost-effective transportation options (FCL, LCL, etc., by sea, road, air, combined, etc.), types of carriers, or shipping routes.
- Loading/unloading and handling of cargo on/off trucks, vessels and aircrafts up to the hand over to the final consignee.
- Provide special equipment for loading/unloading and handling of cargo on/off truck, vessels, and aircraft up to the hand over to the final consignee when necessary.
- Produce and include all relevant shipping documentation to comply with the national regulations of Africa's.
- Comply with IOM working week schedule and be able to work during Public Holidays when required by IOM.
- Keep track of each shipment and report on the status.
- Provide documentary evidence of goods delivered within 3 working days of actual hand over of the shipment to the consignee.
- Be liable to IOM for any damage or loss of goods in transit

Deliverables

- IOM consignments shipped in the most direct and economic mode of transportation (consolidation of LCL shipments and full truck load (FTL)).
- IOM consignments delivered to the destination within reasonable and agreed timeframe.
- Original IOM Waybills/Goods Receipts duly signed and stamped by the appropriate authority at the final destination and returned to IOM within agreed timeline.
- Liability - the service provider shall be liable to IOM for 100% of IOM's Replacement Cost for any goods lost, damaged or destroyed while in the custody of the service provider.
- Movement of IOM shipments recorded and reported monthly.

III. GROUND HANDLING AT AFRICAN AIRPORTS

IOM intends to hire the services of well reputed Ground Handling Companies for the Ground Handling of its Relief Shipment Cargo flights and Medical Items

Besides the proposals, following information should also be submitted:

- List of current clientele, along with the type of aircraft & handling provided to them.
- Letter of recommendations from 02 existing clients.
- Authorization from airport authority to operate from terminal/airport.

- A detailed list of ground support inventory; quantity, date of acquisition & specification.
- Certification details (ISO/IOSA/ISAGO)
- Acceptance of our Service Level Standards & flight schedule.

Required List of Services:

1) Clearing Agent – Provide support and facilitate movement of IOM goods through customs process.

- (a) Prepare Customs documentation.
- (b) Obtain Customs clearance.
- (c) Place cargo under Customs control.
- (d) Present to Customs cargo for physical examination for inbound cargo.

2) Ground handling– Provide support to IOM with moving cargos on and off vessels, and around customs facilities.

Physical Handling inbound:

2.1 (a) Offload bulk cargo from vehicles.

-Break down ULDs.

-Check incoming cargo against air waybills or shipment record and manifests.

2.2 Release cargo to the consignee or agent.

2.3 (a) Truck service off-loading

-Offload truck prior to acceptance into warehouse

-Load truck after formal release from warehouse

2.4 Irregularities Handling 4

- Take immediate action in respect of irregularities, damage or mishandling of dangerous goods and other special shipments.

-Report to the Carrier any irregularities discovered in (a) cargo

- Handle lost, found and damaged (a) cargo

- Notify the Carrier of complaints and claims

-Process claims.

3) Delivery – Provide support to deliver from airport to Warehouse.

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

- Reputable, financially strong institution(s), with at least 5 years' experience in Africa's and Internationally in one of or each of the below mentioned fields:

Customs brokerage Services

Transportation/Forwarding Services

- Working experience with UN or other International Organizations
- Valid accreditation with Customs Authorities, well-established relationships with Taxation Authorities, Airport/Seaport Management, Carriers, and other agencies related to customs clearance/brokerage. Possesses own fleet or has valid contracts with reputable road transporters, shipping lines and airlines to cover IOM transportation needs nationwide. Extended experience in provision of warehousing

services, including receipt, storage and dispatch of inventory, professional inventory management and reporting system.

CONDITIONS OF WORK

The Contractor shall have representation for management of the assignment described under the Terms of Reference through an office located in Nairobi/Mombasa. The Contractors shall nominate a professional Key Account Manager, experienced and reliable contact person or persons who will be responsible for the performance of the contractual obligations and to liaise with IOM and designated consignees directly.

IOM reserves the right to request the Contractor at any time during the term of this arrangement to assign additional personnel or to replace any of the contractor’s designated staff dealing with IOM’s shipments and the Contractor shall promptly comply with such request. Compliance to the Service Level Agreement as attached in Annex 1.

CRITERIA FOR EVALUATION

Item	TECHNICAL EVALUATION CRITERIA	Score (Max. Points Obtainable)	
1	Overall Response e. g. Understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR	10	
	Overall concord between RFP requirements and proposal	5	
	Completeness of response	5	
2	Implementation and Operational Methodology	25	
	Description of Implementation and Operational Methodology	8	
	Key personnel: i) Relevant Experience ii) Qualifications iii) Certifications	5	
	Change control system / processes	3	
	Processes: existence of SOPs and internal control	5	
	Inventory management system; batch management capabilities	4	
	3	Firm	20
		Range and depth of experience with similar projects	4
Additional resources which can be made available to the project		1	
Financial Soundness of the company		4	
References for similar contracts		2	
Warehousing capacity. Size, locations and security systems in place		3	
Monitoring and data exchange systems: Track and Trace, EDI, etc		2	
Vehicle fleet and other cargo handling equipment.	4		
4	Enterprise Risk Management and Business Continuity capabilities	15	
	Process in place for managing and mitigating risks related to the business sector and business continuity arrangements are also established to support operations in times of emergency or other untoward situations	15	

TOTAL TECHNICAL SCORE	70
-----------------------	----

Minimum technical required score: 49 points (Technical Proposals scoring less than 49 points will be considered nonresponsive, therefore will be rejected).

Vendors may submit a bid for any of the required service – brokerage, warehousing and forwarding and will be evaluated accordingly. Financial Proposal is 30 points and will be evaluated per service – brokerage, warehousing and forwarding.

STRUCTURE OF TECHNICAL PROPOSAL

1. Credential documents outlining the expertise, detailing general and specific experience with similar assignments and with UN agencies.
2. Provide a brief summary of the approach which the service provider would take to meet the scope of work and deliverables outlined above.
3. Completed Supplier Profile Form and Financial Statements of the most recent three years (2020-2022)
 - Proposals must be made in English, in pdf. format, signed and stamped.
 - No price information should be contained in the Technical Proposal.

LIST of ANNEXES

1. Annex 1- Service Level Agreement
2. Annex 2- Price Schedule for Customs Brokerage
3. Annex 3- Price Schedule for Forwarding Services

ANNEX 1- SERVICE LEVEL AGREEMENT

I. BROKERAGE SERVICES

Activity	Output	Target	Recurrence
1 Operationalization of Standard Operating Procedures Approved	Standard Procedures submitted by vendor in coordination with IOM	SOP approved 2 months after signing of LTA	Once after signing of LTA with vendor.
2. Clearance of shipments for regular shipments	Shipments released on time	Within the approved CMO timelines	Per shipment
3. Clearance of shipment for emergency shipments	Shipments released on time 24-48 hrs.	upon receiving all required docs	Per shipment
4. Response to IOM communications	Acknowledgment and responses to IOM’s queries Provision of a dedicated personnel to service IOM’s requirement and availability during emergency response	Within 4 hours	Per communication
5. Provision/sharing of relevant/changes customs orders that	Provide information on any updates on customs policies and	Within 1-2 days upon issuance of	Per new/updated policy issued by relevant

will affect IOM's operations	properly informing IOM	any customs related policy	government agency
6. On-time billing of services rendered	Billing for services rendered with complete documentation	3 working days after service has been completely rendered	Per transaction
7. Quarterly Service	Report Quarterly report which shall include the following: 1. Shipment 2. Timeliness of Shipment 3. Total Brokerage Costs 4. Cost of Penalties	Complete and concise reports of the reporting quarter submitted by the first week of the succeeding quarter	Per quarter
8. Annual Service Report	Annual report which shall include the following: 1. Shipment 2. Timeliness of Shipment 3. Total Brokerage Costs 4. Cost of Penalties	Complete and concise reports of the reporting year submitted by the second week of January of the succeeding year	Per Year

II. FORWARDING SERVICES

Activity	Output	Target	Recurrence
1. Operationalization of Standard Operating Procedures	Approved Standard Procedures submitted by vendor in coordination with IOM	SOP approved 2 months after signing of LTA Once after signing of LTA with vendor	Subject to review when necessary
2. Customer service	Availability of customer service representative to be contacted for shipment within <ul style="list-style-type: none"> • Regular Working Hours •Holidays/Emergency/Weekends • Within 4 hours • Within 6 hours 	As needed	As needed
3. Timely provision of shipment documentation	Provision of consignee acknowledgment	Within 3 working days after partner has received shipment	Per shipment
4. On-time billing of services rendered	Billing for services rendered with complete documentation	3 working days after service has been completely rendered	Per transaction
5. Quarterly Service Report	Quarterly report which shall include the following: 1. No. of shipments 2. Cost of shipment 3.	Complete and concise reports of the reporting quarter submitted	Per quarter

	Consignee 4. Date of Receipt 5. Other relevant information	by the first week of the succeeding quarter	
6. Annual Service Report	Annual report which shall include the following: 1. No. of shipments 2. Cost of shipment 3. Consignee 4. Date of Receipt 5. Other relevant information Complete and concise reports of the reporting year	submitted by the second week of January of the succeeding year	Per year

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:	Click or tap here to enter text.
-----------------	----------------------------------

RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.
----------------	----------------------------------	-------------------------------------

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information sheet to be filled in and signed by the vendor

BIDDER'S DECLARATION OF CONFORMITY²

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 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.

¹ [Vendor Information Sheet.xlsx](#)

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

Yes	No	
<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 https://www.unhcr.org/Public/CodeOfConduct .
<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: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. 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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

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

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>