

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: OIM/RBT/RFQ/2022/025

Date: 16 December 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of *Final Evaluation of the Project "Assistance and Protection of Unaccompanied and Separated Children in Morocco" funded by the Ministry of Foreign Affairs of Denmark*

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 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: _____

Name: MAHA BARGACH

Title: SENIOR PROCUREMENT AND LOGISTICS ASSISTANT

Date: 16/12/2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	UTC/GMT +1 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	Quotations must be submitted as follows: <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. Bid submission address: morocprocurement@iom.int <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: 10 MB ▪ Mandatory subject of email: ENAS Project Final Evaluation ▪ 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 Dollar American
Duties and taxes	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: All prices shall: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including	French and/or English

catalogues, instructions and operating manuals	
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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 A technical proposal; A work plan; A financial proposal; A complete CV in English or French, including the contacts of two professional references; A letter of motivation as well as any other document that may serve as support for the application; At least two examples of identical or similar work already completed.
Quotation validity period	Quotations shall remain valid for 06/01/2023 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	<ul style="list-style-type: none"> <input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <p>Deliverable 1: 1. Getting Started: evaluation planning, document review, and preparation of the inception report; 2. Presentation of the inception report; 3. Meeting with institutional actors, UN agencies and all stakeholders involved in the implementation of the project activities; 4. Data collection in the field through visits to a representative sample of beneficiaries across the six implementing partners; 5. Presentation of preliminary findings. 6. Drafting of the evaluation report and presentation of the results at the feedback event.</p> <p>Deliverable 2: 1. Submission of the finalized evaluation report.</p> <p>Deliverable 3: 1. Two-page evaluation brief; 2. Presentations and summary of the evaluation)</p>
Payment Terms	<ul style="list-style-type: none"> <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	<p>Focal Person: MAHA BARGACH E-mail address: mbargach@iom.int 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 not be accepted any later than 10 days before the submission deadline. Responses to request for clarification will be communicated mbargach@iom.int by 20 December 2022
Evaluation method	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <input 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	Click or tap here to enter text.
Expected date for contract award.	01 March 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: Terms of reference

1. Contexte

Morocco is a country of departure, transit and destination for many young and adult migrants who wish to reach the European coast. The route, often perilous, only increases the vulnerability of these populations. Most of these migrants come from Central and West African countries such as Cameroon, Côte d'Ivoire, Guinea, Mali, Nigeria, Sudan, and Senegal. The majority of irregular migrants live in extremely precarious conditions without access to basic services and are concentrated in cities such as Casablanca, Rabat, Fez, Oujda, and other border cities with Spain in northern Morocco.

In order to address this migration trend, which the country has been experiencing for the past decade, and the accompanying challenges, Morocco has made significant progress through the development and implementation of the National Immigration and Asylum Strategy (NISA) in 2013. This strategy has earned it the position of a leader in migration governance in the region, and provides for the establishment of an innovative migration policy in line with international standards, ensuring greater protection for migrants in Morocco.

In addition, the regional institutional framework has been strengthened by the establishment of integrated territorial mechanisms for the protection of children and their rights as part of the Integrated Public Policy for Child Protection in Morocco (PIPEM) 2015-2025. These mechanisms also target unaccompanied and separated migrant children, a population particularly exposed to danger and in vulnerable situations, with the aim of establishing an integrated, effective and accessible protection system for all children in terms of social assistance, legal protection and medical services.

Despite these efforts to strengthen the regulatory and institutional framework, in practice, unaccompanied and separated migrant children often have very limited access to protection given the magnitude of the migration phenomenon and the vulnerabilities of migrants, the project "Assistance and Protection to Unaccompanied and Separated Children in Morocco" financed by the Government of Denmark and implemented by IOM Morocco with the support of the Government of Morocco, is launching this « **Call for Consultations for the Final Evaluation of the Project "Assistance and Protection to Unaccompanied and Separated Children in Morocco" financed by the Ministry of Foreign Affairs of Denmark** ».

The objectives of the project are:

- Support to state and non-state actors in strengthening the protection system for ENAS in Morocco;
- Support to actors on the ground to strengthen direct assistance and protection of ENAS;
- Raising awareness and preventing human trafficking and the risks associated with irregular migration;
- Promoting international cooperation and dialogue on migrant children, including ENAS;

1. Evaluation Objective:

The objective of this consultancy is to assess the project's performance and capture its achievements, as well as to identify challenges encountered, good practices and lessons learned, in relation to the project's

contribution to the pre-determined objectives and expected results, with a view to making key recommendations.

The evaluation will assess the project's performance against the following criteria: relevance, coherence, effectiveness, efficiency, impact and sustainability.

2. Scope of the evaluation

The evaluation will cover the entire project period (September 2019 - June 2023). The evaluation will be conducted in Morocco in the following cities (Rabat, Casablanca, Marrakech, Tangier, Oujda and Nador) taking into account the beneficiaries' implementation areas to ensure that all project components are covered.

The consultant will also need to consult with the project's institutional partners based in Rabat and in the target regions as well as with the project team, both for involvement in the evaluation itself and for coordination meetings.

The evaluation will therefore need to collect inputs from all key stakeholders, including:

- The project's implementing partners;
- The partner institutions in Rabat;
- Members of the Project Steering Committee ;
- Actors working on human trafficking and child protection ;
- The IOM project team ;
- Donors;
- UN agencies, etc.
- Any other partners deemed essential to the evaluation;

3. Evaluation Criteria

The final evaluation of the project will use the six main OECD-DAC evaluation criteria: relevance, efficiency, coherence, effectiveness, impact and sustainability.

The evaluation should also address the following IOM cross-cutting themes:

- Rights-based approach: the conscious and systematic integration of rights, norms and standards derived from international law into programming;
- Protection mainstreaming: the inclusion of humanitarian protection principles in crisis response by ensuring that any response is provided in a way that avoids unintended negative effects (do no harm), is needs-based, prioritizes safety and dignity, is based on the participation and empowerment of local capacities, and holds humanitarian actors accountable to affected individuals and communities;

- Inclusion of persons with disabilities: the protection and promotion of the rights of persons with disabilities in laws, policies and practices;
- Gender mainstreaming: the process of assessing the implications of any planned action, including legislation, policies or programs, for people of different gender groups, in all areas and at all levels;
- Environmental sensitivity and sustainability: meeting human needs without compromising the ability of future generations to meet their needs and prevent irreversible damage to the world;
- Accountability to affected populations: active commitment by humanitarian actors to use power responsibly by being accountable to, reporting to, and being held accountable by the people they seek to help.

4. Evaluation Questions

Critères	Questions
<p>1. Relevance: Is the project relevant?</p>	<ul style="list-style-type: none"> - To what extent does the project continue to make sense in the current context, and to what extent are the project's objectives and outcomes valid and relevant? - Are the project's activities and outcomes relevant to its objectives? - Does the project still meet the needs of beneficiaries and stakeholders? - Is the project well designed (especially the logical framework and risk analysis) to address needs and priorities? - Is the project aligned with national, regional and/or global strategies (GCM, SDG)? - Is the project aligned with Morocco's national immigration and asylum strategy? - Is the project consistent with donor priorities? - Does the project cover a gap or complement child protection?
<p>2. Coherence: How does the project fit into the local context?</p>	<ul style="list-style-type: none"> - Are there synergies with other interventions/projects carried out by IOM and/or other partners? - Are other actors involved in the same type of activities, and to what extent are they complementary to IOM's activities? - To what extent does the project add value/avoid duplication in the local context?
<p>3. Effectiveness: Is the project achieving its objectives?</p>	<ul style="list-style-type: none"> - To what extent has the project achieved its objectives, including expected change? - Have the outputs and outcomes been achieved according to the logical framework?

	<ul style="list-style-type: none"> - Are the beneficiaries reached as planned and satisfied? - What are the main factors influencing the achievement of the project's desired outcomes? - To what extent has the project adapted to changing external conditions (health crises COVID-19) in order to ensure its results?
<p>4. Efficiency: Are resources being used effectively?</p>	<ul style="list-style-type: none"> - Were project activities undertaken and results delivered on time? - Was the project implemented in the most efficient manner relative to other possible means of implementation? - To what extent are resources (funds, expertise, and time) being converted into results? - To what extent are disbursements for activities being implemented as planned?
<p>5. Impacts: What change has the project achieved?</p>	<ul style="list-style-type: none"> - What significant change(s) is the project making or expected to make, positive or negative, intended or unintended? - Does the impact come from the project, external factors, or both? - Has the project taken timely action to mitigate any unintended negative impacts?
<p>6. Sustainability: Are the benefits sustainable?</p>	<ul style="list-style-type: none"> - Are structures, resources, and processes in place to ensure that the benefits generated by the project continue after its closure? - Is the project supported by local institutions? - Is it well integrated? - To what extent have key target groups and stakeholders been involved in discussions about project sustainability?

Evaluation questions should incorporate gender equality and non-discrimination as cross-cutting concerns throughout its deliverables and process. In addition, the impact of Covid 19 on project implementation will be taken into account. All these aspects should be reflected in the evaluation questions that will be finalized in the inception report.

5. Evaluation Methodology:

The evaluation should begin with a review of project documents. IOM will provide the necessary documentation, including the approved project proposal, work plans, activity and project reports, M&E tools and data collected, financial data and relevant correspondence. Unless precluded by covid-19 restrictions or any other health crisis, data collection should include in-person interviews with project staff and stakeholders whenever possible.

Data collection will include the use of both quantitative and qualitative methods to better understand project impacts and ensure cross-validation of data. The evaluation report will include an analysis of various sources of evidence-based information, including the literature review of the evaluation survey, interviews and focus groups with partners, beneficiaries and project teams.

The evaluation will provide quantitative and qualitative data through the following methods:

- Document review and verification of all relevant project documentation and data, including the project document, logical framework, workplan, progress reports, M&E plan, and any other data or information deemed relevant provided by IOM and project partners.
- Interviews and focus groups will be used to collect primary data from stakeholders as well as key beneficiaries using semi-structured questionnaires, as well as online surveys if necessary. Interviews should include the IOM project team and key partners. (Lump sum for travel, coffee, lunch for focus groups).

6. Evaluation Ethics, Norms and Standards:

IOM respects UNEG norms and standards and expects all evaluation stakeholders and the consultant to be familiar with the UNEG Ethical Guidelines for Evaluation and the UNEG Code of Conduct for Evaluation in the UN System.

7. Deliverables:

An initial report will be prepared by the evaluator and shared with the IOM team. The report should include an evaluation matrix, evaluation methodology, work plan, interview and focus group guide, and other data collection instruments to be used in the evaluation. IOM will provide templates for the inception report and evaluation matrix for reference. The evaluator may use his/her own format but must include all elements of the IOM templates. The inception report will need to be approved by IOM before proceeding with data collection.

Comprehensive monitoring and evaluation tools: the tools used to collect quantitative and qualitative data (including, but not limited to, pre-training knowledge assessment, satisfaction surveys, checklists, etc.). These tools should be tested during the evaluation to collect data against the project indicators.

After data collection, the evaluator will prepare and deliver a presentation of the initial evaluation findings, conclusions and recommendations. This presentation will be used to debrief the IOM team to identify and correct any misinterpretations or gaps.

A first draft of the report with a maximum of 25 pages (without annexes) will be shared with the IOM team (including a summary and overview of the status of project indicators, data sources and evaluation findings,

good practices, lessons learned, etc.). The draft will be developed based on the debriefing of the first results and the feedback received. The IOM project team will review the report and provide comments to be incorporated by the consultant.

A final report (in English and French) will be prepared and shared with the IOM team. IOM can provide a template for the final evaluation report. The evaluator may use his/her own format but must include all elements of the IOM template: an executive summary, a list of acronyms, an introduction, the context and purpose of the evaluation, the evaluation framework and methodology, findings, conclusions and recommendations. Appendices should include the terms of reference, the inception report, the list of documents reviewed, the list of people interviewed or consulted, and the data collection instruments. An IOM template will be provided to provide guidance to the evaluators.

The evaluator will prepare a two-page evaluation brief to share key findings, conclusions and recommendations. An IOM template will be provided to prepare this brief.

The evaluator will prepare and deliver a presentation of the final evaluation report. This will be used to present the final findings and recommendations to the IOM Morocco team and other key partners.

All deliverables must be written in English and French. The final report must meet the standards defined in the UNEG Evaluation Report Quality Checklist.

The evaluation will be managed by IOM in close coordination with the project's implementing partners, partner institutions in Rabat, the IOM project team, any other partners deemed essential for the evaluation, donors, UN agencies etc.

IOM will perform the following tasks during the evaluation:

1. Provide relevant IOM documents and/or information to the evaluators
2. Provide a list of key project stakeholders, technical partners and implementing partners
3. Introduce the evaluation team to key project stakeholders and provide documentation to enable the evaluation team to perform the task.
4. Provide necessary feedback and oversee the activities of the evaluation mission

8. Duration of Consultation:

The entire evaluation process will take 66 working days, including preparation, data collection, analysis, and report writing. The service provider should be able to undertake some tasks simultaneously in order to meet the planned schedule without compromising the expected quality. The consultancy must be completed by 05/31/2023.

Activity	Number of days (working)	Date of submission
Deliverable 1: 1. Getting Started: evaluation planning, document review, and preparation of the inception report; 2. Presentation of the inception report; 3. Meeting with institutional actors, UN agencies and all stakeholders involved in the implementation of the project activities; 4. Data collection in the field through visits to a representative sample of beneficiaries across the six implementing partners; 5. Presentation of preliminary findings. 6. Drafting of the evaluation report and presentation of the results at the feedback event.	20 days	27/03/2023
Deliverable 2: 1. Submission of the finalized evaluation report.	20 days	24/04/2023
Deliverable 3: 1. Two-page evaluation brief; 2. Presentations and summary of the evaluation	20 days	22/05/2022

8. Qualifications:

Interested candidates should demonstrate experience in the following areas: international development, evaluation of international cooperation projects, research (qualitative and quantitative). In particular, applicants must present:

1. A minimum of a Master's degree in social research and/or evaluation methods, social sciences, development studies, or similar disciplines;
2. At least 7 years of experience in the evaluation of development projects or initiatives, including the theory of change approach to evaluation, human rights-based programming and results-based management;
3. Demonstrated knowledge of the Moroccan context and familiarity with migration and ENAS protection issues;
4. Excellent command of English and French (written) and command of local languages (dialectal Arabic) to conduct interviews;

5. Knowledge of the roles, mandate and functioning of IOM and those of the Ministry of Foreign Affairs, African Cooperation, and Moroccans Resident Abroad; Ministry of Justice; Ministry of Health and Social Protection; Presidency of the Public Ministry; Ministry of the Interior; Ministry of National Education, Preschool and Sports; Ministry of Youth, Culture and Communication; Ministry of Solidarity, Social Integration and the Family; Entraide Nationale; National Commission in charge of the Coordination of Measures to Fight and Prevent Human Trafficking)
6. Proven skills and experience in quantitative and qualitative data collection and writing of related technical and analytical reports;
7. Strong conceptual, analytical and communication skills;
8. Proven ability to deliver quality assignments under tight deadlines.

Training and knowledge	<ul style="list-style-type: none"> - University degree, preferably a master's or doctoral degree in economics, sociology, geography, statistics, development studies, migration studies, public affairs and/or other social sciences relevant to this consultancy. - Knowledge of the national context in the field of migration. - Proven experience in the evaluation of international cooperation projects, particularly in the field of migration of unaccompanied and separated children.
Languages	<ul style="list-style-type: none"> - Excellent command of French, English and Arabic (classical and dialectal).
Skills	<ul style="list-style-type: none"> - Demonstrated knowledge of report writing, analytical presentations, and qualitative and quantitative data. - Proven ability to liaise with institutional representatives and civil society organizations. - Good teamwork and interpersonal skills with partners. - Strong conceptual, analytical and information synthesis skills. - Good interpersonal and organizational skills. - Excellent workshop facilitation skills.

9. Deadline for submission

The consulting firm interested in this call for proposals are requested to send :

- A technical proposal;
- A work plan;
- A financial proposal;
- A complete CV in French, including the contacts of two professional references;
- A letter of motivation as well as any other document that may serve as support for the application;
- At least two examples of identical or similar work already completed.

Proposals must be submitted by mail to the IOM office by e-mail to moroccoprocurement@iom.int, with the subject line "ENAS Project Final Evaluation", no later than (06/01/2023). Late or incomplete proposals will not be accepted. The size of the email should not exceed 10 MB

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.

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 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 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>