



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQPROC# 2022-0342

Date: 04 October 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of insurance 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: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: List of Vehicles/Offices to be insured
- Annex 5: Vendor Information Sheet

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.

Issued by:

Signature: _____

Name: Bilal Kanj

Title: Senior Procurement and Logistics Assistant

Date: 04 October 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	Tuesday 18 October 2022, by 04:00 PM Beirut 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: iomlebanonbids@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: 10MB per email ▪ Mandatory subject of email: RFQPROC# 2022-0342_Quotation ▪ 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 capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. Please submit the following documents</p> <p>a) Legal Eligibility</p> <ol style="list-style-type: none"> 1. Latest and valid government permits and licenses to operate 2. Company Profile (including name of owners, key officers, technical personnel) 3. Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any (as applicable) <p>b) Technical Eligibility</p> <ol style="list-style-type: none"> 1. Experience and References <p>Provide summary of past projects providing similar services.</p>

	<p>Provide list of three clients, wherein you are currently supplying similar services to show extensive experience</p> <p>c) Financial Eligibility</p> <ol style="list-style-type: none"> 1. Audited Financial Statement for the last three (3) years 2. List of all contracts entered into for the last 3 years (indicate whether completed or ongoing) 3. Completely filled out Annex 5 - Vendor Information Sheet Form
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><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 Eligibility documents</p>
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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</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: Bilal Kanj</p> <p>E-mail address: Bkanj@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 not be accepted after 10 October 2022 COB Beirut time. Responses to request for clarification will be communicated by email by 13 October 2022
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Comprehensiveness of Methodology on claims management and policy administration</p> <p><input type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)</p>



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.	26 October 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

Scope of Service

Item No	Minimum technical requirements	Unit	Quantity
1	<p>Compulsory and comprehensive all-risk insurance for 8 IOM Vehicles*</p> <p>Coverage: Insured against comprehensive risks but not limited to theft, collision, glass breakage or other physical perils</p> <p>Option 1: \$100 deductible Option 2: \$250 deductible Option 3: No deductible</p> <p>Please provide separate cost for the additional coverage below:</p> <ol style="list-style-type: none"> 1. Political violence 2. Third-Party Liability 	Lot	1
2	Cash in safe insurance (Beirut Office), up to a ceiling of \$5,000.00	Lot	1
3	<p>Property all-risk insurance including non-mobile/fixed assets within our offices**</p> <p>Option 1: \$100 deductible Option 2: \$250 deductible Option 3: No deductible</p> <p>Insured: All Real and Personal Property of every kind and description the property of "All Risks" of physical loss, destruction of or damage to the property of the insured including but not limited to the perils described, directly and wholly attributable to any sudden and unforeseen cause, except as hereinafter excluded, occurring during the currency of the policy.</p> <p>Material Damage: Total sum insured</p> <p>Coverage must include Acts of God such as fire, lightning, earthquake shock, volcanic eruption, typhoon, flood, windstorm, hurricane, tempest, gale, thunderstorm, robbery, and burglary</p> <p>Basis of Settlement: Actual cost of repairs or replacement with no deduction for depreciation.</p> <p>Additional cover: Automatic Inclusion Clause</p> <p>During the policy period, newly acquired equipment are automatically covered, provided these are reported by the Insured within 60 days after the date of acquisition and provided that Insured shall pay pro rata premium for the inclusion from such date of acquisition.</p>	Lot	1
4	<p>Electronic equipment insurance for mobile assets including fidelity guarantee</p> <p>Option 1: \$100 deductible Option 2: \$250 deductible Option 3: No deductible</p> <p>Insured: All Real and Personal Property of every kind and description the property of "All Risks" of physical loss, destruction of or damage to the</p>	Lot	1

	<p>property of the insured including but not limited to the perils described, directly and wholly attributable to any sudden and unforeseen cause, except as hereinafter excluded, occurring during the currency of the policy.</p> <p>Geographical Limit: worldwide coverage</p> <p>Coverage must include theft, burglary and robbery, accidental dropping</p> <p>Basis of Settlement: Actual cost of repairs or replacement with no deduction for depreciation</p> <p>Total value of mobile assets is \$349,995.66 (as of today's inventory)</p>		
5	<p>Comprehensive general liability and public liability covers for IOM office and sub offices as per Annex 4</p> <p>Limit for Commercial General Liability - USD100,000 any one occurrence and in the aggregate</p> <p>Comprehensive General Liability Deductible:</p> <p>Option 1: \$100 deductible Option 2: \$250 deductible Option 3: No deductible</p>	Lot	1
6	<p>Cash in Transit insurance (if needed)</p> <p>Geographical Limit: All Lebanon</p> <p>Limit per trip: \$20,000</p>	Lot	1

* Refer to Annex 4 to check the list of vehicles and their details

** Refer to Annex 4 to check the list of office and their details

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the policies within 2 working days after Contract signature.
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)	Ramlet El Bayda, Nicolas Sursock Street, IOM Bldg.
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A

After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A
Other information	

