

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ PROC# 2023-188: Compostable bags with IOM Logo – IOM Lebanon under Long Term Agreement (LTA)

Date: 01 March 2023

### SECTION 1: REQUEST FOR QUOTATION (RFQ) for the supply and delivery of IOM Compostable bags under Long Term Agreement

International Organisation for Migration (IOM) kindly requests your quotation for the supply and delivery of goods under Long Term Agreement 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 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 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: Nancy Baassiri

Title: Procurement & Logistics Assistant

Date: 01 March 2023

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	17 March 2023, 15:00H Lebanon Time If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	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 <a href="#">Click or tap here to enter text.</a>  Bid submission address: <a href="mailto:iomlebanonbids@iom.int">iomlebanonbids@iom.int</a> <ul style="list-style-type: none"> <li>▪ File Format: *.doc, *.pdf</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 5MB</li> <li>▪ Mandatory subject of email: <b>RFQ PROC# 2023-188 :Compostable bags with IOM Logo - Office – IOM Lebanon</b></li> <li>▪ 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.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued because of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.  <b>Legal Eligibility</b> Latest and valid government permits, licenses and company registration Submit <b>any of the following</b> whichever is applicable in the country of business of operation <ul style="list-style-type: none"> <li>• Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any</li> <li>• License to operate</li> <li>• Company Profile (including the names of owners, key officers,</li> </ul>

	<p>technical personnel) showing minimum 1 year of operation supplying similar items as per IOM requirements.</p> <p><b>Technical Eligibility</b> Experience and References</p> <ul style="list-style-type: none"> <li>• Provide summary of past projects providing similar goods and services.</li> <li>• Provide list of clients wherein you are currently supplying similar goods and services.</li> </ul> <p><b>Financial Eligibility</b></p> <ul style="list-style-type: none"> <li>• List of all contracts entered for the last 1 year (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements</li> <li>• Duly Filled Out Vendor Information Sheet</li> </ul>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Other: Formal Quotation based on Supplier's format</li> <li><input checked="" type="checkbox"/> TUV Certificate confirming product is guaranteed biodegradable in an industrial composting plant or equivalent</li> </ul>
<b>Samples Submission</b>	<p>Samples shall be provided by those who passed the initial technical evaluation stage for evaluation by IOM or their representative, of the item and/or the packing and packaging, prior to any award.</p> <p>The submission of samples shall be announced by IOM following finalization of the initial technical evaluation.</p> <p>If a bidder fails to provide samples or documents requested by IOM in a timely manner, IOM may declare the bid unsuccessful.</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted/ vendor can quote by line item</p>


<b>Payment Terms</b>	<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 <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Nnacy Baassiri E-mail address: nbaassiri@iom.int copying beyproc@iom.int <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders must be submitted from 01 March 2023 until 06 March 2023. Responses to request for clarification will be communicated by email by 07 March 2023.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price compliant offer. Up to two (2) vendors may be awarded the contract, one being the Lead LTA holder and the other as Back Up LTA holder.  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria Stage 1</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Others
<b>Evaluation criteria Stage 2</b>	Quality based on sample to be submitted by the bidders who initially passed the Stage 1 of technical evaluation
<b>Post-qualification</b>	IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: <ol style="list-style-type: none"> <li>a. Verification of accuracy, correctness and authenticity of the information provided by the bidder;</li> <li>b. Validation of the extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c. Inquiry and reference checking with Government entities with jurisdiction over the bidder, or with previous clients, or any other entity that may have done business with the bidder.</li> <li>d. Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary.</li> <li>e. physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder.</li> <li>f. Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ol>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	Not Applicable
<b>Type of Contract to be awarded</b>	Recurring Supply and Delivery Contract

<b>Expected date for contract award.</b>	01 May 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

### ANNEX 1: SCHEDULE OF REQUIREMENTS

#### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit of measurement
1	<p>IOM Compostable bags with IOM Logo</p> <p>Design: white reusable bag with large handle and side gusset</p> <p>Logo Colour: Pantone 286c</p> <p>Weight: 100g</p> <p>Size: Bag: 38cm (L) x 48cm (H) x 12cm (W) / Handles: 60x3cm</p> <p>Thickness: 80gsm</p> <p>Stockage: Stock at room temperature</p> <p>Composition/information on the ingredients: 100% biodegradable made of organic material- blend of polylactic acid (PLA) and starch – in accordance with ISO 17088:2008- Specifications for compostable plastics, its local equivalent (CEN,DIN,ASTM,AS) with certification label.</p>  	Pcs

<p>2</p>	<p>IOM Compostable bags with UN Migration in IOM Logo</p> <p>Design: white reusable bag with large handle and side gusset</p> <p>Logo Colour: Pantone 286c</p> <p>Weight: 100g</p> <p>Size: Bag: 38cm (L) x 48cm (H) x 12cm (W) / Handles: 60x3cm</p> <p>Thickness: 80gsm</p> <p>Stockage: Stock at room temperature</p> <p>Composition/information on the ingredients: 100% biodegradable made of organic material- blend of polylactic acid (PLA) and starch – in accordance with ISO 17088:2008- Specifications for compostable plastics, or its local equivalent (CEN,DIN,ASTM,AS) with certification label.</p>  	<p>Pcs</p>
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### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods based on the agreed production lead time after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	N/A – open to local vendors only
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Shall be done by: <input type="checkbox"/> IOM <input type="checkbox"/> Supplier/bidder <input checked="" type="checkbox"/> Not Applicable
<b>Exact Address(es) of Delivery Location(s)</b>	IOM Lebanon Ramlet El Bayda, Nicolas Ibrahim Surssock Street, Beirut, Lebanon
<b>Distribution of shipping documents (if using freight forwarder)</b>	Not applicable
<b>Packing Requirements</b>	<ol style="list-style-type: none"> <li>1. Packaged in robust boxes for simple packing and to safeguard the product against expected damages during transit</li> <li>2. 100 pcs per box</li> <li>3. Bags must not be folded when placed inside the carton boxes.</li> <li>4. All unnecessary sub packaging made of single-use plastics must be avoided.</li> <li>5. When sub-packaging is exceedingly necessary, IOM prefers 100% compostable bio-plastic packaging made from biomass or unbleached, natural coloured recycled paper or using paper with FSC forest management certification.</li> </ol>
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	NA
<b>After-sales service and local service support requirements</b>	NA
<b>Preferred Mode of Transport</b>	By land



**Other information**

This is open to local vendors in Lebanon or vendors with capacity to deliver to IOM without involving IOM on customs clearance.

## 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:	<b><u>RFQ PROC# 2023-188 :Compostable bags with IOM Logo - Office – IOM Lebanon</u></b>	Date: Click or tap to enter a date.

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

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

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and 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.

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

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<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 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 OFFER - GOODS**

Bidders are requested to complete this form, sign it and return it as part of their bid 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:	<b><u>RFQ PROC# 2023-188 :Compostable bags with IOM Logo - Office – IOM Lebanon</u></b>	Date:

Fill out the below Technical specifications Form:

IOM'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
<p><b>1. Compostable Bag with IOM Logo</b></p> <p>Design: white reusable bag with large handle and side gusset</p> <p>Logo Colour: Pantone 286c</p> <p>Weight: 100g</p> <p>Size: Bag: 38cm (L) x 48cm (H) x 12cm (W) / Handles: 60x3cm</p> <p>Thickness: 80gsm</p> <p>Stockage: Stock at room temperature</p> <p>Composition/information on the ingredients: 100% biodegradable made of organic material-blend of polylactic acid (PLA) and starch – in accordance with ISO 17088:2008- Specifications for compostable plastics, local equivalent or its local equivalent (CEN,DIN,ASTM,AS) with certification label.</p> 	



## 2. Compostable Bag with UN Migration in IOM Logo

Design: white reusable bag with large handle and side gusset

Logo Colour: Pantone 286c

Weight: 100g

Size: Bag: 38cm (L) x 48cm (H) x 12cm (W) /  
Handles: 60x3cm

Thickness: 80gsm

Stockage: Stock at room temperature

Composition/information on the ingredients:  
100% biodegradable made of organic material-  
blend of polylactic acid (PLA) and starch – in  
accordance with ISO 17088:2008- Specifications  
for compostable plastics, local equivalent or its  
local equivalent (CEN,DIN,ASTM,AS) with  
certification label.





**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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: <i>TUV certificate or equivalent</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Production Leadtime and Delivery Leadtime:	Click or tap here to enter text.
Country/ices of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<i>Exact name and address of the company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text.

Click or tap here to enter text.

**Phone No.:**Click or tap here to enter text.

**Email Address:**Click or tap here to enter text.

**Functional Title of Authorised**

**Signatory:**Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.