

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RO24-016-RRMU Training 2024

Date: 26 January 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Training Services for the Regional Resource Management Unit- East, Horn and Southern Africa**

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: \_\_\_\_\_

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	07 February 2024 at 23:59hrs Nairobi 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>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: RONairobiProcurement@iom.int</p> <ul style="list-style-type: none"> <li>File Format: 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: 8MB</li> <li>Mandatory subject of email: RO23-016 RRMU Training 2024</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 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 <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>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 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>
<b>Language of quotation and documentation including</b>	ENGLISH

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	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 type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Quotation validity period</b>	Quotations shall remain valid for 60 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>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <b>(please specify, i.e. by LOTS only or by line item, etc)</b>
<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: RO Nairobi Procurement E-mail address: RONairobiProcurement@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 will not be accepted any later than 6 days before the submission deadline. Responses to request for clarification will be communicated via email by 02 January 2024
<b>Evaluation method</b>	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other <b>Cumulative Scoring with a minimum technical score of 70 out of a total score of 100</b>
<b>Evaluation criteria</b>	<p>The proposer is required to submit a technical and financial proposal. The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive. The financial proposal shall list all major cost components associated with the services, and the detailed breakdown of such costs. The training will be held at a pre-determined venue and location that will be communicated to the successful applicant. The cost of the financial proposal should therefore not include travel and accommodation expenses. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices and other financial information must not be disclosed in any other place except in the financial proposal. The evaluation method that applies will factor in a combined score which will be based on a combination of the technical and financial score. The formula for rating the proposals will be as follows:</p> <p>Rating the Technical Proposal (TP):</p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ <p>Rating the Financial Proposal (FP):</p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <p>Total Combined Score:</p>

	<p><b>Cumulative Score</b> = (TP Rating) x (Weight of TP ( 80%) + (FP Rating) x (Weight of FP (20%).</p> <p>The evaluation will be based on a combined distribution of <b>70:30</b>. Technical proposal – financial proposal</p>
<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>	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.
<b>Type of Contract to be awarded</b>	PURCHASE ORDER FOR SERVICES
<b>Expected date for contract award.</b>	16 February 2024
<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.

## SECTION 4: EVALUATION CRITERIA

### Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested have been provided and are complete.
Proposer accepts IOM's. General Conditions of Contract as specified in Section 6.	Annex 2: Technical Proposal Submission
Proposal Validity	Annex 2
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

### Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Proposer is a legally registered entity	Form D: Proposer Information

Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	VIS: Proposer Information
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Annex 2: Technical Proposal Submission
No conflicts of interest in accordance with Section 2 Article 4.	Annex 2: Technical Proposal Submission
The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Annex 2: Technical Proposal Submission
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum 5. years of relevant experience.	Form F: Eligibility and Qualification
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Form F: Eligibility and Qualification
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

#### Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	30
2.	Proposed methodology, approach and implementation plan	40

3.	Management structure and key personnel	30
	<b>Total</b>	<b>100</b>

<b>Section 1. Proposer's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Reputation of organisation and staff credibility / reliability / industry standing	5
1.2	General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.	9
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country	7
1.4	Quality assurance procedures and risk mitigation measures	6
1.5	Organisation Commitment to Sustainability <ul style="list-style-type: none"> <li>• Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points</li> <li>• Organisation is a member of the UN Global Compact – 5 points</li> <li>• Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – 5 points</li> </ul>	3
<b>Total Section 1</b>		<b>30</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	8
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	10
2.3	Details on how the different service elements shall be organised, controlled and delivered	5
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	5
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	7
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
<b>Total Section 2</b>		<b>40</b>

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		6
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		12
	• General experience	1	
	• Specific experience relevant to the assignment	4	
	• Regional / international experience	2	
	• Language qualifications	1	
3.2 b	Senior Expert		8
	• General experience	1	
	• Specific experience relevant to the assignment	4	
	• Regional / international experience	2	
	• Language qualifications	1	
3.2 c	Junior Expert		4
	• General experience	0.5	
	• Specific experience relevant to the assignment	1.5	
	• Regional / international experience	1	
	• Language qualifications	1	
Total Section 3			30

## TERMS OF REFERENCE (TOR)

### Regional Resource Management Training – East, Horn, and Southern Africa.

#### 1 BACKGROUND

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 404 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility,
2. Advance the understanding of migration issues,
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

The International Organization for Migration (IOM) **Regional Office for East, Horn, and Southern Africa** is based in Nairobi, Kenya, and covers twenty-four countries: Angola, Botswana, Burundi, Comoros, Democratic Republic of Congo, Djibouti, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Somalia, South Africa, South Sudan, Tanzania, Uganda, Zambia, and Zimbabwe.

The IOM Regional Office for East, Horn, and Southern Africa intends to employ the expertise of Service Provider(s) / Consulting Firm(s) to conduct a Regional Resource Management training and requests the submission of Technical and Financial Proposals in line with the Scope and objectives of this ToR.

#### 2 THEME AND OBJECTIVE OF THE TRAINING

The overall theme of the 2024 Regional Resource Management Training is ***Adaptive Excellence: Thriving in Change Through Compliance, Strategy and Planning*** is anchored on three main training topics: Compliance and Process Improvement; Strategy and Planning and Fraud Detection and Prevention.

The objective of the training will be to improve and strengthen knowledge and technical competence on the inter-connected topics of Strategy, Planning, Compliance & Process improvement; and Fraud Detection and Prevention; and to further equip participants with the essential skills and mindset needed to not only navigate but thrive in today's dynamic and ever-changing professional landscape.

The provision of the training will be based on the following Thematic and Sub-thematic areas:

Thematic Area	Sub-Thematic Area
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<b>Strategy and Planning</b>	<ul style="list-style-type: none"> <li>➤ <i>Fundamentals of Strategic Planning.</i></li> <li>➤ <i>Strategic Planning Frameworks and Models.</i></li> <li>➤ <i>Strategy Execution and Strategic Thinking.</i></li> <li>➤ <i>Strategy and Management.</i></li> <li>➤ <i>Strategic Leadership Skills.</i></li> <li>➤ <i>Data and Decision Making.</i></li> <li>➤ <i>The Role of Competition in Strategy – competing priorities vs limited resources.</i></li> <li>➤ <i>Continuous Evaluation as a strategy.</i></li> </ul>
<b>Compliance and Process Improvement</b>	<ul style="list-style-type: none"> <li>➤ <i>The Role of Compliance in Organizations.</i></li> <li>➤ <i>Transparency, Ethics, and Accountability in Compliance.</i></li> <li>➤ <i>Building Robust and Effective Internal Controls.</i></li> <li>➤ <i>Quality Assurance and the Quality Management Process – Cause and effect, continuous assessment, process improvement, Six Sigma methodology, and process.</i></li> <li>➤ <i>The Cost of Quality – Conformance Vs. Non-Conformance</i></li> </ul>
<b>Fraud Awareness, Detection, and Prevention.</b>	<ul style="list-style-type: none"> <li>➤ <i>Building Effective Fraud Risk Responses.</i></li> <li>➤ <i>Fraud Risk Assessment, Management and Governance.</i></li> <li>➤ <i>Fraud Prevention and Detection, and Mechanisms for Monitoring Fraud Risk).</i></li> <li>➤ <i>Fraud Risk Planning and Response.</i></li> </ul>

### 3 PURPOSE

The overall purpose of the training is to:

- I. Equip participants with the knowledge, skills, and technical competence necessary for strategic thinking and planning.
- II. Empower the participants with the mindset necessary to understand and appreciate the role of compliance, quality management, and process improvement in organizations.
- III. Strengthen the capacity of participants in the Identifying, evaluating & mitigating of fraud.
- IV. Meeting participant expectations for the training.

### 4 EXPECTED OUTCOMES

- I. Meeting the expectations of the participants for the training.
- II. Increased proficiency and enhanced understanding of the training subject matter for participants.
- III. Creating participant awareness of both knowledge and best practices in Strategic Planning and Compliance/Process Improvement.

### 5 SCOPE OF WORK

The Service Provider(s) / Consulting Firm is expected to provide the following services:

Phase 1: Pre-Workshop:

- Preparation of content, materials, presentations, and activities.

- Propose workgroup formats and discussions to ensure maximum participation.

Phase 2: Workshop Execution:

- Facilitation of training services on the identified topics (2 days).
- Team building exercises through a customized training and team building plan that clearly articulates the objectives of each exercise.

Phase 3: Post Workshop:

- Debrief, wrap up, and report on recommendations including identified constraints that might affect the implementation of changes.

## 6 PROPOSAL ON APPROACH AND METHODOLOGY:

The Service Provider(s) / Consulting Firm will be required to develop sessions based on this TOR. Tentative training dates will be from the 4<sup>th</sup> to the 8<sup>th</sup> of March 2024. The first two (2) days will be allocated to the Service Provider(s) / Consulting Firm(s) to facilitate the training.

The services to be provided by the Service Provider(s) / Consulting Firm(s) will include (but not be limited to) the following:

- I. Setting up a Pre-meeting/Entry Meeting with IOM Senior Management in the Resource Management Unit. The meeting will be held a minimum of 14 days before the training.
- II. Developing a Workshop approach, annotated agenda, and training materials.
- III. Development of a training presentation and designing activities to maximize participation.
- IV. Ensuring a physical presence at the venue and facilitating the training on the agreed-upon days.
- V. Participation in debriefing meetings and preparation of a report summarizing outcomes and recommendations.
- VI. Post Workshop summary, analysis, and wrap-up, which involves:
  - Preparing, reviewing, and refining minutes of the training as required to ensure they accurately reflect the actual discussions and feedback from the participants.
  - Preparing a summary report on observations and the next steps recommended, stemming from the training within two weeks from the last day of training.
  - Providing recommendations and documenting lessons learned/best practices from the training.

## 7 VENUE OF THE TRAINING

The training will be held at a determined venue in either East Africa or South Africa. The exact location will be communicated to the successful applicant. The cost of the financial proposal should not include travel and accommodation expenses.

## 8 SUPERVISION

The Service Provider(s) / Consulting Firm(s) will report to the East, Horn, and South Africa Senior Regional Resources Management Officer.

## 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 SHEET<sup>1</sup>

See below link

### 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.
<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.

<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 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 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: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

***If JV/Consortium/Association, to be completed by each partner.***

#### History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

#### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

#### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

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Proposers may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

#### Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	Currency	Amount
	Year	Currency	Amount
	Year	Currency	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

<b>Financial information</b> (state currency)	<b>Historic information for the last 3 years</b>		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

#### ANNEX 4: 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)				
<b>Total</b>				

#### 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.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: 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.	Authorized Signature: Date: Click or tap here to enter text. Name: 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.