

REQUEST FOR QUOTATION

RFQ Reference: RFQ-KZ005-24AST

Date: 3 May, 2024

Subject of RFQ: Written translation services of DESC (Document Examination Support Center) documents and PEPM Kazakh and Russian languages

Project name: IB.0432 DESC Support in Kazakhstan

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

RFQ INFORMATION

Deadline for the submission of quotation	17 May, 2024 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	Quotation must be submitted as follows: <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period	The quotation shall remain valid for 30 days from the deadline for the submission.
Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Procurement Unit of IOM E-mail address: astprocurement@iom.int
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	May, 2024

Thank you and we look forward to receiving your quotation.

Issued by: Astana Procurement Unit

QUOTATION SUBMISSION FORM

RFQ Reference: Written translation services of DESC (Document Examination Support Center) documents and PEPM III (Passport Examination Procedure Manual) into Kazakh and Russian languages	Date: 3 May, 2024
RFQ ref no: RFQ-KZ005-24AST	

Requirements (Specs/TOR/SOW)

Delivery Requirements: Kazakhstan

Currency of the Quotation: KZT					
INCOTERMS:					
Item No	Description	UOM	Qty (pages in PDF)	Unit price	Total price
1	ANDEX Factsheet 2024 English-Kazakh English-Russian	Service (written translation)	2		
2	Data curriculum factsheet English-Kazakh English-Russian	Service (written translation)	2		
3	DESC Initiative 2024 English-Kazakh English-Russian	Service (written translation)	2		
4	Rights and Gender Based Approaches Curriculum Factsheet English-Kazakh English-Russian	Service (written translation)	2		
5	Verifier TD&B curricula factsheet 2024	Service	2		

	English-Kazakh English-Russian	(written translation)			
6	Verifier TD&B Factsheet 2024 English-Kazakh English-Russian	Service (written translation)	2		
7	AFDRS SOP_final[42] English-Kazakh English-Russian	Service (written translation)	2		
8	SOP Functionalities of Verifier TD&B eDashboards 2024 English-Kazakh English-Russian	Service (written translation)	30 PDF with pictures		
9	SOP Travel Document Examination and Verification English-Kazakh English-Russian	Service (written translation)	20 PDF with pictures and figures		
10	V.01 Verifier TD&B Manual (EN) Jan 2024 English-Kazakh English-Russian	Service (written translation)	58 PDF with pictures and tables		
11	Facilitator's Guide_Verifier TD&B Training English-Kazakh English-Russian	Service (written translation)	41 PDF with figures and tables		
12	Participant's Handbook_Verifier TD&B Training English-Kazakh English-Russian	Service (written translation)	92 PDF with figures and tables		
13	Facilitator's Guide_ToT Verifier TD&B English-Kazakh English-Russian	Service (written translation)	53 PDF with figures and tables		

14	Participant's Handbook_ToT Verifier TD&B English-Kazakh English-Russian	Service (written translation)	31 PDF figures and tables		
15	042_April 2023_Verifier TD&B Newsletter English-Kazakh English-Russian	Service (written translation)	11 PDF with pictures		
16	043_July 2023_Verifier TD&B Newsletter English-Kazakh English-Russian	Service (written translation)	14 PDF with pictures		
17	044_October 2023_Verifier TD&B Newsletter English-Kazakh English-Russian	Service (written translation)	16 PDF with pictures		
18	ANDEX Report English-Kazakh English-Russian	Service (written translation)	25 PDF with pictures		
19	6th BMIC Report English-Kazakh English-Russian	Service (written translation)	41 PDF with pictures		
20	PEPM Translation English-Kazakh English-Russian	Service (written translation)	259 Word with pictures and tables		
21	Full layout according to the original format English-Kazakh English-Russian	Service (written translation)	All document s		
22	Thorough proofreading and editing accurately reflecting language English-Kazakh English-Russian	Service (written translation)	All document s		
				Total Price:	
				Other Charges (specify)	
				Total Final and All-inclusive Price	

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.

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

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor 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 checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor 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 vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor 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 checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor 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 checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor 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.