

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UA20-2023-088

Date: 24 April 2024

Subject: Supply of the Laboratory Equipment for the needs of the State Customs Service of Ukraine

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

This Request for Quotation comprises the following documents:

- *Annex 1: Technical Specification*
- *Annex 2: Quotation Submission Form*
- *Annex 3: Bidder's Declaration of Conformity*
- *Annex 4: Technical and Financial Offer*
- *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 4 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.

RFQ INFORMATION / INFORMAȚII RFQ

Deadline for the submission of quotation	08.05.2024 at 23:59 EEST 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-mail Bid submission address: procurement@eubam.org <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 per email / pe e-mail. • Mandatory subject of email: UA20-2023-088_LAB_Bidder Name_Electronic Bid. • 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.
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 available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.

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 .
Eligibility	<p>General:</p> <ul style="list-style-type: none"> • Bidders shall have the legal capacity to enter into a binding contract with IOM and to supply goods in the country directly, or through an authorized representative; • The Bidder is a legally registered company and is not in the process of termination, reorganization and no criminal proceedings have been opened against them. <p>Specialized / Qualification:</p> <ul style="list-style-type: none"> • The Bidders is authorized by the equipment manufacturer or representative office of the manufacturer in Republic of Moldova.
Price Quotation	Quotations shall be quoted in MDL or US Dollars . In case other currency is offered, the comparison of offers will be based on the prevailing IOM rate of exchange (link to the website with rates: https://treasury.un.org/operationalrates/OperationalRates.php)
Quotation validity period	The quotation shall remain valid for 60 days from the deadline for the submission.
Partial quotations	<input checked="" type="checkbox"/> Permitted by lots
Contact Person for correspondence, notifications, and clarifications	Contact person: VICOL Marin E-mail address: mvicol@iom.int
Clarifications	Requests for clarification from bidders will not be accepted any later than 02 business days before the submission deadline. Responses to request for clarification will be communicated by email until: 06 May 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order.
Payment terms	100% within 10 days after receipt of goods and submission of payment documentation.
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 in the RFQ. All prices shall: <ul style="list-style-type: none"> • Be exclusive of VAT and other applicable indirect taxes; • For both VAT payers and non-VAT payers at the territory of Republic of Moldova (procurement under this RFQ is conducted within registered international technical assistance project and therefore is exempt from VAT in Republic of Moldova).
Documents to be submitted	Bidders shall include the following documents in their quotation: <ul style="list-style-type: none"> • Annex 2_Quotation Submission Form duly completed; • Annex 3_Bidder's Declaration of Conformity; • Annex 4_Technical and Financial Offer; • Annex 5_Vendor Information Sheet.

	<ul style="list-style-type: none"> ❖ Other documents: <ul style="list-style-type: none"> - Copy of establishment documentation (certificate of state registration, statute). - Copy of the certificate from the Unified State Register of Companies. - Letters on account opening / absence of debts on credit payments (from bank). - Letter on absence of debts from the State Tax Administration. - Copy of Taxpayer Certificate. - Recommendation letters from the biggest clients.
Expected date for contract/PO award	As soon as possible
Delivery Terms (Incoterms 2020)	DDP Chisinau 10, Petru Movila str., Chisinau MD-2004, Republic of Moldova
Delivery Date	Mid of July/2024

Thank you and we look forward to receiving your quotation.

Issued by:

Signature: _____

Name: VICOL Marin

Title: Procurement Specialist

Date: 24.04.2024