

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: GE10 – 4200330894/4200355599

Date: 10 November 2022

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of machinery for Operative Technical Agency of SSSG under SAFE IBM Project**

**Lot 1:**

- CAT 428 Backhoe Loader (Autoshift and Pilot Control);
- CAT 226 B3 Skid Steer Loader;
- CAT B8 Hammer and 4 pieces of worktool.

**Lot 2:**

- Portable Mobile Elevated Work Platform "PowerLift";
- Paver for Skid Steer Loader SIMEX ST 200.

International Organization for Migration (IOM) kindly requests your quotation for the provision of goods, 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: \_\_\_\_\_

Name: Mamuka Omiadze

Title: Procurement & logistics officer

Date: 09 November 2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA



<b>Deadline for the Submission of Quotation</b>	01 December 2022, 16:00, GMT +4 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: momiadze@iom.int and nbegashvili@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: 10MB</li> <li>Mandatory subject of email: GE10 – 4200330894/4200355599</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> </ul> <p>The proposer should receive an email acknowledging email receipt.</p>
<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>	<p>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.</p> <ul style="list-style-type: none"> <li>Company Profile (including the names of owners, key officers, technical personnel)</li> <li>Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.</li> <li>Certificate of Registration from host country's Security &amp; Exchange Commission or similar government agency/department/ministry</li> <li>Audited Financial Statements for the last 3 years*</li> <li>Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)</li> <li>List of Offices/Distribution Centers/Service Centers</li> </ul>



	<ul style="list-style-type: none"> <li>List of similar contracts entered into for the last 3 years (indicate whether completed or ongoing) *</li> <li>Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation</li> </ul>
<b>Currency of Quotation</b>	Quotations shall be quoted in Euros
<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</p> <p><input checked="" 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> <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 type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	Quotations shall remain valid for 30 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 type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted by Lots</p>
<b>Payment Terms</b>	<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 <a href="#">Click or tap here to enter text.</a></p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Mamuka Omiadze, Procurement &amp; logistics officer.</p> <p>Mob:+995577433160</p> <p>E-mail address: momiadze@iom.int</p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated email by 29 November 2022
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Evaluation criteria</b>	<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 warranty and after warranty services in Georgia</p> <p><input type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)</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>	Supply and Delivery of Goods contract
<b>Expected date for contract award.</b>	15 December 2022
<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:

Lot	Item No	Minimum technical requirements	Sample	Unit	Q-ty
1	1.1	<b>CAT 428 Backhoe Loader (Autoshift and Pilot Control)</b> Year of Manufacture - 2022 PT, AWD/2WS AUTOSHIFT, PILOT PREPARATION PACKAGE, CIS STICK, EXTENDABLE, 4.3M, PILOT LINKAGE, NON-EU, 4.3M ENGINE, 68.5KW, 3054C DITA, S2 LINES, ONE-WAY, 4.3M E-STICK HYD, MP, PILOT, 5FNC/7BNK LOADER BUCKET PINS BUCKET-MP, 1.03 M3, PO, BOT LIGHTS, ROADING, RH DIP CAB, STANDARD WORKLIGHTS (8) HALOGEN LAMPS SEAT, FABRIC AIR CONDITIONER S2 TIRES, 340 80R20/480 80R26, MX DRIVE ARRANGEMENT, 20" TIRES FENDERS, REAR STANDARD COUNTERWEIGHT, NONE FRAME, STANDARD SERIALIZED TECHNICAL MEDIA KIT YEAR OF MANUFACTURE PLATE RIDE CONTROL PRODUCT LINK, CELLULAR PL243 GUARD, DRIVESHAFT FENDERS, FRONT 4WD COUPLING NONE PACK-N.I. BUCKET OR DISMOUNTED BUCKET-HD, 610MM, 0.17M3, UNI CERTIFICATE OF ORIGIN, ENGLISH PACKING, PHYTO-SANITARY WOOD		unit	1
	1.2	<b>CAT 226 B3 Skid Steer Loader</b> Year of Manufacture - 2022 Description CONVERSION ARRANGEMENT YEAR OF MANUFACTURE PLATE INSTRUCTIONS, ISO HYDRAULICS, STANDARD FLOW CONTROL, PROP AUX, DELUXE, WT ROPS, ENCLOSED WITH A/C (C3) DOOR, CAB, POLYCARBONATE SELF-LEVELING BATTERY, STANDARD, 650 CCA BELT, SEAT, 50MM SUSPENSION FAN, COOLING, STANDARD PRODUCT LINK, CELLULAR PL243		unit	1

		<p>TIRES, 10/16.5 GA 8PR QUICK COUPLER, MANUAL INSTRUCTIONS, ENGLISH HYDRAULIC OIL, STANDARD TOOL BOX BUCKET-MP, 1576MM, BOCE</p>			
1.3		<p><b>CAT B8 Hammer and 4 pieces of worktool</b> Year of Manufacture - 2022 Length mm (in) 730 (29) Height with tool mm (in)1437 (56.5) Width mm (in) 385 (15) Height mm (in) 978 (38.5) Diameter mm (in) 75 (3) Rated flow L/min (gpm) 50-90 (13-24) Operating pressure bar (psi)120-150 (1,740-2,180) Impact frequency bpm 400-800 Energy class J (ft-lb) 1180 (870) Operating weight kg (lb)335 (738.5) Recommended carrier weight t (lb) 7-8 (14,000-16,000)</p>		unit	1
2	2.1	<p><b>Portable Mobile Elevated Work Platform "PowerLift"</b> Contractor shall ensure the proper packaging of the product that will protect it from damage during transportation; The product shall be subject to manufacturer's warranty not less for 1-year. In the case of detecting original defect and/or damage (while observing the rules of operation) Contractor shall replace the product at his/her own expense (including the costs for international transportation) no later than within 30 calendar days from the date of receiving the notification from beneficiary; Contractor shall implement all procedures relating to export license from the country of origin and other organizational procedures; The final beneficiary is authorized to decide the purpose and location of product and carry out its management from the date of delivery according to the Georgian legislation; The product shall be delivered (in full volume) a maximum of 60 calendar days from the date of contract formalization.</p> <p><b>Portable Mobile Elevated Work Platform (Outrigger Base)</b> Conforming Standards                      ANSI A92.20 Maximum Working Height                      26 ft (7.9 m)* Platform Capacity                      350 lb (159 kg) Power Source                      AC or DC Drill Rated Horizontal Force                      52.5 lbs (23.46 kg) (234 N) Machine Weight                      570 lbs (259 kg) Swivel/Lockable Caster Diameter                      5 in. (127 mm) Platform Size (L x W)                      26 in. x 30 in. (660 mm x 762 mm) 4 ft Mast Section Weight                      28.5 lbs (12.9 kg) Front Outrigger Weight                      10.6 lb (4.8 kg) Rear Outrigger Weight                      9.3 lbs (4.2 kg) Drive                      Worm Drive with Integrated Drive Gear + Brake Flat-free Transport Wheels                      12 in. x 3.5 in. (305 mm x 89 mm)</p>		unit	2

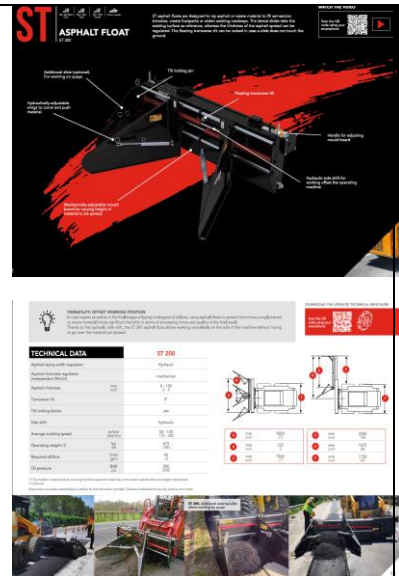
2.2

### Paver for Skid Steer Loader SIMEX ST 200

**ST asphalt floats are designed to lay waste material to fill set-section trenches, create sidewalks or widen existing roadways.**

Contractor shall ensure the proper packaging of the product that will protect it from damage during transportation; The product shall be subject to manufacturer's warranty not less for 1-year. In the case of detecting original defect and/or damage (while observing the rules of operation) Contractor shall replace the product at his/her own expense (including the costs for international transportation) no later than within 30 calendar days from the date of receiving the notification from beneficiary; Contractor shall implement all procedures relating to export license from the country of origin and other organizational procedures; The final beneficiary is authorized to decide the purpose and location of product and carry out its management from the date of delivery according to the Georgian legislation; The product shall be delivered (in full volume) a maximum of 60 calendar days from the date of contract formalization.

Max. paving width	1900 mm
RH out-of-wheel paving	1675 mm
Min. paving width	125 mm
RegolazioneSpessoreAsfalto	0-100 mm
Mechanical side shift	Hydraulic mm
Transverse Tilt	5 °
Operating weight	620 Kg



unit

1

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 180 (one hundred eight) days After Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	<b>DAP</b>
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> International Organization for Migration <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Tbilisi, Georgia
<b>Distribution of shipping documents (if using freight forwarder)</b>	
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	One-year unlimited motor hours
<b>After-sales service and local service support requirements</b>	Required on territory of Georgia
<b>Preferred Mode of Transport</b>	N/A
<b>Other information</b>	N/A



## 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 attachment annex-d-vendor-information-sheet.xlsx

### 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.ungm.org/Public/CodeOfConduct">https://www.ungm.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: TECHNICAL AND FINANCIAL 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

#### 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 Term (INCOTERMS)	<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.
Warranty and After-Sales Requirements	<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.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies 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.	
<b>Exact name and address of the company</b> 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.	<b>Authorized Signature:</b> 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.