

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **GE10 - 4200372612**

Date: 30 January 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of External Project Evaluation of EMERGE Project

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: _____

Name: Mr. Mamuka Omiadze

Title: Procurement and Logistics Officer

Date: 30 January 2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	20 February 2023 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	<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 Click or tap here to enter text.</p> <p>Bid submission address: TO: momiadze@iom.int; CC: nbegashvili@iom.int</p> <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 ▪ Mandatory subject of email: RFQ GE10 - 4200372612 – [company name] - Quotation ▪ 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. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
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.
General Conditions of Contract	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 https://www.iom.int/do-business-us-procurement .
Eligibility	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.
Currency of Quotation	Quotations shall be quoted in US Dollars
Duties and taxes	<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>

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	<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 Click or tap here to enter text.</p>
Quotation validity period	Quotations shall remain valid for 30 (thirty) days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation.</p> <p><input type="checkbox"/> Other -</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Natia Esebua</p> <p>E-mail address: nesebua@iom.int</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 (seven) days before the submission deadline. Responses to request for clarification will be communicated by email by 16 February 2023
Evaluation method	<p><input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input checked="" type="checkbox"/> Other The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:</p> <p>(i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment - 10 points</p> <p>(ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference:</p> <p>a) Technical approach and methodology - 15 points</p> <p>b) Work plan - 10 points</p> <p>c) Organization and staffing - 15 points</p> <p>Total points for criterion (ii): 40</p> <p>(iii) Key professional staff qualifications and competence for the assignment - 50 points</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1) General qualifications - 40%</p> <p>2) Adequacy for the assignment - 40%</p> <p>3) Experience in region and language - 20%</p> <p>Total weight: 100</p> <p>The minimum technical score required to pass is: 70 Points</p> <p>The Financial Proposal of Service Providers/ Consulting Firms who passed the</p>

	<p>qualifying score shall be evaluated for the financial score, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula :</p> $Sf = 100 \times FI / F$ <p>Where: Sf - is the financial score of the Financial Proposal under consideration, FI - is the price of the lowest Financial Proposal, and F - is the price of the Financial Proposal under consideration.</p> <p>The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)</p> $Sc = St \times T\% + Sf \times F\%$ <p>The Service provider/ Consulting firm achieving the highest combined technical and financial score will be invited for negotiations.</p>
Evaluation criteria	<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"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Service Agreement
Expected date for contract award.	27 February 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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/TERMS OF REFERENCE

FINAL EXTERNAL EVALUATION OF PROJECT “ENHANCING MIGRANTS’ RIGHTS AND GOOD GOVERNANCE IN ARMENIA AND GEORGIA – EMERGE”

Commissioned by: IOM Country Office in Georgia

Managed by: Natia Esebua, Project Manager

Evaluation context

The growing complexity of migration trends in Georgia and Armenia and migrants’ increasingly diverse needs and vulnerabilities have laid bare governance gaps that are hampering the rule of law, respect of migrants’ rights and access to services in the two countries. Migrants’ situation is further exacerbated by the limited capacity of the civil society and non-governmental sector to provide specialized, adequate and sufficient services to this population and advocate for their rights. In order to ensure effective governance of migration and protection of migrants’ rights, there is a need to capacitate governmental and civil society sectors as well as to raise awareness among general public in the target countries, emphasizing the positive contribution of well-regulated migration for the benefit of all.

IOM with the present project aimed at enhancing the capacities of national stakeholders to protect human rights and improve migration governance in Armenia and Georgia. Going beyond the national level, the project also facilitated transnational coordination and dialogue to encourage joint efforts and inspire learning in the area of migration management among governmental and civil society stakeholders facing comparable contexts. The project is an illustrative example of IOM’s traditional “whole of society approach” engaging different segments of society in a project’s awareness raising, capacity building and policy development work.

The overall objective of this project has been **to enhance national capacities in protection of human rights of migrants and in migration governance in Armenia and Georgia**

The project worked towards the achievement of the following results:

Outcome 1. National stakeholders have improved their ability to enhance rule of law and maintain migrants’ rights within Georgia and Armenia

Output 1.1. Surveys on attitudes in societies concerning migrants rights and needs and gaps in the rights centered service provision are available in Armenia and Georgia;

Output 1.2. Government counterparts have improved their ability to manage inbound migration and deliver services to migrants in line with human rights standards in Armenia and Georgia (specific focus on AVRR, alternatives to immigration detention, decriminalization of illegal entry, migrant accommodation facilities, and integration services);

Output 1.3. Stakeholders engage in cross-sectoral exchange on migrant rights protection in Armenia and Georgia;

Output 1.4. Capacity-building activities are organized for NGOs, mass media, academia and other civil society actors in Armenia and Georgia;

Output 1.5. Awareness-raising campaigns are organized in Armenia and Georgia;

Output 1.6. Online platform allows stakeholders to disseminate information on services available to migrant communities, in Armenia and Georgia;

Outcome 2. National stakeholders have enhanced cross-border dialogue and cooperation in the area of migration governance and migrants' rights

Output 2.1. Civil society networks are established and are better skilled to advocate for migrants' rights in Armenia and Georgia;

Output 2.2. Government, non-government actors and experts exchange experiences and knowledge at regional thematic workshops and seminars.

The project was funded by the Ministry of Foreign Affairs of Norway and was implemented in the period of 1 December 2019 – 30 November 2022.

Evaluation purpose and objective

The purpose of IOM in commissioning this final external evaluation is to receive expert opinions on the implementation process, results and effects of above-mentioned project; and specific recommendations directed at IOM, and other project stakeholders to inform future programming in the sphere of migrant right protection.

Evaluation scope

This proposed evaluation shall cover the full timeframe of implementation the project in both countries – Armenia and Georgia, starting from 1 Dec 2019 till 30 November 2022.

The geographical scope of this evaluation consists of capital cities of Yerevan (Armenia) and Tbilisi (Georgia). The evaluation should include in-person meetings, (remotely meetings/interviews are an option only if in-person is not possible) with the most relevant stakeholders and beneficiaries of the project with evaluation field visits in the two countries of project implementation. The project stakeholders to consult will include but not limited to: national level IOM staff, governmental and non-governmental counterparts, media professionals, project partners and contributing scholars, etc. The evaluation should gather good practices and lessons learned that may be applicable to other similar projects, and assess the mainstreaming of cross-cutting issues related to partnerships, gender and human rights in the project design, implementation and results achieved. Importantly, it will capture lessons learned to inform future programming.

Evaluation criteria

The project will be evaluated according to the standard OECD-DAC criteria of relevance, coherence, effectiveness, efficiency, impact and sustainability.

Evaluation questions

Relevance

- To what extent are the project interventions relevant and appropriate in relation to national and international legal and policy frameworks?
- Has the project responded to the needs of the target beneficiaries including migrants, general public, civil society, media and government?

- Is the project aligned with and supportive of IOM national, regional, and/or global strategies and the Migration Governance Framework?
- To what extent were human rights and gender mainstreaming issues taken into account in design?

Coherence

- To what extent was the project aligned with and complemented other interventions carried out by IOM?
- To what extent is the project consistent with other actors' interventions in the same context?

Effectiveness

- To what extent were intended outputs and outcomes achieved in accordance with stated plans?
- What are the areas that the project stakeholders consider as most relevant, innovative and with the most IOM added value?
- To what extent did the projects adapt to changing external conditions to ensure project outcomes?
- What are the major factors influencing the achievement of the projects' expected outcomes?
- To what extent were human rights and gender mainstreaming issues taken into account in project implementation?

Efficiency

- Was the project management of the project appropriately carried out?
- Were the project activities implemented timely?
- Were the project primary stakeholders informed of changes in project financial and implementation plans?
- How well were the resources (funds, expertise, and time) converted into results?
- Were the necessary financial mechanisms and controls in place to ensure the best value for money?

Impact

- What long-term changes were or are likely to be generated by the project (whether intended or unintended, positive or negative)?
- Did the project take timely measures for mitigating any unplanned negative impacts?

Sustainability

- Will the project-generated benefits continue after the project completion?
- What necessary structures, resources and processes are in place to ensure that benefits generated by the projects continue without external support?
- What are the major factors affecting sustainability, including any identified challenges faced by the implementing organization?

6. Evaluation methodology

The full evaluation methodology will be determined by IOM in close coordination with the selected Evaluator. As a minimum, the proposed methodology shall consist of the following components:

1. Desk review of project documentation (including the original description of the action, regular project reports, the project's visibility outlets, other relevant documentation);
2. In-depth semi-structured interviews with key stakeholders and beneficiaries.

7. Ethics, norms and standards for evaluation

IOM abides by the [norms and standards](#) of UNEG and expects all evaluation stakeholders to be familiar with the [ethical conduct guidelines](#) of UNEG and the consultant(s) with the UNEG [code of conduct](#) as well.

8. Evaluation deliverables

The Evaluator should provide the following deliverables as part of this evaluation:

1. **Inception report including, at minimum, an Evaluation Matrix** to demonstrate the evaluator's understanding of the ToR and outline data collection and analysis plans, as well as an indicative list of interviewees and interview guides, to be completed and reviewed with the Evaluation Manager (Project Manager) prior to the field visit.
2. **Draft Evaluation Report to be submitted for review by the Project Management Team.**
3. **Final Evaluation Report** in professional English language, incorporating feedback of the IOM staff involved in the review of the report. The minimum report content requirements are as follows:
 - Cover page, list of acronyms.
 - Table of contents.
 - Executive summary.
 - Methodology.
 - Findings.
 - Conclusions.
 - Recommendations in order of priority.
 - Annexes (list of interviewees, interview questionnaire/guides, etc.).
4. **A two-page Evaluation Brief** following the IOM guidance and template, to provide a summary of key findings, conclusions and recommendations for easy sharing with IOM staff, donor, partners, and other stakeholders.
5. Online **debriefing of the key stakeholders** on the evaluation results and lessons learnt.
6. **Management response**, partially filled-out (template will be provided by IOM).

9. Specifications of roles

The Evaluator will be responsible for:

- Preparing for and carrying out data collection and analysis and delivering the products outlined above. The Evaluator will be responsible for leading the process and compiling the draft of each product.
- Providing periodic feedback as needed to the Evaluation Manager (Project Manager) on progress and any challenges faced.
- Organizing logistics during the field visits, including transportation, and interpretation services as needed.
- Providing a debrief at the end of the field visit (in country or a few days after the field visit) to present on the initial findings and tentative conclusions. This will allow for any obvious oversights, misinterpretations, or information gaps to be identified and addressed before the Evaluator begins drafting the full report.
- Drafting and revising the Final Report and the Evaluation Brief, in coordination with Evaluation Manager.
- Facilitating an online debriefing for the key project stakeholders to present conclusions of the evaluation and lessons learnt.

The Evaluation Manager (Project Manager) and IOM support team (project assistant, monitoring and evaluation officer) will be responsible for:

- Providing the Evaluator with timely access to all relevant project documents, and facilitating the initial preparations including identifying relevant stakeholders and organizing the agenda;
- Arranging meetings with the stakeholders for data collection and lessons learnt debriefing;
- Managing the evaluation process including feedback and comments to the Evaluation Matrix and draft Evaluation Report;
- Complete the management response to the evaluation to address issues or challenges flagged by the Evaluator.

10. Time Schedule

The evaluation is planned to last 8 weeks in the period March - May 2023. A precise timeline will be established with the selected Evaluator, and will consist of the following stages:

1. Planning and Desk Research Phase: Week 1

In the desk research Phase, the relevant project documents should be reviewed: the Project proposal, the contract, the relevant guidelines, reports.

Deliverable: The Evaluator will prepare an inception report, including at minimum a detailed evaluation matrix with an indicative list of interviewees and interview guides.

2. Field Phase: Weeks 2 and 3

The Evaluator will carry out the assessment (3 working days in Tbilisi and 3 working days in Yerevan). The data will be collected according to the following methods:

- **Briefing meeting** with project management staff at the beginning of the Field Phase.
- **In-depth interview** with beneficiaries.
 - **Debrief** with project management at end of Field Phase (in person, or if needed remotely within a few days of returning to duty station).

Deliverable: The Evaluator will present findings, conclusions and recommendations in the Draft Evaluation Report (to be submitted within three weeks after the visit).

3. Report finalization Phase: Weeks 4-8

This phase is mainly devoted to the development and submission of the final Evaluation Report and two-page Evaluation Brief. The Evaluation Report will be reviewed by IOM Georgia and feedback will be provided prior to its finalization. Once the report is finalized, an online event will be organized for the key project stakeholders to present the evaluation results and lessons learnt.

Deliverable: At the end of this phase, a Final Evaluation Report and an Evaluation Brief will be delivered; an online debriefing with the key stakeholders on the evaluation findings and lessons learnt will be organized.

Activity	Working days	Responsible	Location	Weeks									
				1	2	3	4	5	6	7	8		
Inception Phase - Review project documents and completing evaluation matrix	4	Evaluator, with IOM submitting requested documents.	Home/office-based										
Field phase - Interviews with the key project stakeholders (including IOM staff, civil	8	Evaluator, with IOM organizing appointments.	Tbilisi and Yerevan										

servants, NGO and Media partners, etc)																		
Report writing	6	Evaluator	Home/office-based															
Review by IOM, submission of comments	4	IOM	Remote communication															
Incorporation of comments, submission of final evaluation report and evaluation brief.	3	Evaluator	Remote communication															
Organization of online debriefing on lessons learnt with key stakeholders	1	Evaluator with IOM support	Remote communication															

11. Evaluation Budget

IOM Georgia will pay the selected service provider an all-inclusive service fee. The selected service provider will be expected to cover all expenses from that fee, including travel costs, daily subsistence expenses, in-country transportation and interpretation/translation services.

12. Evaluation requirements

- Advanced University degree in social sciences.
- At least 8 years of experience in leading and conducting development evaluations in the areas of institutional development, integrated border management, security sector governance;
- In-depth knowledge of evaluation approaches, ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNEG;
- Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the “do no harm” principle;
- Familiarity in UN results-based management (RBM) approach, gender equality, human rights based approach in programming and evaluation;
- Ability to independently organize field visit in Georgia and Armenia and mobilize needed support (driver, interpreter, etc.);
- Excellent written and spoken English;
- Excellent report writing, communication and interviewing skills.

13. Submission of application

Please submit your application package including the following documents:

- Company Profile;
- CV of the Evaluator (and team members if applicable);
- Technical and budget proposal documents, based on the current ToR, outlining the proposed methodology, data analysis techniques, quality control measures, timelines, and budget.
- Examples of similar work

Submission deadline: 20 February 2023

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 SHEET¹

Please refer to the separately attached document.

BIDDER'S DECLARATION OF CONFORMITY²

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.

¹ [Vendor Information Sheet.xlsx](#)

² 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 https://www.unhcr.org/Public/CodeOfConduct .
<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 - 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)				
Total				

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.

<p>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.</p>	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>