

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: GE10 - 4200406777

Date: 17 February 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Renovation of the space for the Household Service Centre in Varketili, Tbilisi - community revitalization project

International Organisation for Migration (IOM) kindly requests your quotation for the provision of works 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: 17 February 2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	28 February 2023, 16:00, GMT +4 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> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input type="checkbox"/> Email <input checked="" type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: smgeoprocurementunit@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: 10MB ▪ Mandatory subject of email: GE10 – 4200406777 Renovation of the space for the Household Service Centre in Varketili, Tbilisi - community revitalization project. 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. <p>The proposer should receive an email acknowledging email receipt.</p>
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 GEL (Georgian lari)
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> <ul style="list-style-type: none"> <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

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	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 Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 30 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of works and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Mamuka Omiadze, Procurement & logistics officer. Mob:+995577433160 E-mail address: momiadze@iom.int
Clarifications	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 by 24 February 2023
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.
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
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 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.
Type of Contract to be awarded	Construction Agreement
Expected date for contract award.	03 March 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

SCOPE OF WORKS

Renovation of the space for the Household Service Centre in Varketili, Tbilisi - community revitalization project

სამგორის გამგეობის დაქვემდებარებაში მყოფ შენობაში(კალოუბნის ქუჩა #16) საყოფაცხოვრებო სერვის ცენტრის მოსაწყობად შესასრულებელი სამუშაოების ჩამონათვალი				The list of works to be performed for the establishment of the Household Service Centre in Samgori District (Kaloubani Street #16)			
#	სამუშაოთა დასახელება	განზ.	სულ	#	Task	Unit	Total
1. დემონტაჟის სამუშაოები				1. Dismantling			
1	ლინოლეუმის იატაკის დემონტაჟი	მ2	29.400	1	Removal of the linoleum floor	m2	29.400
2	წვრილი სამშენებლო ბლოკის კედლების დემონტაჟი	მ3	1.100	2	Dismantling of thin concrete block walls	m3	1.100
3	კედლებიდან ნალესის მოხსნა	მ2	48.000	3	Removal of the stains from the wall	m2	48.000
4	შეკიდული ჭერის დემონტაჟი	მ2	29.400	4	Dismantling of suspended ceiling	m2	29.400
5	კარის ბლოკის დემონტაჟი	მ2	4.000	5	Removal of the door unit	m2	4.000
7	ფანჯრის ბლოკის დემონტაჟი	მ2	2.330	7	removal of the window unit	m2	2.330
8	ელექტროქსელის სრული დემონტაჟი	მ2	29.400	8	Complete dismantling of the electrical wiring	m2	29.400
9	შენობის გასუფთავება სამშენებლო ნაგვისაგან	ტ	6.480	9	Cleaning the building from construction debris	t	6.480
10	სამშენებლო ნაგვის დატვირთვა ხელით ა/მ	მ3	3.600	10	Manual loading of the construction waste	m3	3.600
11	სამშენებლო ნაგვის გატანა 15 კმ-ზე, უტილიზაციის ხარჯების გათვალისწინებით ნაგავსაყრელზე	ტ	6.480	11	Removal of construction waste at 15 km, taking into account the cost of disposal at the landfill	t	6.480
2. სამშენებლო სამუშაოები				2. Construction			
კედლები				Walls			
1	კედლების მოწყობა მცირე ზომის ბეტონის ბლოკებისაგან სისქით 0,2 მ	მ3	0.800	1	Arrangement of the walls with small concrete blocks, thickness - 0.2 m	m3	0.800
2	კედლების მაღალხარისხოვანი შეღებვა ცემენტის ხსნარით კალმატრონის დამატებით	მ2	48.000	2	High-quality plastering of walls with cement solution, adding Kalmatron	m2	48.000
3	კარ-ფანჯრების ფერდობის ლესვა ცემენტის ხსნარით	გ/მ	22.440	3	Plastering the slopes of doors and windows with cement solution	m	22.440
4	კედლების მაღალხარისხოვანი შეღებვა წყალემულსიური საღებავით ორჯერ	მ2	48.000	4	High-quality painting of walls with two coats of water-emulsion paint	m2	48.000

5	კედლების მოპირკეთება მოჭიქული ფილებით წებო-ცემენტზე	მ2	2.000	5	Cladding of walls with glazed tiles on glue-cement	m2	2.000
6	ფასადის კედლების შეღებვა ცემენტის ხსნარით კალმატრონის დამატებით	მ2	14.000	6	Plastering of facade walls with cement solution adding Kalmatron	m2	14.000
7	ფასადის შეღებვა წყალემულსიის საღებავით ორჯერ	მ2	14.000	7	Painting the facade with two coats of water-emulsion paint	m2	14.000
8	შეფით დამუშავება	მ2	14.000	8	Spraying	m2	14.000
9	ლითონის მოჩარჩოების მოწყობა	ტნ	0.070	9	Arrangement of metal frames	t	0.070
იატაკები				Floor			
1	ცემენტის მოჭიმვის მოწყობა სისქით 40მმ კალმატრონის დამატებით	მ2	29.400	1	Level floor with cement adding Kalmatron, thickness - 40mm	m2	29.400
2	ხელოვნური გრანიტის იატაკის მოწყობა წებო-ცემენტზე	მ2	29.400	2	Arrangement of artificial granite floor on glue-cement	m2	29.400
3	პლინტუსის მოწყობა ხელოვნური გრანიტის ფილებით წებო-ცემენტზე	გრძ.მ	21.700	3	Arrangement of plinth with artificial granite tiles on glue-cement	m	21.700
ჭერი				Ceiling			
1	შეკიდული ჭერის მოწყობა "ამსტრონგის" ფილებით (ლითონის კარკასზე)	მ2	29.400	1	Arrangement of suspended ceiling with "Armstrong" tiles (on a metal frame)	m2	29.400
კარ-ფანჯრები				Doors and Windows			
1	ლითონის კარების მონტაჟი და ღირებულება	მ2	1.890	1	Cost of the metal doors and installation	m2	1.890
2	ლითონის კარების შეღებვა ანტიკოროზიული ზეთოვანი საღებავით ორჯერ	მ2	3.780	2	Painting metal doors with anti-corrosive oil paint (two coats)	m2	3.780
3	მეტალოპლასტმასის ფანჯრის მონტაჟი და ღირებულება	მ2	2.330	3	Cost and installation of the metal- plastic window	m2	2.330
4	მეტალოპლასტმასის რაფის მოწყობა	მ2	2.340	4	Arrangement of metal-plastic window sill	m2	2.340
5	ლითონის გისოსების მონტაჟი და ღირებულება	მ2	2.800	5	Cost and installation of the metal bars	m2	2.800
6	ლითონის გისოსის შეღებვა ანტიკოროზიული ზეთოვანი საღებავით ორჯერ	მ2	2.800	6	Painting metal dbars with anti-corrosive oil paint (two coats)	m2	2.800
სხვადასხვა სამუშაოები				Various Tasks			
1	ტერიტორიის მოსუფთავება(ჯაგნარის მოჭრა გატანა)	მ2	10.000	1	Cleaning of the area	m2	10.000
2	ღორღის საფუძველის მოწყობა	მ3	0.100	2	Arrangement of the gravel foundations	m3	0.100
3	ბეტონის მომზადების მოწყობა ბმ-100	მ3	0.150	3	Preparation of the concrete, bm 100	m3	0.150
3. გათბობა - გაგრილება				3. Heating and Cooling			
1	12000 BTU ზაფხული - ზამთრის აგრეგატის ღირებულება და მონტაჟი	კომპლ	1.000	1	Cost and installation of the 1200 BTU heating - cooling aggregate	set	1.000

4. ელექტროსამონტაჟო სამუშაოები				4. Electricity			
1	ელექტრო ფარის მოწყობა	ცალი	1.000	1	Installation of the distribution board	piece	1.000
2	ავტომატური გამომრთველი სხვადასხვა სიმძლავრის	ცალი	4.000	2	Automatic switch of different capacity	piece	#REF!
3	ლედ პანელური სანათი (60*60) ამსტონგის ტიპის ჭერში ჩასასმელი 4X36ვტ	ცალი	4.000	3	LED panel light (60*60) to be inserted in Armstrong type ceiling, 4X36W	piece	4.000
4	სანათი კედლის მისაბუენი (ზრა, შესასვლელი გარედან)	ცალი	1.000	4	Wall light	piece	1.000
5	საშტეფსელო როზეტი დახურული დამიწებით ²P44	ცალი	8.000	5	Plug-in rosette with closed grounding ²P44	piece	8.000
6	ერთპოლუსიანი ჩამრთველი ერთკლავიანი	ცალი	2.000	6	Single-pole switch with one click	piece	2.000
7	სპილენძის სადენის მონტაჟი (3X1,5მმ²-12მ; 3X2,5მმ²-40მ; 3X4მმ²-15მ)	გრმ.მ	67.000	7	Installation of copper wire (3X1,5mm²-12m; 3X2,5mm²-40m; 3X4mm²-15m)	m	67.000
8	გამანაწილებელი კოლოფი	ცალი	10.000	8	distribution box	piece	10.000
9	საყოფაცხოვრებო გამწოვი ვენტილიატორის მონტაჟი დ=100მმ	ცალი	1.000	9	Installation of household ventilation d=100mm	piece	1.000
10	საშტეფსელო როზეტი ინტერნეტის	ცალი	2.000	#	Internet socket	piece	2.000
11	ინტერნეტის სპილენძის სადენის მონტაჟი	გრმ.მ	30.000	#	Installation of Internet copper wire	m	30.000
	ტრანსპორტი				Transportation		

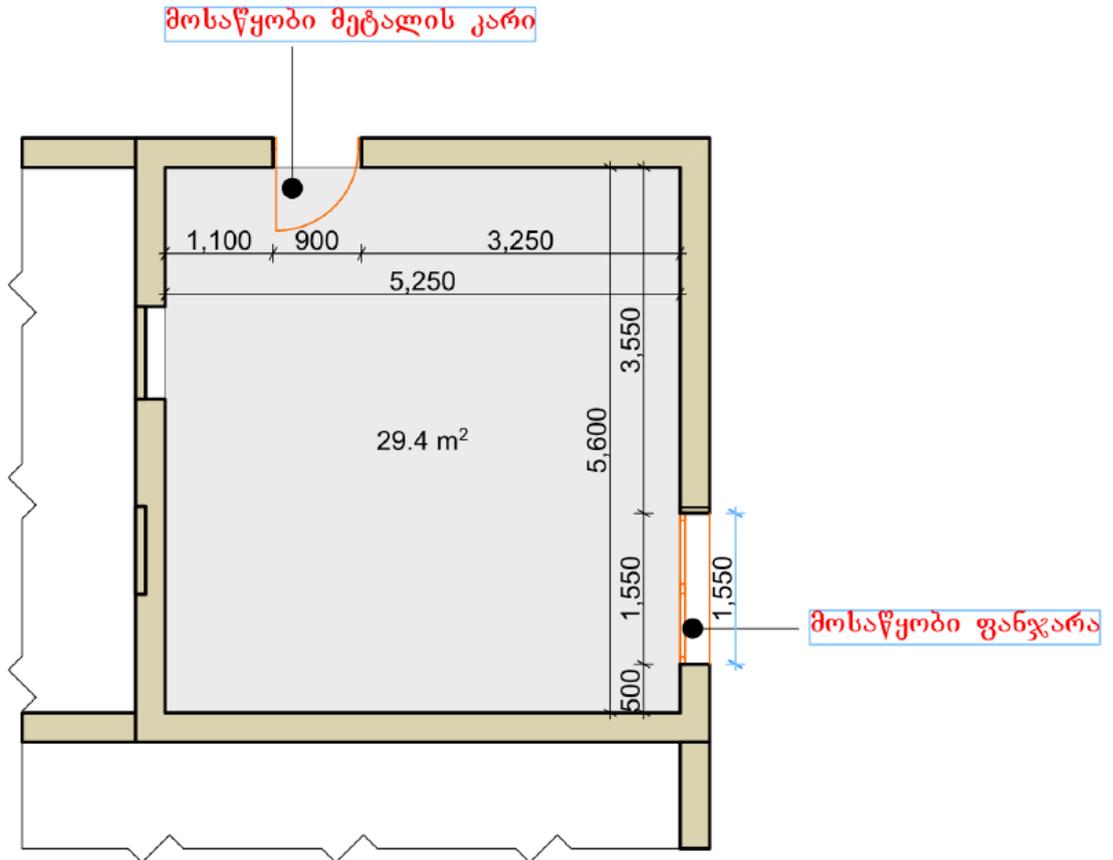
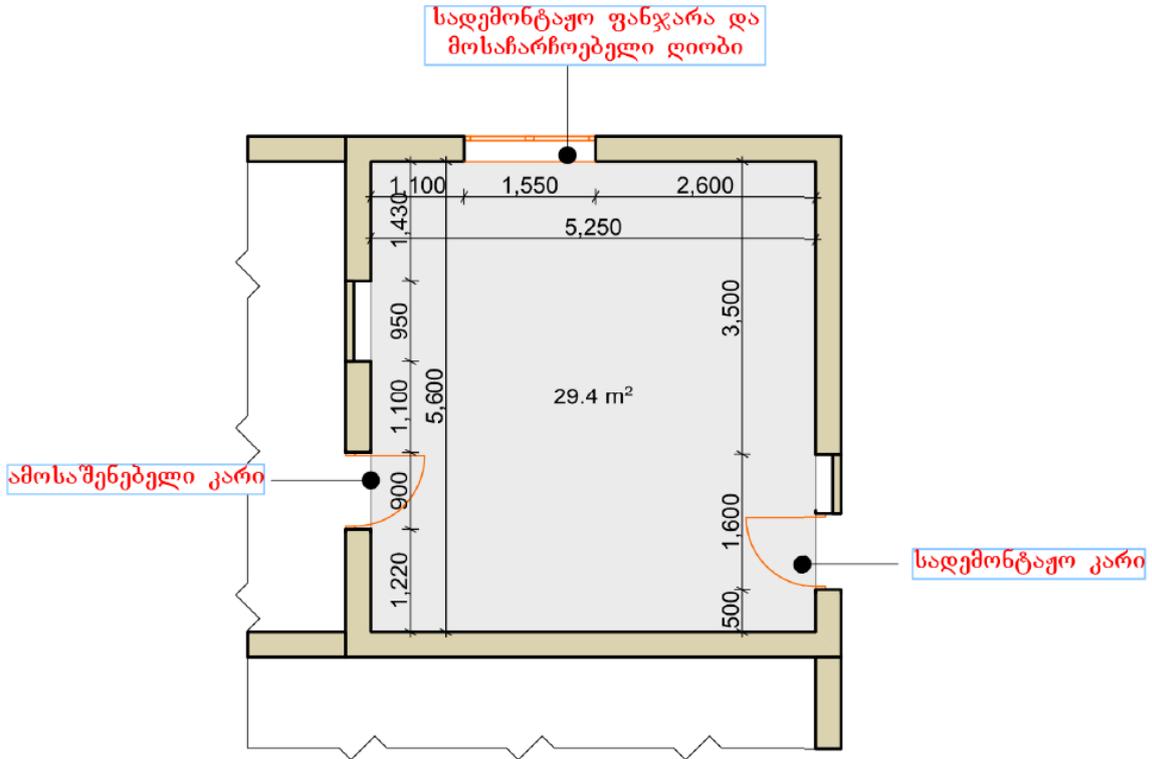
Service Provider shall fully and satisfactorily complete them by 14 April 2023

Existing building plan and photos

არსებული მდგომარეობა







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.ungm.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 - WORKS

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 and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
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.
Preparation of construction and architectural drawings	<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.

<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>
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