

**Subject: Request for Quotation for Information Campaign to Raise Awareness in Georgian Society on 1) Trafficking in Street Children, and 2) Recruitment for Labour Emigration and Labour Immigration**

International Organization for Migration (IOM) kindly requests your quotation for the provision of the services as detailed in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the RFQ Instructions and Data. 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.

All prices to be quoted must be without VAT and valid within Ninety (90) calendar days from the date of quotation.

Requests for clarification from Suppliers, if any, shall be submitted via e-mail at [SMGEOProcurementUnit@iom.int](mailto:SMGEOProcurementUnit@iom.int) and will not be accepted any later than 5 (five) days before the submission deadline. Responses to request for clarification will be communicated via email within two business days of receipt of request for clarification.

Quotation must be submitted as follows: E-tendering or email.

IOM strongly encourages suppliers to submit bids via E-tendering. Suppliers can self-register via the IOM WAVE Supplier Portal. Please use the following [link](#) for registration.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Georgia Procurement Unit

*Submit your response to the following contact.*

Company **IOM**  
Buyer **Nino BEGASHVILI**  
Location **Route des Morillons, 17**  
**Geneva**  
  
**Switzerland**  
Phone  
Fax  
E-mail **nbegashvili@iom.int**

*When submitting your response, include the following information.*

Your Company Name	
Company Site ( <i>Optional</i> )	
Address	
Contact Details	
Response Valid Until ( <i>Optional</i> )	

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## 1 Overview

### 1.1 General Information

Title **RFQ for Information Campaign to Raise Awareness in Georgian Society**  
 Amendment Date **07/04/2025 8:39 AM**  
 Amendment Description **"Bid Bulletin 1" added as attachment for clarifications of the questions from suppliers.**  
  
**Link for suppliers' self-registration on IOM WAVE Supplier Portal added on RFQ cover page.**  
 Buyer **Nino BEGASHVILI** Outcome **Purchase Order Style for Services**  
 E-Mail **nbegashvili@iom.int**

### 1.2 Schedule

Preview Date  
 Close Date **11/04/2025 3:00 PM** Open Date **07/04/2025 8:39 AM**  
 Time Zone **Coordinated Universal Time** Award Date

### 1.3 Negotiation Controls

Response Visibility **Sealed**

### Lines Settings

Rank Indicator **1,2,3...**  
 Ranking Method **Price only**

### 1.4 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.5 Terms

Payment Terms **Net 30** Freight Terms  
 Shipping Method **FOB**  
 Negotiation Currency **GEL (Lari)** Price Precision **2**

## 2 Requirements

*\*Response is required*

### 2.1 Section 1. Preliminary Examination –Supplier's Eligibility Criteria

\*1.

Submit a copy of Valid Registration/Permit/License/Certificate applicable for the line of business operating in.

*Response attachments are required.*

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Comments:

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- \*2. Supplier accepts IOM's General Conditions of Contract available at <https://www.iom.int/sites/g/files/tmzbd12616/files/documents/general-conditions-of-contracts-for-the-provision-of-services-english.pdf>

Select one of the following:-

- ☐ a. YES  
☐ b. NO

Comments:

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\*3.

Supplier accepts the minimum proposal validity 90 calendar days.

Select one of the following:-

- ☐ a. YES  
☐ b. NO

Comments:

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\*4.

Confirm that your company is not suspended, nor is it otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organization.

Select one of the following:-

- ☐ a. YES  
☐ b. NO

Comments:

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\*5.

UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

Supplier confirms there is no conflict of personal or professional interest.

Select one of the following:-

- ☐ a. YES  
☐ b. NO

Comments:

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\*6. Kindly review and submit a signed/dated copy of UN Supplier Code of Conduct attached herein.

*Response attachments are required.*

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Comments:

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\*7. Kindly fill all the requested data in the attached files, sign, stamp and submit them here as attachments:

- 1) Annex 2 - Quotation Submission Form  
2) Vendor Information Sheet.

*Response attachments are required.*

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Comments:

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## 2.2 Section 2. Supplier`s Qualification, Organizational Structure and Experience

\*1.

Provide a Letter of Interest outlining your understanding of the assignment. Signed and dated Letter shall be attached herein.

*Response attachments are required.*

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Comments:

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\*2.

Provide a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference (ToR) that is attached for your consideration.

Documents as proof of years of experience providing similar services can be provided as attachments also.

*Response attachments are optional.*

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Comments:

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\*3.

Demonstrate your experience in storytelling, advocacy and implementation of a national (with focus on Tbilisi, Kutaisi, Batumi) multi-media awareness-raising campaigns, using data, communication and technology as well as behavioral science.

Explain how you meet the criterion.

Provide examples of similar works (please attach herein).

*Response attachments are required.*

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Comments:

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### 2.3 Section 3. Approach, Methodology, Key Personnel

\*1.

Provide a brief methodology, proposed approach to fulfilling the project requirements, initial strategies and implementation plan - please also attach a signed file herein.

*Response attachments are required.*

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Comments:

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\*2.

Please present the work team, a brief overview of their qualifications describing their roles and responsibilities in preparation/management of the information campaign and any initial strategies they plan to implement.

*Response attachments are optional.*

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Comments:

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\*3.

Provide proposed tools and approaches for the campaign on labour migration (LOT1) in response to the Terms of Reference (ToR). A signed file also to be attached herein.

*Response attachments are required.*

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Comments:

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\*4.

Provide proposed tools and approaches for the campaign on street begging of children (LOT2) in response to the Terms of Reference (ToR). A signed file also to be attached herein.

*Response attachments are required.*

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Comments:

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### 3 Lines

#### 3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-Information Campaign to Raise Awareness in Georgian Society on: 1) Trafficking in Street Children 2) Recruitment for labour emigration and labour immigration					

#### 3.2 Line Details

##### 3.2.1 Line 1 Information Campaign to Raise Awareness in Georgian Society on: 1) Trafficking in Street Children 2) Recruitment for labour emigration and labour immigration

Category Name **Marketing Services**  
 Requested Date **31/05/2025**

Location **IOM Tbilisi**  
**12 Tengiz Abuladze**  
**street 1st Dead End**  
**0162**  
**Tbilisi**  
**Capital**  
**Georgia**

Start Price (GEL)

#### Retainage

Retainage Rate (%)

Maximum Retainage  
 Amount (GEL)