

Request For Quotation

RFQ Reference : 30000021716

Issuing/Publishing Date: 02/03/2026 11:45 AM

Subject of RFQ: Final Evaluation of the Project SPECS

Open for Response Date =
Open Date value : 02/03/2026 11:45 AM

Description: Final Evaluation of the Project SPECS

Close Date: 10/03/2026 2:00 PM

Contact Name: Nino Begashvili

Contact Email: SMGEOProcurementUnit@iom.int

Expected date for contract/PO award:

Timezone: Coordinated Universal Time

If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>

Subject: Final Evaluation of the Project "Improved Specialization in Migration Governance and Integrated Border Management in Georgia (SPECS)"

The International Organization for Migration (IOM) is kindly asking for your quotation for the provision of the services as detailed in the 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. Files must be submitted in PDF format. 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 shall remain valid for Ninety (90) calendar days from the date of quotation.

Method of Submission: E-Tendering or Email.

Please be advised that all quotations should be submitted through the IOM Supplier Portal via this link - [Supplier Portal Login](#), or be sent by e-mail.

Bidders who have already registered as IOM suppliers are requested to submit their quotations through the IOM Supplier Portal. Your username is the official email address registered in the system. To activate an existing account, please use the 'Forgot Password' feature; an automated email will be sent to your inbox with instructions to reset your password. You may then log in using your email address and new password.

Bidders not yet registered as IOM suppliers are strongly encouraged to complete the self-registration process ([Register Here](#)) and submit bids via E-tendering (IOM Supplier Portal). In case of sending the quotation by email, kindly indicate **RFQ No. 30000021716-Bid** and the **Bidder's name** in the subject using the following email address for submission: SMGEOProcurementUnit@iom.int

The RFQ comprises the following documents:

This RFQ No. 30000021716 with instructions and data

ANNEX 1: TERMS OF REFERENCE (ToR)

ANNEX 2: QUOTATION SUBMISSION FORM

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Vendor Information Sheet (VIS)

ANNEX 4: Service Agreement EN (template)

Documents to be submitted:

1. ANNEX 2: QUOTATION SUBMISSION FORM (signed/stamped)

2. ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES (signed/stamped)
3. Vendor Information Sheet (VIS) (signed/stamped)
4. Business Registration Document.

Deadline for the submission of Quotation: 10 March 2026, 18:00 Tbilisi, Georgia time.

Clarifications: Requests for clarification from Suppliers, if any, shall be submitted via e-mail at SMGEOProcurementUnit@iom.int and will not be accepted any later than 05 March 2026, 18:00 (Tbilisi, Georgia time). Responses to requests for clarification will be communicated to all bidders.

Thank you and we look forward to receiving your quotations.

IOM Georgia Procurement Unit

RFQ INFORMATION

Method of submission	<p>Quotation must be submitted as follows: E-tendering or email</p> <p><i>Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.</i></p>
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/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period (days)	<p>The vendor quotation should remain valid for the following number of days from the deadline for the submission.</p> <p>90</p>
Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Clarifications	<p>Contact details for correspondence, notifications and clarifications</p> <p>Click or tap here to enter text.</p> <p>Contact Name: Nino Begashvili</p> <p>E-mail address: SMGEOProcurementUnit@iom.int</p>
Evaluation method	Combined scoring method using a distribution of 70% - 30% Technical part - Financial part.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order

Response Rules

	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

Thank you and we look forward to receiving your quotation.

Issued by: Route des Morillons, 17Geneva Switzerland

Name:

Title:

Date: 2026-03-02 11:45:16.0

Requirements

**Response is required*

Section 1. Supporting Document Checklist

*1.

Copy of Valid Government Permit/License/Certificate applicable for the line of business in which the vendor operates.

Please attach a copy of the document here.

Select one of the following:-

☐ a. YES(*Response attachments are required*)

Comments:

*2.

*Please confirm your acceptance of the General Conditions of Contract.
The contract template with terms and conditions is attached for your review.*

Attachments:

File Name or URL	Type	Description
ANNEX 4 - Service Agreement EN	File	

Select one of the following:-

☐ a. YES

☐ b. NO

Comments:

*3.

Please confirm your acceptance of a minimum quotation validity period of 90 calendar days.

Select one of the following:-

☐ a. YES

☐ b. NO

Comments:

*4.

*Please complete all required fields in the attached Vendor Information Sheet (VIS).
Kindly sign both pages and submit the document as an attachment here.*

Attachments:

File Name or URL	Type	Description
Vendor Information Sheet _VIS.	File	

Select one of the following:-

☐ a. YES (Response attachments are required)

☐ b. NO

Comments:

- *5. *Please fill out the attached Annex 2 - Quotation Submission Form.
Kindly sign, date and submit the document as an attachment here.*

Attachments:

File Name or URL	Type	Description
ANNEX 2 - QUOTATION SUBMISSION	File	

Select one of the following:-

☐ a. YES (Response attachments are required)

☐ b. NO

Comments:

- *6. *Please fill out the attached Annex 3 – Technical and Financial Offer.*

Kindly sign, date and submit the document as an attachment here.

Attachments:

File Name or URL	Type	Description
ANNEX 3 - TECHNICAL AND FINANC	File	

Select one of the following:-

☐ a. YES (Response attachments are required)

☐ b. NO

Comments:

Section 2. Qualification & Experience, Methodology & Work Plan, Key Personnel :

- *1. *Provide a brief description of your qualification, capacity and expertise that are relevant to the Terms of Reference (ToR). Please review the attached file.*

Attachments:

File Name or URL	Type	Description
ANNEX 1 - TERMS of REFERENCE (File	

Response attachments are optional.

Comments:

*2.

Provide a brief methodology, approach, implementation plan, organization and staffing.

Response attachments are optional.

Comments:

*3.

Describe a team composition including their experience/skills and language in response to the Terms of Reference as well as provide CVs of key personnel.

Response attachments are optional.

Comments:

Lines

Delivery Requirements:

Currency of the Quotation:GEL					
INCOTERMS:					
Item No	Description	UOM	Qty	Unit price	Total price
	Final Evaluation Report of SPECS Project (IB0407)				
Total Price					

COMPANY PROFILE (Vendor Information Form)

For New Suppliers Only

Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.

Item Description	Detail
Legal name of bidder*	
Legal Address (house no, street name, zip code, city*, region*, country*)	
Website	
Registration date* and VAT number*	
Legal structure	
Business type/industry category*	
Are you a UNGM registered vendor?	
Do you provide services/goods internationally?	
Contact information*	Company Tel/Mobile: Company Email: Contact Person 1: Contact Person 2:
Disability inclusive business*	
Women-owned/controlled*	
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number: Other relevant information:

¹ If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

BIDDER'S DECLARATION OF CONFORMITY

Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, 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 vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, 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 vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

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 vendor, I further represent and warrant that the vendor 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 vendor, I further represent and warrant that, the vendor 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 vendor, I further represent and warrant that the vendor 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 vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Name:

Title:

Date: 2026-03-02 11:45:16.0