

*FPU.SF-19.2*

IOM Georgia

**REQUEST FOR QUOTATIONS (RFQ)**

**AND**

**GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

Project: **Sustaining Border Management and Migration Governance in Georgia (SBMMG)**

Ref. No.: RFQ No. GE10-4300154310

Date : 22.01.2018

The International Organization for Migration **(IOM)** is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of the project “*Sustaining Border Management and Migration Governance in Georgia (SBMMG)”*,the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of *the* *Tablet computers for the Patrol Police Department of the Ministry of Internal Affairs of Georgia*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description** | **Q-ty** | **Date Needed** |
| 12 | Tablet computersCovers with keyboards | 540540 | 45 Days upon signing the contract |

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM’s action.

Very truly yours,

Mamuka Omiadze

Procurement and Logistics Officer

**GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

1. **Description of Goods**

IOM request prospective suppliers to submit quotation for the supply and delivery of the following *the Tablet computers for the Patrol Police Department of the Ministry of Internal Affairs of Georgia*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description** | **Q-ty** | **Date Needed** |
| 12 | Tablet computersCovers with keyboard | 540540 | 45 Days upon signing the contract |
| **Requirements**:1. Proposed device should be world brand, which is available on the world market for not less than 10 years;
2. Proposed device should have certificate of International Organization of Standardization (ISO), with an official translation in English or in Georgian should be attached with the tender offer of the provider.
3. Provider should present Manufacturer’s Authorization Form (MAF).
4. Minimum one year of service guarantee should be available.
5. Suggested device should be guaranteed by the brand in Georgia in the authorized service center and the relevant document should be provided.
6. In case of damage the technique should be repaired or replaced within 10 working days at the place.
7. Minimum technical specifications:

**Tablet form and factors:** 2 positions of standing, integrated hanger/with the stand**Display of the screen:** 8 inch, technology: IPS, resolution 1280 x 800**Processor:** 4 cores, frequency 1,1GHz**Operative Memory ( (RAM):** 2GB LP DDR3**Internal Memory:** 16GB, microSD slot 256GB memory card**Communications:** 4G/LTE support, Wi-Fi 802.11b/g/n, Bluetooth 4.0, GPS**Camera:** 180°rotatble camera, autofocus, 8MP Dolby support, microphone.**Sound:** Stereo, two integrated speakers, Dolby support, microphone, **Sensors:** G-Sensor, Vibrator, Hall Sensor**Interface:** 1x 3.5mm audio Jack, Micro USB (OTG)**Operating System:** OS Android 5.1**Battery:** 6200mAH, battery life 20 hours**Sizes:** 210x146x7mm**Weight:** 420g**Tablet Computer Cover with Keyboard****Compatibility:** fully compatible with Lenovo YOGA TABLET 3-850 (ZA0B0054UA)**Cover Material:** polyurethane**Keyboard Material:** ABS**Keyboard Type:** Built-In cover, detachable, with magnetic closure**Connectivity:** wireless, Bluetooth 3.0 or newer**Battery:** integrated in keyboard, lithium type, not less than 200mA**Working Voltage:** 3V – 5V**Including:** cover, keyboard, micro USB cable |

**2. Corrupt, Fraudulent, and Coercive Practices**

IOM requires that all IOM Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

* Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
	+ - * + Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
				+ Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
				+ Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

**3. Conflict of Interest**

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

* A Supplier has controlling shareholders in common with another Supplier;
* A Supplier receives or has received any direct or indirect subsidy from another Supplier;
* A Supplier has the same representative as that of another Supplier for purposes of this quotation;
* A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
* A Supplier submits more than one Quotation in this Quotation process;
* A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

**4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

**5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

**6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following address:

*12 Tengiz Abuladze first Dead-end,*

*0162 Tbilisi, Georgia*

*momiadze@iom.int*

IOM will respond to any request for clarification received on or before *5 February 2018 16:00***.** Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

**7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

**8. IOM’s Right to Accept any Quotation and to Reject any and all Quotations**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM’s action.

**9. Requirements**

* 1. **Quotation Documents**

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

a.) Quotation Form (Annex A)

b.) Price Schedule Form (Annex B)

c.) Technical Specifications Form (Annex C)

d.) Vendor Information Sheet (Annex D)

Suppliers are required to use the forms provided as Annexes in this document.

 **9.2 Quotation Form**

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in English and prices shall be quoted in Euro (EUR) or USD, exclusive of VAT. The applicable exchange rate will be the official IOM exchange rate at the time of the evaluation.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as non responsive and will be rejected.

 **9.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of 30 calendar days, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

 **9.4 Documents Establishing Supplier’s Eligibility and Qualification**

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier’s eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM’s standard Vendors Information Sheet (Annex D) shall be used for this purpose.

In the case of a Supplier not doing business within the Mission’s country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

**10. Submission of Quotation Documents**

Quotation must be submitted in a sealed envelope containing one original, marked ‘ORIGINAL’ and one copy signed in the same way as the original and marked ‘COPY’.

The outer envelope should provide the following information:

1. the address for submitting bids indicated below;
2. the Reference Number: RFQ No.: GE10-4300154310**;**

The Supplier must seal the original and one copy of the Quotation Documents as stated in item 9.1 (Quotation Documents) and shall be addressed to:

**International Organization for Migration (IOM), Mission to Georgia**

12 Tengiz Abuladze First Dead-end,

0162 Tbilisi, Georgia

 Quotation shall be submitted by *hand delivery* to the above address on or before *12 February 2018 by 14:00.* Late Quotations will not be accepted.

**11. Opening of Quotations.**

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

**12. Acceptance of Quotations.**

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

**13. Rejection of Quotations**

Quotation can be rejected for the following reasons:

(a) the Quotation is not presented in accordance with this General Instruction;

(b) the Quotation Form or any document which is part of the Quotation

 Document is not signed;

(d) the Supplier is currently under list of blacklisted suppliers;

1. the Supplier offer imposes certain basic conditions unacceptable to IOM;
2. the offered price is above the approved budget.

###### IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

**14. Evaluation of Quotations**

IOM shall evaluate and compare the Quotations on the basis of the following:

1. Completeness and responsiveness of the documents mentioned in 9.1;
2. Compliance with technical specifications including delivery requirement;
3. Price.

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

**15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier’s technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

**16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

**17. Delivery Site and Period of Delivery**

The tablet computers should be delivered at the following delivery sites:

**International Organization for Migration (IOM), Mission to Georgia**

12 Tengiz Abuladze first Dead-end,

0162 Tbilisi, Georgia

Delivery period shall be within 45 calendar days upon signing of the Purchase Order or Contract.

**18. Liquidated Damages**

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

##### **19. Payment**

 Payment shall be made only upon IOM’s acceptance of the goods, in 1 (one) installment, after satisfactory delivery of the requested goods, and upon IOM’s receipt of invoice describing the goods delivered.

###### **20. Warranty**

###### Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

**21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration ruleswill apply for any dispute, controversy or claim that will arise in relation to the procurement process.

**Annex A**

**QUOTATION FORM**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of *[insert description of goods]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* inaccordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[signature over printed name] [in the capacity of]*

Duly authorized to sign Quotation for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*name of company*]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **ITEM DESCRIPTION** | **COUNTRY OF ORIGIN** | **QUANTITY** | **UNIT** | **UNIT PRICE** | **TOTAL PRICE** | **DELIVERY SCHEDULE** | **DELIVERY SITE /FINAL DESTINATION** |
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| **TOTAL** |   |  |   |  |  |  |  |  |

 **Annex B**

**PRICE SCHEDULE FORM**

 **PROJECT TITLE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **LOCATION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **REF NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suppliers authorized signature over printed name

 **Annex C**

**Technical Specifications**

**The Tablet computers for the Patrol Police Department of the Ministry of Internal Affairs of Georgia**

|  |
| --- |
| PROJECT TITLE : Sustaining Border Management and Migration Governance in Georgia (SBMMG) Item Description : Tablet Computers |
| Manufacturer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Origin : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Model : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cat./Page : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PURCHASER'S SPECIFICATIONS** | **BIDDER'S SPECIFICATIONS** |
| **Tablet form and factors:** 2 positions of standing, integrated hanger/with the stand**Display of the screen:** 8 inch, technology: IPS, resolution 1280 x 800**Processor:** 4 cores, frequency 1,1GHz**Operative Memory (RAM):** 2GB LP DDR3**Internal Memory:** 16GB, microSD slot 256GB memory card**Communications:** 4G/LTE support, Wi-Fi 802.11b/g/n, Bluetooth 4.0, GPS**Camera:** 180°rotatble camera, autofocus, 8MP Dolby support, microphone.**Sound:** Stereo, two integrated speakers, Dolby support, microphone, **Sensors:** G-Sensor, Vibrator, Hall Sensor**Interface:** 1x 3.5mm audio Jack, Micro USB (OTG)**Operating System:** OS Android 5.1**Battery:** 6200mAH, battery life 20 hours**Sizes:** 210x146x7mm**Weight:** 420g**Tablet Computer Cover with Keyboard****Compatibility:** fully compatible with Lenovo YOGA TABLET 3-850 (ZA0B0054UA)**Cover Material:** polyurethane**Keyboard Material:** ABS**Keyboard Type:** Built-In cover, detachable, with magnetic closure**Connectivity:** wireless, Bluetooth 3.0 or newer**Battery:** integrated in keyboard, lithium type, not less than 200mA**Working Voltage:** 3V – 5V**Including:** cover, keyboard, micro USB cable |  |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex D**

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Leased Owned Area: \_\_\_\_\_\_\_sqm

 House No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Numbers/Address

 Telephone Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Plant/Warehouse Leased Owned Area: \_\_\_\_\_\_sqm

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Business Organization Corporation Partnership Sole Proprietorship

Business License No.: \_\_\_\_\_\_\_\_\_\_ Place/Date Issued:\_\_\_\_\_\_\_\_\_ Expiry Date \_\_\_\_\_\_\_\_

No. of Personnel \_\_\_\_\_\_\_\_\_\_\_ Regular \_\_\_\_\_\_\_\_\_\_\_ Contractual/Casual \_\_\_\_\_\_\_\_\_\_\_\_

Nature of Business/Trade

 Manufacturer Authorized Dealer Information Services

Wholesaler Retailer Computer Hardware

Trader Importer Service Bureau

Site Development/ Consultancy Others \_\_\_\_\_\_\_\_\_\_\_\_

 Construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years in business: \_\_\_\_\_\_\_\_\_

Complete Products & Services

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Payment Details

Payment Method Cash Check Bank Transfer Others

Currency Loc.Currency USD EUR Others

Terms of Payment 30 days 15 days 7 days upon receipt of invoice

Advance Payment Yes No % of the Total PO/Contract

Bank Details:

 Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bldg and Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Iban Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Personnel & Contacts *(Authorized to sign and accept PO/Contracts & other commercial documents)*

Name Title/Position Signature

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Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name Business Value Contact Person/Tel. No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you ever provided products and/or services to any mission/office of IOM?

 Yes No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person Mission/Office Items Purchased

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

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Trade Reference

Company Contact Person Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Banking Reference

Bank Contact Person Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**REQUIREMENTS CHECK LIST**

Please submit the following documents together with the Information Sheet:

|  |  |  |
| --- | --- | --- |
| No. | Document | For IOM use only |
| Submitted | Not Applicable |
| 1 | Company Profile (including the names of owners, key officers, technical personnel) |   |   |
| 2 | Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any. |   |   |
| 3 | Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry |   |   |
| 4 | Valid Government Permits/Licenses |   |   |
| 5 | Audited Financial Statements for the last 3 years |   |   |
| 6 | List of Offices/Distribution Centers/Service Centers  |   |   |
| 7 | Quality and Safety Standard Document / Manufacturer ISO 9001 |   |   |
| 8 | List of all contracts entered into for the last 3 years (indicate whether completed or ongoing )  |   |   |
| 9 | 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 |   |   |

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title Position/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**FOR IOM USE ONLY**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchasing Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Industry 001 002 003

where 001 - Transportation related to movement of migrants

 002 - Goods (e.g. supplies, materials, tools)

 003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type Global Local