

SECTION 1: LETTER OF INVITATION

International Organization for Migration, hereinafter referred to as IOM hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Invitation to Bid (ITB).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule
- Form I: Bid Security

If you are interested in submitting a proposal in response to this ITB, please prepare your proposal in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of proposals set out in Section 4: Data Sheet.

Please acknowledge receipt of this ITB completing and returning the attached Form A: Bid Confirmation by email to **rfqdr@iom.int** no later than **20/02/2025**, indicating whether you intend to submit a bid or not. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this ITB.

We look forward to receiving your proposal.

Submit your response to the following contact.

Company **IOM**
 Buyer **Angel HANGI**
 Location **Route des Morillons, 17**
Geneva

Switzerland
 Phone **243-+243977447029**
 Fax
 E-mail **ahangi@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>	
Response Type	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate <i>(This negotiation allows you to submit multiple responses. Mark this as your primary response or an alternate one.)</i>

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1 Overview

1.1 General Information

Title	FOURNITURE DES ARTICLES NON ALIMENTAIRES/ ITURI, NORDKIVU ET TANGANYIKA		
Synopsis	Les livraisons se feront a Bunia, au Nord Kivu et au Tanganyika, sur une duree de 3 ans.		
Buyer	Angel HANGI	Outcome	Blanket Purchase Agreement(LTA)
E-Mail	ahangi@iom.int	Two Stage Evaluation	Yes
Introduction	Les livraisons se feront a Ituri, au Nord Kivu et au Tanganyika pendant une période de 3 ans. Le lieu exacte de livraison sera communiquée a chaque confirmation de commande avec un bon de commande. Les différentes sites ou les livraisons auront lieu souvent sont:		

Ituri: ville de Bunia, Djugu, Irumu, et Mahagi
Tanganyika: ville de Kalemie, Nyunzu, Kongolo
Nord Kivu: Ville de Goma, Bulengo, Mudja, Rusayo 1 et 2, Bushagara, Rego et 8E CEPAC

Prière nous proposer des offres différentes selon les trois provinces précitées.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date		Open Date	29/01/2025 7:15 PM
Close Date	28/02/2025 4:00 PM	Award Date	
Time Zone	Coordinated Universal Time		

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
 Ranking Method **Multiattribute scoring**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.5 Terms

Agreement Start Date		Agreement End Date	
Agreement Amount (USD)		Minimum Release Amount (USD)	
Payment Terms	Net 30	Freight Terms	DAP
Shipping Method		FOB	None
Negotiation Currency	USD (US Dollar)	Price Precision	2

2 Requirements

**Response is required*

Regarding the proposal security, kindly attach a soft copy of the bank document to your offer, and drop the original hardcopy in one of the following IOM offices in the country:

BUNIA: 29 , Avenue Logo2, Quartier Bankoko, Commune Mbunya, ville de Bunia

GOMA: 065 Avenue grevilleas, Q. le Volcan, C. Goma, Ville de Goma

KALEMIE: Av Joseph, Q.Kahinda (derrière Hôtel beau-vent), C.Lukuga, Kalemie, Province de Tanganyika

KINSHASA: 372, avenue Colonel Mondjiba, commune de Ngaliema, Kinshasa

2.1 Section 1. Preliminary Examination Criteria (Technical)

*1. Proposer accepts General Conditions of Contract as specified in Section 6.

Select one of the following:-

- a. Yes(*Response attachments are optional*)
 b. No

*2. Proposal Validity- Please provide the filled in Form C

60 days

Select one of the following:-

- a. Yes(*Response attachments are required*)
 b. No

Comments:

*3. Proposal Security with a compliant validity period- Form L

5% of the offer

Kindly attach a soft copy of the bank document, and drop the original hardcopy in one of the offices mentioned in the instructions

Select one of the following:-

- a. Yes(*Response attachments are required*)
 b. No

Comments:

2.2 Section 2. Eligibility criteria- Minimum Eligibility and Qualification Criteria (Technical)

*1. Proposer is a legally registered entity- Form D: Proposer Information

Documents such as RCCM, ID NAT, Numéro d'impôt, Attestation de situation fiscale, etc.

Kindly attach all administrative legal documents

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

- *2. Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

- *3. Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.

Select one of the following:-

- a. Yes(*Response attachments are optional*)
- b. No

Comments:

- *4. No conflicts of interest in accordance with Section 2 Article 4.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

2.3 Section 3. Qualification Criteria- Minimum Eligibility and Qualification Criteria (Technical)

- *1. History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

- *2. Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

2.4 Section 4. Previous Experience (Technical)

- *1. Minimum 2 years of relevant experience in similar purchases.
Response attachments are required.
-

Comments:

-
- *2. Minimum contracts of similar value, nature and complexity implemented over the last years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*
Response attachments are required.
-

2.5 Section 5. Financial Standing (Technical)

- *1. Turnover: Proposers should have annual sales turnover of minimum 25% of the offer for the last three years.
(For JV/Consortium/Association, all Parties cumulatively should meet requirement).
Hint: Copy of audited financial statements for the last three years.

Select one of the following:-

- a. Yes *(Response attachments are required)*
 b. No

Comments:

- *2. Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last two years
Hint: Copy of audited financial statements for the last three years. / Form F: Eligibility and Qualification

Select one of the following:-

- a. Yes *(Response attachments are required)*
 b. No

2.6 Section 6. Supporting Document Checklist (Technical)

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

Select one of the following:-

- a. Yes *(Response attachments are required)*
 b. No

Comments:

- *2. Documentary evidence that the goods conform to the technical specifications and standards specified in the Technical Specifications, such as Manufacturer's technical product specifications or data sheets

Select one of the following:-

- a. Yes *(Response attachments are required)*
 b. No

Comments:

- *3. Product catalogues containing pictures of the product(s)

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

***4. Organization and staffing Details**

Response attachments are optional.

Comments:

3 Lines

Instructions Veuillez associer les images des articles proposés dans votre offre s'il vous plait. Les soumissionnaires qui passeront l'évaluation technique et financière seront demander d'apporter les échantillons pour approbations pour chaque article.

3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Soap:Laundry	1	Each			
2-Bidon de 20L avec logos OIM et bailleur	1	Each			
3-Couverture 1.5 mx2m	1	Each			
4-Nattes 1mx2m	1	Each			
5-Casserole de 7L avec couvercle	1	Each			
6-Casserole de 5L avec couvercle	1	Each			
7-Tasse inoxydable,0.35L	1	Each			
8-Cuillère inoxydable	1	Each			
9-Bol inoxydable de 22 cm	1	Each			
10-Bol inoxydable de 28cm	1	Each			
11-Louche de cuisine	1	Each			
12-Couteau de cuisine	1	Each			
13-Sac de jute 100L avec logo OIM et bailleur	1	Each			
14-Seau plastique de 20L avec logo bailleur et OIM	1	Each			

3.2 Line Details

3.2.1 Line 1 Soap:Laundry

To provide an alternate line, see appendix.

Category Name	Cleaning and Disinfecting Solutions	Revision	
Item	10000555	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes		
Target Minimum Release Amount (USD)			
Start Price (USD)			

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.2 Line 2 Bidon de 20L avec logos OIM et bailleur

To provide an alternate line, see appendix.

Category Name **Spray Bottles or Hand Sprayers**
 Item **10002191**
 Allow Alternate Lines **Yes** Revision Yes No
 Alternate Line Provided
 Target Minimum Release Amount (USD)
 Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.3 Line 3 Couverture 1.5mx2m

To provide an alternate line, see appendix.

Category Name **Blankets and Bedding Kits**
 Item **10000013**
 Allow Alternate Lines **Yes** Revision Yes No
 Alternate Line Provided
 Target Minimum Release Amount (USD)
 Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.4 Line 4 Nattes 1mx2m

To provide an alternate line, see appendix.

Category Name **Floor Coverings, Rugs and Mats**

Item **10000405**
 Allow Alternate Lines **Yes**
 Target Minimum Release
 Amount (USD)
 Start Price (USD)

Revision
 Alternate Line Provided Yes No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.5 Line 5 Casserole de 7L avec couvercle

To provide an alternate line, see appendix.

Category Name **Domestic Cookware**
 Item **10000708**
 Allow Alternate Lines **Yes**
 Target Minimum Release
 Amount (USD)
 Start Price (USD)

Revision
 Alternate Line Provided Yes No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.6 Line 6 Casserole de 5L avec couvercle

To provide an alternate line, see appendix.

Category Name **Domestic Cookware**
 Item **10000708**
 Allow Alternate Lines **Yes**
 Target Minimum Release
 Amount (USD)
 Start Price (USD)

Revision
 Alternate Line Provided Yes No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.7 Line 7 Tasse inoxydable,0.35L

To provide an alternate line, see appendix.

Category Name **Domestic Drinkware**
 Item **10000311**
 Allow Alternate Lines **Yes**
 Target Minimum Release Amount (USD)
 Start Price (USD)

Revision
 Alternate Line Provided Yes No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.8 Line 8 Cuillère inoxydable

To provide an alternate line, see appendix.

Category Name **Utility Knives**
 Item **10000825**
 Allow Alternate Lines **Yes**
 Target Minimum Release Amount (USD)
 Start Price (USD)

Revision
 Alternate Line Provided Yes No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.9 Line 9 Bol inoxydable de 22 cm

To provide an alternate line, see appendix.

Category Name **Dishes, Food Serving Utensils and Food Storage Containers**
 Item **10000189**
 Allow Alternate Lines **Yes**
 Target Minimum Release Amount (USD)
 Start Price (USD)

Revision
 Alternate Line Provided Yes No

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.10 Line 10 Bol inoxydable de 28cm

To provide an alternate line, see appendix.

Category Name **Dishes, Food Serving
Utensils and Food
Storage Containers**

Item **10000189**

Allow Alternate Lines **Yes** Revision Yes No
Alternate Line Provided

Target Minimum Release Amount (USD)

Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.11 Line 11 Louche de cuisine

To provide an alternate line, see appendix.

Category Name **Dishes, Food Serving
Utensils and Food
Storage Containers**

Item **10001061**

Allow Alternate Lines **Yes** Revision Yes No
Alternate Line Provided

Target Minimum Release Amount (USD)

Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.12 Line 12 Couteau de cuisine

To provide an alternate line, see appendix.

Category Name **Utility Knives**

Item **10000825**

Allow Alternate Lines **Yes** Revision Yes No
Alternate Line Provided

Target Minimum Release Amount (USD)

Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.13 Line 13 Sac de jute 100L avec logo OIM et bailleur

To provide an alternate line, see appendix.

Category Name **Fabric Bags**
 Item **10001788**
 Allow Alternate Lines **Yes** Revision Alternate Line Provided Yes No
 Target Minimum Release
 Amount (USD)
 Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.14 Line 14 Seau plastique de 20L avec logo bailleur et OIM

To provide an alternate line, see appendix.

Category Name **Non-food-grade Storage Buckets or Pails**
 Item **10002526**
 Allow Alternate Lines **Yes** Revision Alternate Line Provided Yes No
 Target Minimum Release
 Amount (USD)
 Start Price (USD)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	

Price Breaks

If the negotiation line has price breaks which you are required to enter, then you must copy those price breaks for your alternate line. If they are optional, then you may propose price breaks in the space provided or on a separate sheet of paper.

Location	Quantity	Pricing Basis <i>(Price/Discount Percentage)</i>	Response Value	Start Date	End Date

5 Contract Terms

9	Scope	<p>The services described in Section 5 of this RFP.</p> <p>[If RFP is being issued to establish LTA(s) please include the following text and amend as appropriate. Delete if not required.]</p> <p>Based on the results of this competitive solicitation exercise. IOM intends to enter into non-exclusive Long Term Agreement(s) (LTAs) with the successful proposer(s) for the provision of an indefinite quantity of the specified services in support of .IOM's operations. In the event of . IOM signing Long Term Agreement(s), the following shall apply:</p> <p>The successful proposer shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms, after written consent from IOM.</p> <p>The expected duration of the LTA is: 3 years with the possibility of extension for up to 1 additional Years. subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>The estimated volume to be purchased is: _____. LTAs are considered non-exclusive, and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>IOM reserves the right to enter into LTAs with more than one supplier and the right to split the award of contracts among the LTA holders if it is in the best interests of IOM.</p> <p>The award of a contract under the LTA_____ be subject to secondary competition among the LTA holders.</p>
10	Eligible proposers	<p>Only bidders from the attached list of eligible countries are eligible to participate in this bidding process [attach list]. Bidders from all countries are eligible to bid</p>
11	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents:</p> <p>Focal Person: Mamane SANI KONDO</p> <p>Address: rfqdr@iom.int</p> <p>E-mail address: rfqdr@iom.int</p> <p><u>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).</u></p> <p>-</p> <p>-</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>20/02/2025</p> <p>Manner of disseminating supplemental information to the RFP and responses / clarifications to queries:</p> <p>Direct communication to prospective proposers by email and posting on the website [enter link].</p>
11	Language	<p>All proposals, information, documents and correspondence exchanged between N/A and the proposers in relation to this solicitation process shall be in FRENCH</p>
12	Duties and taxes	<p>All prices shall:</p> <p>Be inclusive of VAT and other applicable indirect taxes. Be exclusive of VAT and other applicable indirect taxes</p>
13	Proposal security	<p>_____.</p> <p>If ""Not Required" is selected, delete the below</p>

		<p>The proposal security will be in the same currency as stipulated in Article 14:(Currencies).</p> <p>Acceptable forms of proposal security</p> <p><input type="checkbox"/> Proposal security form template set out in Section 7</p> <p><input type="checkbox"/> Any bank-issued cheque / cashier's cheque / certified cheque</p>
14	Pre-proposal conference	<p>_____.</p> <p>Provide details below if "Will be conducted" is selected, otherwise delete the below</p> <p>Time and time zone: _____</p> <p>Date : _____</p> <p>Venue : _____</p> <p>The focal point for the arrangement is:</p> <p>Name: _____</p> <p>Telephone: _____</p> <p>E-mail: _____</p> <p>Minutes of the pre-proposal conference will be disseminated by</p> <p>Direct communication to prospective proposers by email and posting on the website [enter link]...</p>
15	Site inspection	<p>A site inspection will not be held..</p> <p>Provide details below if a site inspection will be held, otherwise delete the below</p> <p>Time and time zone: _____</p> <p>Date : _____</p> <p>Location : N/A</p> <p>The focal point for the arrangement is:</p> <p>Name: N/A</p> <p>Telephone: _____</p> <p>E-mail: N/A</p> <p>Proposers shall notify the focal point 2 of days in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend.</p>
16.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p>Courier</p> <p>[Include the instructions below relating to the methods selected above and delete the others.]</p> <p style="text-align: center;">SUBMISSION BY E-TENDERING</p> <p>N/A</p> <p>SUBMISSION BY EMAIL:</p> <p>The Technical Proposal shall be sent in a separate email with</p>

		<p>the mandatory subject line: rfqdr@iom.int</p> <p>The Financial Proposal shall be sent in a separate email with the mandatory subject line: _____</p> <p>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</p> <p>Proposal submission address: _____ PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</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: 2 • Mandatory subject of email: FURNITURE DES ARTICLES NON ALIMENTAIRES/ ITURI, NORDKIVU ET TANGANYIKA • If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. • 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". • Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: rfqdr@iom.int • It is recommended that the entire Proposal be consolidated into as few attachments as possible. • The proposer should receive an email acknowledging email receipt. <p>SUBMISSION BY COURIER / HAND DELIVERY:</p> <p>Proposal submission address: _____</p> <ul style="list-style-type: none"> • The proposer shall submit the Proposal in one sealed outer envelope and two inner envelopes, as detailed below. • Distinct, separately sealed technical and financial proposals are requested from the proposers in order to evaluate them separately. Both distinctly sealed envelopes of technical and financial proposals shall be kept in another envelope (outer envelope), which shall be sealed as well. Non-compliance with this instruction shall result in rejection of the proposal received. • The outer envelope must be clearly marked with the following: <ul style="list-style-type: none"> *CONFIDENTIAL PROPOSAL -ONLY TO BE OPENED BY AUTHORISED PERSONNEL* N/A RFP Reference: RFQ/KIN/04/25/001 Attention: N/A Proposers name and details: _____ • The inner envelopes shall be marked as follows: <ul style="list-style-type: none"> ○ Both inner envelopes shall indicate the proposer's name and address and the RFP reference number. ○ The first inner envelope shall be marked "Technical Proposal" and shall contain one soft copy and insert number hard copy/ies of all the duly filled and signed Returnable Proposal Forms and other documentation EXCEPT Returnable Proposal Form J: Financial Proposal Submission and Form K: Financial Proposal and other price related documents if applicable. Where more than one hard copy of the technical proposal is requested one hard copy shall be marked "Original" and the other(s) marked "Copy". In the event of any discrepancy between the soft and/or the hard copies of the proposal, the proposal marked as "Original" shall
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		<p>govern.</p> <p>○ The second inner envelope shall be marked "Financial Proposal" and include the duly completed and signed Returnable Proposal Form J: Financial Proposal Submission and Form K: Financial Proposal Financial Proposal Form and any other price related documents if applicable. The financial proposal shall be prepared in one soft copy and Insert number hard copy/ies. Where more than one hard copy is required one shall be marked "Original" and the other(s) marked "Copy". In the event of any discrepancy between the soft and/or the hard copies of the proposal, the proposal marked as "Original" shall govern.</p>
17.	Proposal Opening	<p><input type="checkbox"/> Public proposal opening will not be held</p> <p><input type="checkbox"/> Public opening of technical proposals will be held as per below details.</p> <p>Date and Time: _____</p> <p>Venue: N/A</p> <p><input type="checkbox"/> Public opening of financial proposals will be held as per below details.</p> <p>Date and Time: _____</p> <p>Venue: _____</p>
18.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input type="checkbox"/> Lowest price method (selects the lowest evaluated financial proposal of the technically responsive Proposers)</p> <p><input type="checkbox"/> Combined scoring method using a distribution of Technical proposal - financial proposal</p> <p><input type="checkbox"/> Other</p> <p>Details if Other is selected:N/A</p> <p>Details if Combined scoring method is selected</p> <p>The maximum number of technical points is detailed in Section 3: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of _____% of maximum points.</p>
19.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 10%</p> <p>The maximum percentage by which quantities may be decreased is 10%</p>
20	Contract award to one or more proposer	<p>_____ will award a contract to:</p> <p>_____.</p>
21	Performance Security	<p>Required in the amount of [enter amount].</p> <p>If ""Not Required" is selected, delete the below</p> <p>The performance security shall be submitted within 10 days after receipt of the contract.</p> <p>The performance security will be in the same currency as stipulated in Article 14 (Currencies).</p> <p>The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6.</p>
22	Advance payment	<p>Not allowed.</p> <p>If allowed, Bank Guarantee Required.</p>
23	Liquidated damages	<p>Will be imposed as follows:.</p> <p>Provide details below if "Will be Imposed" is selected, otherwise delete the below</p> <p>Percentage of contract price per week of delay: 0.01% up to a</p>

		maximum of 10% of the Contract value, after which IOM may terminate the contract.
	Other information related to the RFP	[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]

SECTION 5: TERMS OF REFERENCE

[Insert here the Terms of Reference (ToR) or the SOW. For Guidance on preparing ToR please refer to pages 76-78 of the].

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 Contract Form with General Conditions of Contract

[Insert the appropriate Contract here, using standard procurement contracts available at

6.2 Advance Payment Guarantee (Bank Guarantee) **REMOVE IF NOT REQUIRED**

ADVANCE PAYMENT SECURITY (Bank Guarantee)

To: [name and address of IOM Mission]

Contract : [name of Contract]

-

Gentlemen:

We have been informed that [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [reference number of the contract] dated [insert date] with you, for the supply of [brief description of goods & related services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in figures & in words] is to be made against an advance payment guarantee

At the request of the Supplier, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures and in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier are in breach of their obligation under the Contract because the Supplier have used the advance payment for purposes other than toward providing the required Goods and Services under the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of Goods to be supplied thereunder or of any of the Contract documents which may be made between [name of IOM Mission] and the Supplier, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until [name of IOM Mission] receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal: _____

Name of Bank/Financial Institution: _____

Address: _____

Date: _____

6.3 Performance Security. **REMOVE IF NOT REQUIRED**

Performance Security (Bank Guarantee)

To: [name and address of Employer]

WHEREAS [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. [number] dated [date] to execute [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of Guarantee] [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as

aforsaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a ____ 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

SECTION 7: PROPOSAL FORMS

Form A: Proposal Confirmation

Form B: Checklist

Form C: Technical Proposal Submission

Form D: Proposer Information

Form E: Joint Venture/Consortium/Association Information

Form F: Eligibility and Qualification

Form G: Format for Technical Proposal

Form H: Format for CV of proposed key personnel

Form I: Financial Proposal Submission

Form J: Format for Financial Proposal

Form K: Proposal Security [delete this line and the form, if not required]

FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference Click or tap here to enter text.

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO . We are unable to submit a competitive proposal for the requested services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive proposal for the requested services at the moment
<input type="checkbox"/>	The requested services are not available at the moment
<input type="checkbox"/>	We cannot meet the requested terms of reference
<input type="checkbox"/>	The information provided for proposal purposes is insufficient
<input type="checkbox"/>	Your RFP is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a proposal
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your requirement is too small

<input type="checkbox"/>	Our capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	The person handling proposals is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don't want to receive RFPs for this type of services

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 4: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
• Form C: Technical Proposal Submission	<input type="checkbox"/>
• Form D: Proposer information	<input type="checkbox"/>
• Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
• Form F: Eligibility and Qualification	<input type="checkbox"/>
• Form G: Technical Proposal	<input type="checkbox"/>
• Form H: CVs of proposed key personnel	
• Form I: Statements of exclusivity and availability for key personnel	
• Form L: Proposal Security	
• [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

• Form J: Financial Proposal Submission	<input type="checkbox"/>
• Form K: Financial Proposal	

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the services required for Click or tap here to enter text. in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

BIDDER'S DECLARATION OF CONFORMITY

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

		<p>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.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>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</p>

		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 .
<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.

FORM D: PROPOSER INFORMATION **Please insert the latest VIS form**

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>Name of leading partner</p> <p>(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
---	---

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

<p>Name of partner: _____</p> <p>Signature: _____ Date: _____</p>	<p>Name of partner: _____</p> <p>Signature: _____ Date: _____</p>
<p>Name of partner: _____</p> <p>Signature: _____ Date: _____</p>	<p>Name of partner: _____</p> <p>Signature: _____ Date: _____</p>

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years		Year	Currency	Amount
		Year	Currency	Amount
		Year	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.				

Financial information (state currency)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

[Note to Procurement Staff: Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4.]

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer's proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

2.2 Provide comments and suggestions on the Terms of Reference: have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Include additional services that will be rendered beyond the requirements of the ToR, if any.

2.2 The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.5 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in Form H and the statement of exclusivity and availability using the format in Form I.

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.		Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.			

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>		

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

FORM I: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.		Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.			

We, the undersigned, offer to provide the services for Click or tap here to enter text. in accordance with your Request for Proposal No. Click or tap here to enter text. and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and this Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of Click or tap here to enter text..

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Name : _____

Title : _____

Date : _____

Signature : _____

[Stamp with official stamp of the Proposer]

FORM J: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.		Date: Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal.

Currency of the proposal: Click or tap here to enter text.

Table 1: Summary of Overall Prices

	Amount
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of days / months / hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of Measure	Quantity	Unit Price	Total Amount
International flights	Return trip			
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				

Deliverable 2				
Deliverable 3				
Etc.				

FORM K: PROPOSAL SECURITY [DELETE IF NOT REQUIRED]

The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to IOM.

This form is mandatory to fill in and sign by every vendor who submits quotation