

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 4200378565

Date: 29 December 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Construction of 2 stored prefab steel framed building as cafeteria at IOM Cox's Bazar office compound.

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

- *List of your accomplished projects - (Annex 3.1)*
- *Key resource personnel of you for this proposed project - (Annex 3.2)*
- *Time Schedule & Work plan - (Annex 3.3)*
- *UN suppliers code of conduct – (Annex 3.4)*
- *Vendor Information Sheet – (Annex 3.5)*
- *Bill of Quantity (BoQ) – (Annex 3.6)*
- *Design & Drawings – (Annex 3.7)*
- *Template of IOM General Conditions of Contract under Construction Agreement - (Annex – 3.8)*

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: BVEKWA Juliet

Title: Supply Chain Manager

Date: 29 December 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	15 January 2023 (11AM) If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Courier / Hand delivery <u>Bid submission address:</u> <i>The Chairperson Bids Evaluation and Award Committee (BEAC) Muktijoddha Building Complex, Motel Road, Cox's Bazar, Bangladesh.</i>
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in BDT
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <input checked="" type="checkbox"/> be inclusive of VAT excluding AIT
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. - <i>List of your accomplished projects - (Annex 3.1)</i> - <i>Key resource personnel of you for this proposed project (Qualification must be as mentioned in the annex - (Annex 3.2)</i> - <i>Time Schedule & Work plan (Maximum duration is 60days by 31st march 2023 (Non-negotiable) but as much as less would be an advantage) - (Annex 3.3)</i>

	<ul style="list-style-type: none"> - UN suppliers code of conduct (Duly signed and initiated by bidder) – (Annex 3.4) - Vendor Information Sheet (Duly filled & signed) – (Annex 3.5) - Design & Drawings (Duly signed and initiated by bidder) – (Annex 3.7) - Template of IOM General Conditions of Contract under Construction Agreement (Duly signed and initiated by bidder - (Annex – 3.8) - Company Profile including the legal documents proving of minimum 03 years of experience in same trade. (Trade License, Contractor license, TIN, BIN etc) - Copy of PO/Contract/Completion certificate with a minimum value of more than BDT 7,000,000.00 (seven million) within last 03 years (At least two) - Bank statement of last 02 years (Must have a minimum turnover of BDT 10,000,000.00 per year) - Duly filled and completed the attached BOQ with quoted rates – (Annex 3.6)
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input type="checkbox"/> 45% of the contract price will be paid on confirmation by IOM of satisfactory progress toward the completion of 50% of the works as per Bill of Quantities and submission of payment documentation. <input type="checkbox"/> More 45% of the contract price will be paid on confirmation by IOM of satisfactory progress toward the completion of 100% of the works as per Bill of Quantities and submission of payment documentation. <input type="checkbox"/> The balance of 10% of the total Contract Price will be held for twelve (12) months after provisional acceptance of the completed Works as Retention Money.
Contact Person for correspondence, notifications and clarifications	To assist in the examination, evaluation, and comparison of bids, IOM may, at IOM’s discretion, ask any Bidder for clarification of the Bidder’s Bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing by email communication to iomcxbprocure@iom.int , but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the bids
Pre-Bid Meeting	<p>Pre-bidding conference will be held at <i>Muktijoddha Building Complex, Baharchara Motel Road, Cox’s Bazar, Bangladesh at 10:30 hours on 10th January 2023</i> at IOM Cox’s Bazar Office. Participation in the pre-bid conference is not mandatory but is strongly recommended given the complexity of the requirements. A maximum of one (1) representative per company is allowed.</p> <p>Those Bidders who are not be able to attend the pre-bid meeting in IOM Office can join online through MS Teams meeting. To get the invitation link, interested Bidders shall send the request to vlukashenko@iom.int with iomcxbprocure@iom.int in copy by 08.01.2023, 3:00PM.</p>
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Duly submission of all annexes and documents as per Annex-3. <p>(Please See the attached Evaluation Criteria for details)</p>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order

Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Contract Agreement
Expected date for contract award.	01 February 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications:

Title of Works	UOM	Qty	Technical details
General and Site Facilities	Lot	1	Please see the attached BOQ (Annex 3.6)
Steel Items: Main structure	Lot	1	
Concrete Items: Foundation, beams, and slabs	Lot	1	
Cladding and interior Finishing	Lot	1	
Plumbing & Sanitary Items	Lot	1	
Electrical Items & Fire Safety	Lot	1	
Lift with Structural Frame	Lot	1	
Final Touch / Greening	Lot	1	

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall complete the work within maximum period of 60 days by 31 st March 2023 (Non-negotiable) but as much as less would be an advantage.
Exact Address(es) of site	Baharchara, Cox's Bazar, Bangladesh.
Retention Money	10% of the contract amount will be held for 12 months from the date of completion.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

BIDDER'S DECLARATION OF CONFORMITY¹

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

Technical Offer

Provide the following:

- List of your accomplished projects - (Annex 3.1)
- Key resource personnel of you for this proposed project (Qualification must be as mentioned in the annex - (Annex 3.2)
- Time Schedule & Work plan (Maximum duration is 60days by 31st March 2023 but as much as less would be an advantage) - (Annex 3.3)
- UN suppliers code of conduct (Duly signed and initiated by bidder) – (Annex 3.4)
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- Company Profile including the legal documents proving of minimum 03 years of experience in same trade. (Trade License, Contractor license, TIN, BIN etc)
- Copy of PO/Contract/Completion certificate with a minimum value of more than BDT 7,000,000.00 (seven million) within last 03 years (At least two)
- Bank statement of last 02 years (Must have a minimum turn over of BDT 10,000,000.00 per year)

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
General and Site Facilities	Lot	1		
Steel Items: Main structure	Lot	1		
Concrete Items: Foundation, beams, and slabs	Lot	1		
Cladding and interior Finishing	Lot	1		
Plumbing & Sanitary Items	Lot	1		
Electrical Items & Fire Safety	Lot	1		
Lift with Structural Frame	Lot	1		
Final Touch / Greening	Lot	1		
Total				

- Supporting to the above summary of your quoted rates, please fill and complete the detailed lines in the attached BOQ – (Annex 3.6)

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature:</p> <p>Date:</p> <p>Name:</p> <p>Functional Title of Authorised Signatory:</p> <p>Email Address:</p>
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