

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: OIM/RBT/RFQ/2022/026

Date: 27 December 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of [Analysis and integration of the gender dimension in the regional project “Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan”](#)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of 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

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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date:

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>JANUARY 17, 2023</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: morocprocurement@iom.int</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: 10 MB ▪ Mandatory subject of email: Analysis and integration of the gender dimension in the regional project “Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan” ▪ 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”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>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.</p>
Supplier Code of Conduct	<p>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).</p>
Conflict of Interest	<p>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.</p>
General Conditions of Contract	<p>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.</p>
Eligibility	<p>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.</p>
Currency of Quotation	<p>Quotations shall be quoted in MOROCCAN DIRHAMS</p>
Duties and taxes	<p>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:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>

	<input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	French and/or 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 <input checked="" type="checkbox"/> Other .
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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: MAHA BARGACH E-mail address: mbargach@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 10 days before the submission deadline. Responses to request for clarification will be communicated mbargach@iom.int by 10 January 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input 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 type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
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	PO FOR SERVICES
Expected date for contract award.	01 March 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

TERMES OF REFERENCE

Analysis and integration of the gender dimension in the regional project “Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan”

Title of activity	Analysis and integration of the gender dimension in the regional project " Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan"
Geographical coverage	Morocco, Tunisia, Egypt, Libya, and Yemen
Desired profiles	Multidisciplinary team with expertise in health, migration, gender, monitoring and evaluation of development projects
Objective	Analyze the degree of sensitivity of the project to the gender approach and accompany the teams and partners of the 5 countries in the implementation
Year	2022-2023

As an international organization established in 1951, IOM is committed to the principle that humane and orderly migration management benefits migrants and society. IOM recognizes that in some contexts, it may be beneficial to work with a grantee in a local intervention. By working together in a mutually beneficial way, IOM and its beneficiaries can maximize the impact of their resources and experience.

1. Context

Established in 1951 and part of the United Nations System since 2016, the International Organization for Migration (IOM) is the leading inter-governmental organization on migration, promoting humane and orderly migration for the benefit of all. IOM has 174 member states and is present in over 100 countries.

IOM plays a key role to support the achievement of the Sustainable Development Goals through different areas of intervention that connect both humanitarian assistance and sustainable development. Health is one of those areas.

IOM promotes access to health services for migrants – irrespective of their status – by supporting governments and conducting operational research to promote evidence-based migration health policies as well as responding to the health needs of migrants through direct assistance.

The project “Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan”, funded by the Ministry for Foreign Affairs of Finland, is being implemented by IOM missions in the targeted countries since 2015 and coordinated by IOM Morocco. The project has gone through three phases of implementation: Phase I from May 2015 to January 2018; phase II from February 2018 to August 2020 and the current phase III from August 2020 to May 2023, in which Sudan was included.

The International Organization for Migration (hereinafter referred to as IOM) wishes to engage service providers for the project: "Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan ", which it is implemented with the financial support of the Ministry for Foreign Affairs of Finland and for which this request for quotation is issued.

In line with IOM's overall principle that humane and orderly migration benefits migrants and society, IOM Morocco supports the Government of the Kingdom of Morocco and relevant actors in the efficient implementation of the National Immigration and Asylum Strategy (NISA). IOM's actions in Morocco are carried out through its three areas of intervention: protection and resilience, support to youth, and migration, development, and governance. In recent years, IOM has positioned itself as a key player in supporting local governmental and non-governmental actors.

In recognition of the specific vulnerabilities and needs of migrant populations, the project “Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan ” aims to support the efforts of the countries involved in promoting health, strengthening the protection and resilience of migrant communities and their host communities, and improving social cohesion and rights protection.

The project aims at contributing to improve the health and wellbeing of migrants in vulnerable situations and to advance towards Universal Health Coverage (UHC) in Morocco, Tunisia, Libya, Egypt, and Yemen. This is achieved through the following outcomes:

1. **National policies and strategies make provisions for the health needs and rights of migrants and their communities in line with international, regional, and national commitments.**
2. **Increased accessibility and use of health and protection services by vulnerable migrants.**
3. **Strengthened multi-sectoral partnership alliances towards a harmonized and sustainable response to the health needs of vulnerable migrants and their host communities.**

2. Scope of services:

The project "**Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan**"¹, implemented by IOM with the financial support of the Ministry for Foreign Affairs of Finland, aims to accompany the governments of Morocco, Tunisia, Egypt, Libya, and Yemen to promote the health and protection of migrants in vulnerable situations. Therefore, it aims on the one hand to raise awareness and support national authorities in the development and implementation of public health and social protection policies that address the specific needs of vulnerable migrants. And on the other hand, to support national authorities and civil society organizations to improve access and continuity of essential health and protection services for migrants. In addition, the project also aims to strengthen the capacity of different stakeholders to effectively promote health and protection assistance to vulnerable migrants, including victims of trafficking (VoT), survivors of gender-based violence (SVBG) and unaccompanied and separated children (UAS), as well as communities affected by a migration crisis².

The specific objective of this call for tender, which is consistent with the public health approach to migrant health, is to provide civil society actors with the necessary means to:

1. Coordinate with health services including public health services for migrant access.
2. Act on the determinants of health of migrants through direct assistance (food, hygiene and psychosocial).
3. Provide medical assistance to ensure the right of access to health care for migrants.
4. To promote health and protection through awareness and information campaigns.
5. To contribute to the reduction of morbidity and mortality among migrant populations and to minimize the negative effects of migration on the health of migrants.
6. To contribute to the effort to prevent and fight against COVID-19

3. General objective of this consultation:

The overall objective of this mission will be to analyze the degree to which gender approach is considered by the regional project in the 5 countries of intervention and to accompany the country teams and their partners in the deployment of a specific roadmap for the current phase of the project³ and to prepare phase 4 in the inclusion of the said approach. This call for consultation will contribute to the transversality of the gender approach in IOM projects, and consequently put themes such as gender equality, women's rights, and women's empowerment at the heart of IOM's intervention and essential elements for a more equitable and just world for all. The study will serve to strengthen IOM's contribution along with the UN system to the 2030 Agenda. These efforts reaffirm that gender equality is a sine qua non for sustainable development and, at the same time, an indispensable outcome of sustainable development.

IOM is committed, along with UN agencies, to ensuring that a gender perspective is adequately reflected in national development processes and has a responsibility to address gender equality through operational activities for development at the country level. As a reminder, "the 2030 Agenda⁴, with its 17 SDGs, prioritizes the achievement of gender equality and women's rights in a cross-cutting manner, through its economic, social and environmental dimensions, as well as with the independent goal of gender equality and empowerment of women and girls (SDG 5)."

4. Specific objectives:

To achieve this general objective, this consultation will seek to ensure the following specific objectives:

¹Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Egypt, Libya, Yemen and Sudan:

<https://morocco.iom.int/sites/g/files/tmzbdl936/files/documents/fiche-projet-sante-phase-iii-maroc-002.pdf>

² (Objectives and Outcomes).

³ Phase III of the regional health project October 2020 to May 2023

⁴ Extract from the UN Women Briefing Note - Gender Mainstreaming in the Sustainable Development Goals

- To establish the state of play and basic information on gender inclusion in accessing health services for migrants
- Analyze the degree of inclusion in the project “Fostering health and protection of migrants in vulnerable situations in Morocco, Tunisia, Libya, Egypt, Yemen and Sudan”
- Capitalize on the approaches of the project’s stakeholders to strengthen the management of their knowledge.
- Propose recommendations, lessons learnt and outlines of the project with concrete measures implementing gender inclusion
- Provide the necessary advisory support to project stakeholders to ensure that gender is integrated and implemented

5. Deliverables

Delivery 1: Study and gender analysis of the regional project in the 5 countries.

Conduct an in-depth study on the degree of sensitivity to the approach in the 5 countries at the micro, meso and macro levels of health and protection services for migrants, specifying recommendations and next actions to be considered by the countries of intervention

Deliverable 1: Detailed study report and gender analysis

1. State of play, benchmark on existing approaches and initiatives
2. Gender analysis of the regional project MA0485 with gender tools
3. Roadmap for the inclusion of gender in phase 4 of the MA0485 project
4. Summary note of recommendations, lessons learnt and outline

Language : English

5. Summary note and summary of deliverable 1 and PPT presentation **in French**

Delivery 2: 5 gender sheets on capitalization and knowledge management for the regional project in the 5 countries

To reinforce the visibility of the project's actions and the country's efforts to promote the health and social protection of migrants in the 5 countries, capitalization and knowledge management sheets will have to be drawn up based on interviews and data collected by the team in charge of the mission.

Deliverable 2 :

1. Capitalization sheets of stakeholder’s experience involved in the regional project per country in terms of gender (minimum 3 to 4 pages per country):
 - 1.a) Gender sheet for Morocco;
 - 1.b) Gender sheet for Tunisia;
 - 1.c) Gender sheet for Egypt;
 - 1.d) Gender sheet for Yemen;
 - 1.e) Gender sheet for Libya;

Language: French and English

Delivery 3: Country action plans, advisory support, and moderation of specific workshops

To strengthen ownership of the recommendations from deliverable 1, specific coaching per country will be required to strengthen effective implementation. The expert firm will be required to conduct and moderate online meetings with the idea of providing each team with the necessary advisory support and knowledge in gender mainstreaming.

Deliverable 3: Consulting support in the process of developing country action plans

- a. Preparation and proposal of agenda for at least 2 meetings per country (2*5)
- b. Moderation and documentation by a summary report of at least 2 meetings per country (2*5)

Language:

For Morocco and Tunisia [in french](#)

For Egypt, Libya, Yemen [in english](#)

Deliverable 4: Elaboration of 5 action plans agreed upon and validated by 5 countries

- a. Discussion of realistic action plans with partners, country teams and advice on the operational implications for each measure (deadlines, responsibility, human and financial resources).

Language:

For Morocco and Tunisia [in french](#)

For Egypt, Libya, Yemen [in english](#)

Delivery 4: Formulation of gender-sensitive indicators and advisory support for monitoring and evaluation

To support the project management team in thinking about Phase 4 of the project, the firm is required to organize brainstorming meetings around a proposal for gender-specific indicators. The actions and recommendations emanating from the countries, and which are not feasible during phase 3 can be the subject of a discussion and proposal to be refined with the project. The firm will rely on the regional project's gender team and take into consideration IOM's guidelines.

Deliverable 5: In consistency with the benchmark, and the state of play in Deliverable 1, propose gender-sensitive indicators that IOM can include in broader strategies.

Deliverable 6: Review of the results matrix and follow-up plans by country.

Language : [english](#)

6. Activities and workplan:

Delivery	Activity	Due Date	Number of days
<u>Delivery 1:</u> Study and gender analysis of the regional project in the 5 countries	Deliverable 1 : <ol style="list-style-type: none"> 1. State of play, advanced benchmark on existing approaches and initiatives 2. Gender Analysis of the regional project MA0485 with gender tools. 3. Roadmap for gender inclusion in Phase 4 of MA0485 4. Summary note of recommendations, lessons learnt and outline 	15th of march 2022	15 days

	5. Summary note and summary of deliverable 1 and PPT presentation in english		
Delivery 2: Capitalization and knowledge management type sheets for the regional project in the 5 countries	Deliverable 2: Capitalization sheets on the experiences of the stakeholders involved in the regional project	20th of april 2023	15 days
Delivery 3: Country action plans and advisory support and moderation of specific workshops	Deliverable 3: Consulting support in the process of developing country action plans Deliverable 4: Elaboration of 5 action plans agreed upon and validated by the countries	Beginning of may 2023	15 days
Delivery 4 : Formulation of gender-sensitive indicators and advisory support for monitoring and evaluation	Deliverable 5: Consistent with the benchmark and the state of play in Deliverable 1, propose gender-sensitive indicators that IOM can include in broader strategies. Deliverable 6: Revision of the results matrix with follow-up plans	End of may 2023	2 days
Total		47 days	

7. IOM responsibilities:

The IOM will perform the following tasks during the mission:

1. Provide relevant IOM documents and/or information to the consultants
2. Provide a list of key program stakeholders, technical partners and implementing partners.
3. Introduce the consultant to key program stakeholders and provide the necessary documentation to enable the consultant to perform the task ;
4. Provide feedback on the methodology note and draft report ;
5. Provide supervision of the consultant's activities.

8. Duration of the consultation

A **maximum** of 47 days

9. Payment and disbursement schedule

Payments for the consultation will be made according to the following breakdown:

- 40% after receipt of deliverables 1 and 2
- 60% after receipt of deliverables 3,4,5 and 6

10. : Requirement qualifications and experience

The consultant team must meet the following requirements:

- University education at the master's level or higher in public health, gender, monitoring and evaluation; (medical training would be an asset).
- Proven experience in supporting development projects in gender analysis and integration.
- Knowledge of the public health education and health management system in Morocco and possibly in other countries in the West African region, MENA.
- Advanced professional experience and expertise in the areas of international cooperation, health systems strengthening and training in public health and health services management in particular.
- Strong capacity for conceptualization, analysis, and synthesis of information
- Fluency in French. Fluency in English is required
- Very good writing skills in French and English.
- Demonstrated ability to deliver quality services on time.

11. Submission Procedures :

Providers interested in this call for proposal must submit their proposal (technical and financial) not exceeding 10 pages containing:

- Complete CVs in French or English, along with the list of previous projects consultations.
- A scope of work notes clarifying the methodology and approach to be followed and the work plan (timeline); including the list of gender tools to be used
- A financial proposal (detailed by type of expenditure and including man/day calculation).
- Any other document that could be used to support the application (list of publications, reports, studies, etc.).

Only applicants and consulting firms that demonstrate an ability to deliver quality work in a timely and cost-effective manner will be considered.

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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET⁵

BIDDER’S DECLARATION OF CONFORMITY⁶

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 administrative, management or supervisory body are included in the most recent Consolidated United

⁵ [Vendor Information Sheet.xlsx](#)

⁶ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		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.unhcr.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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

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"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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