



**REQUEST FOR QUOTATIONS (RFQ)
AND
GENERAL INSTRUCTION TO SUPPLIERS (GIS)¹**

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

In the framework of IOM Projects, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of following cleaning products.

Item No.	Item Description	Quantity	Unit
1	Hand wash liquid soap, 250-300ml/bottle	150	bottle
2	Plastic bags for garbage 40 l/roll	200	roll
3	Toilet paper roll, three folded professional	850	piece
4	Hand towel zig zag, two folded, wide 23 cm x length 25 cm, 150 pieces/pack	1000	packs
5	Dishwashing liquid, 500 ml/bottle	37	bottle
6	Bucket made of plastic, volume of liquid between 8 -10l	3	piece
7	Mop made of cotton (120gr)	18	piece
8	Broom made of plastic with dimension of handle between 1,2 - 1,5 m	5	piece
9	Detergent for wooden floors, 750ml-1000ml/bottle	30	bottle
10	Detergent for floors with tiles, 750ml-1000ml/bottle	30	bottle
11	Detergent for glass with disperser	37	bottle
12	Kitchen wipes	48	piece
13	Kitchen sponge	48	piece
14	Fresheners and disinfectant for bathroom	168	piece
15	Toilet brush	15	piece
16	Wipes for dust cleaning	48	piece
17	Toilet Desinfectant 750ml	75	piece
18	Platic Bags for garbage with ribbon 60l 15pcs/roll	100	roll
19	Dust Cleaning Spray for furniture	60	piece
20	Plastic bags for garbage 120l/roll	20	roll

¹ This RFQ template is for the procurement of Goods requiring a more formal selection process with cost threshold of less than USD 250,000. It contains general instruction to Suppliers and applicable forms which can be modified by the Mission to suit their specific requirements.



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones
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IOM Mission in Romania

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

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

Very truly yours,


Focal Point





GENERAL INSTRUCTION TO SUPPLIERS (GIS)

1. Description of Services

IOM request prospective suppliers to submit quotation for the supply and delivery of below cleaning products.

Item No.	Item Description	Quantity	Unit
1	Hand wash liquid soap, 250-300ml/bottle	150	bottle
2	Plastic bags for garbage 40 l/roll	200	roll
3	Toilet paper roll, three folded professional	850	piece
4	Hand towel zig zag, two folded, wide 23 cm x length 25 cm, 150 pieces/pack	700	packs
5	Dishwashing liquid, 500 ml/bottle	37	bottle
6	Bucket made of plastic, volume of liquid between 8 -10l	3	piece
7	Mop made of cotton (120gr)	18	piece
8	Broom made of plastic with dimension of handle between 1,2 - 1,5 m	5	piece
9	Detergent for wooden floors, 750ml-1000ml/bottle	30	bottle
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2. Corrupt, Fraudulent, and Coercive Practices

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