



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones
11 Viitorului str., Bucharest 020602, Romania
IOM Mission in Romania

**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.



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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
10	Detergent for floors with tiles, 750ml-1000ml/bottle	30	bottle
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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

2. Corrupt, Fraudulent, and Coercive Practices

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



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

3. Conflict of Interest

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

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

4. Eligible Suppliers

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

5. Cost of Preparing the Quotation

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

6. Errors, omissions, inaccuracies and clarifications

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



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

Contacts between IOM and Suppliers are prohibited throughout the entire procedure save in exceptional circumstances and under the following conditions only:

- At the request of the supplier the IOM may provide additional information solely for the purpose of clarifying the nature of the contract.
- Any requests for additional information must be made in writing only to the mailbox procurement.ro@iom.int.
- Requests for additional information received less than 7 days prior to the deadline for submission will not be processed. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.
- IOM may, on its own initiative, inform interested parties, of any error, inaccuracy, omission, or any clerical error in the in the text of the Request for quotation.
- Any additional information including that referred to above will be posted on <http://www.oim.ro/index.php/ro/administrativ/achizitii>. The website will be updated regularly and it is the suppliers' responsibility to check for updates and modifications during the submission period.

7. Confidentiality and Non-Disclosure

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

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

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

9. Requirements

9.1. Quotation Documents

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

- a) Quotation Form (Annex A)
- b) Price Schedule Form (Annex B)
- c) Technical Specifications Form (Annex C)
- d) Vendor Information Sheet (Annex D)

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



9.2. Quotation Form

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

The language of the Quotation shall be in English and prices shall be quoted in RON, exclusive of VAT.

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

9.3. Validity of Quotation Price

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

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

9.4. Documents Establishing Supplier's Eligibility and Qualification

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

10. Submission of Quotation Documents

Documentation (administrative documentation, the technical offer and the financial offer must be submitted via email on procurement.ro@iom.int, no later than **05 June 2018, at 18:00 hrs.** In the subject line of the email should be mentioned "RFQ FOR CLEANING PRODUCTS". Any offer received after on 05 June 2018 after 18:00 hrs. will be disqualified.

11. Opening of Quotations.

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

12. Acceptance of Quotations.

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

13. Rejection of Quotations

Quotation can be rejected for the following reasons:



- a) the Quotation is not presented in accordance with this General Instruction;
- b) the Quotation Form or any document which is part of the Quotation Document is not signed;
- c) the Supplier is currently under list of blacklisted suppliers;
- d) the Supplier offer imposes certain basic conditions unacceptable to IOM
- e) the offered price is above the approved budget

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect:

- (i) does not modify the substance of the offer and
- (ii) does not change the relative ranking of the Suppliers.

14. Evaluation of Quotations

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

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications including delivery requirement
- (c) Price

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

15. Post Qualification

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

16. Award of Contract

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

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

17. Delivery Site and Period of Delivery

The goods should be sent to the delivery sites:

- (a) Bucuresti, str. Viitorului, nr. 11, sector 2;
- (b) Bucuresti, str. Gheorghe Titeica, nr. 142, sector 2.

Delivery period shall be within 3 days upon the signature of the Contract.

18. Liquidated Damages



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

19. Payment

Payment shall be made only upon IOM's acceptance of the services, and upon IOM's receipt of invoice describing the services provided.

20. Warranty

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

The RFQ should contain the period of warranty offered for labor services provided.

21. Settlement of Dispute

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



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Annex A

QUOTATION FORM

Date : _____

To : _____

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

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

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

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

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

Dated this _____ day of _____ 20 _____.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Quotation for and on behalf of

_____ *[name of company]*



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Annex B

PRICE SCHEDULE FORM

ITEM NO.	SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE (RON exclusive of VAT)	DELIVERY SCHEDULE	WARRANTY PERIOD (DAYS)
TOTAL							

LOCATION : _____
 REF NO. : _____

Suppliers authorized signature over printed name _____



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Annex C

TECHNICAL SPECIFICATIONS

Ref No. :	_____		
Item No. :	_____		
Item Description :	_____		
IOM'S SPECIFICATIONS		BIDDER'S SPECIFICATIONS	
Hand wash liquid soap, 250-300ml/bottle			
Plastic bags for garbage 40 l/roll			
Toilet paper roll, three folded professional			
Hand towel zig zag, two folded, wide 23 cm x length 25 cm, 150 pieces/pack			
Dishwashing liquid, 500 ml/bottle			
Bucket made of plastic, volume of liquid between 8 -10l			
Mop made of cotton (120gr)			
Broom made of plastic with dimension of handle between 1,2 - 1,5 m			
Detergent for wooden floors, 750ml-1000ml/bottle			
Detergent for floors with tiles, 750ml-1000ml/bottle			
Detergent for glass with disperser			
Kitchen wipes			
Kitchen sponge			
Fresheners and disinfectant for bathroom			
Toilet brush			
Wipes for dust cleaning			
Toilet Desinfectant 750ml			
Platic Bags for garbage with ribbon 60l 15pcs/roll			
Dust Cleaning Spray for furniture			
Plastic bags for garbage 120l/roll			

Supplier's authorized signature over printed name



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Annex D

VENDORS INFORMATION SHEET (VIS)

Name of the Company _____

Address Leased Owned

Street Name _____

Postal Code _____

City _____ Country _____

Contact Numbers/Address

Telephone Nos. _____ Contact Person: _____

Fax No. _____

E mail Address _____ Website: _____

Location of Workshop Leased Owned Area: _____ sqm

Business Organization Corporation Partnership Sole Proprietorship

Business License No.: _____ Place/Date Issued: _____

Expiry Date _____ Fiscal Registration No. _____

No. of Personnel _____ Regular _____ Contractual/Casual _____

Nature of Business/Trade

Manufacturer Authorized Dealer Information Services

Wholesaler Retailer Computer Hardware

Trader Importer Service Bureau

Site Development/
Construction Consultancy Others _____



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Number of Years in business: _____

Complete Products & Services

Payment Details

Payment Method Cash Bank Transfer Others

Currency RON

Terms of Payment upon receipt of an admissible invoice

30 days 15 days 7 days

Bank Details:

Bank Name _____

Bldg and Street _____

City _____ Country _____

Postal Code _____

Bank Account No. _____

Swift Code _____

IBAN Number _____

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

Name	Title/Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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

Company Name	Business Value	Contact Person/Tel. No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

- Yes No

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

Name of Person	Mission/Office	Items Purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Trade Reference (please attach copies of the references quoted below)

Company	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Banking Reference

Bank	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____