

REQUEST FOR QUOTATION

RFQ Reference: TD-IST-2024-0331

Date: 13.06.2024

Subject of RFQ: Accommodation and meeting package request for "Pathways Pool" Event

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. 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.

RFQ INFORMATION

Deadline for the submission of quotation	28.06.2024 12:00 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	Quotation must be submitted as follows: <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. Bid submission address: iomturkiyetenders@iom.int <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: 8MB ▪ Mandatory subject of email as follows: TD-IST-2024-0331 ▪ 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	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 1: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 2: Bidder's Declaration of conformity form duly completed and signed <input type="checkbox"/> Other Product Catalogue
Quotation validity period	The quotation shall remain valid for 15. days from the deadline for the submission.

Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	Focal Person Mobile Number: +90 532 160 00 40 E-mail address: ogokce@iom.int The above e-mail ogokce@iom.int should be used only for any potential questions/clarifications. Attention: Quotations shall not be submitted to this address. (Quotations received to ogokce@iom.int , will not be considered for evaluation.)
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.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	02.07.2024

Thank you and we look forward to receiving your quotation.

Issued by: Gulcin Cetin

IOM [Istanbul] Procurement Unit

Date: 13.06.2024

Annex 1: QUOTATION SUBMISSION FORM

RFQ Reference: TD-IST-2024-0331	Date: Click or tap to enter a date.
RFQ ref no: TD-IST-2024-0331	

Requirements (Specs/TOR/SOW)

Delivery Requirements: *Istanbul SUB Office*
Esentepe Mh, Dergiler Sk, No:23 Sisli, Istanbul

Please fill out the table below with at least one quote according to your availability.

Currency of the Quotation EUR																																																																																									
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Item No	Description	UOM	Qty	Unit price	Total price																																																																																				
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3.	Meeting	Break Out Room				
	30-09-2024	13 break out rooms				
	01-10-2024	13 break out rooms				
	02-10-2024	13 break out rooms				
	03-10-2024	13 break out rooms			1	
	04-10-2024	13 break out rooms				
	05-10-2024	13 break out rooms				
	06-10-2024	13 break out rooms				
	07-10-2024	13 break out rooms				
Total Price						
Transportation Price						
Insurance Price						
Installation Price						
Training Price						
Other Charges (specify)						
Total Final and All-inclusive Price						

Currency of the Quotation EUR						
INCOTERMS: Click or tap here to enter text.						
Item No	Description		UOM	Qty	Unit price	Total price
1.	Accommodations	Pax				
	Single BB					
	04- 10-2024	10				
	05- 10-2024	30				
	06- 10-2024	50				
	07- 10-2024	65				
	08- 10-2024	50				
	09- 10-2024	65				
	10- 10-2024	50				
	11- 10-2024	65				
	12- 10-2024	50				
	13- 10-2024	50				
	14- 10-2024	12				
	Total accommodation:	497		1		

2.	Meeting	Conference Room				
	06-10-2024	65 pax				
	07-10-2024	65 pax				
	08-10-2024	65 pax				
	09-10-2024	65 pax				
	10-10-2024	65 pax				
	11-10-2024	65 pax				
	12-10-2024	65 pax				
	13-10-2024	65 pax				
	14-10-2024	65 pax				
3.	Meeting	Conference Room		1		
	07-09-2024	65 pax				
	08-09-2024	65 pax				
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					Insurance Price	
					Installation Price	
					Training Price	
					Other Charges (specify)	
					Total Final and All-inclusive Price	

Annex 2: 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.

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

Yes	No	
<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 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: