

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **TD-ANK-2024-0049**

Date: 15 February 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Language Course**

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

Annex 4: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted separately as Technical Offer (using Annex 2: Quotation Submission Form, Annex 3 Technical Offer) and separately as Financial Offer Annex 4, by the method and by the date and time indicated. It is your responsibility to ensure that your offers are 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: Mr. Jadranko BJELICA

Title: Senior Supply Chain Officer

Date: 15.02.2024

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p><b>29 February 2024, 15:00, GMT+3</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomturkiyetenders@iom.int">iomturkiyetenders@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 8MB</li> <li>▪ Mandatory subject of email as follows: <a href="#">Click or tap here to enter text.</a></li> </ul> <p>For Technical Offer: <b>TD-ANK-2024-0049 – TECHNICAL OFFER</b></p> <p>For Financial Offer: <b>TD-ANK-2024-0049 – FINANCIAL OFFER</b></p> <ul style="list-style-type: none"> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul> <p><b>Quotations should be sent in separate emails as follows:</b></p> <ul style="list-style-type: none"> <li>- <b>Separate e-mail for the Technical Offer</b></li> <li>- <b>Separate e-mail for the Financial Offer</b></li> </ul> <p><b>Non-compliance with this instruction shall result in rejection of the bid received.</b></p>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD</b>
<b>Duties and taxes</b>	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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Entire RfQ document duly completed, signed and stamped <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed, signed and stamped <input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed, signed and stamped and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Annex 4: Financial Offer duly completed and signed <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Price validity period</b>	Prices are valid for 120 day(s) contract duration. ( <i>non-LTA</i> )
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Payment Terms</b>	<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 <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: <b>Ms. Esma OZCAN</b> Mobile Number: +90 531 502 5141 E-mail address: <b>procsupportank@iom.int</b> <b>The above e-mail procsupportank@iom.int should be used <u>only</u> for any potential questions/clarifications.</b> <b>Attention: Quotations shall not be submitted to this address.</b> (Quotations received to <b>procsupportank@iom.int</b> , will not be considered for evaluation.)
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated through email and Tender Bulletin at IOM web page by 26 February 2024
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest priced, most technically acceptable <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<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"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others ( <i>for ex, environmental criteria/considerations, etc</i> )
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	21 March 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM

<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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.
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### SECTION 3: EVALUATION CRITERIA

#### Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instruction to Proposers have been provided and are complete.
Proposer accepts to provide the requested services according to Annex 1 - SCHEDULE OF REQUIREMENTS and Annex 2 - Completed the quotation submission form	ANNEX 1: Schedule of Requirements ANNEX 2: Quotation Submission Form
Proposal Validity	Section 2, Article 12

#### Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Proposer is a legally registered entity	Annex 3: Technical Offer
No conflicts of interest in accordance with Section 2 Article 5.	ANNEX 1: Schedule of Requirements
The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	ANNEX 1: Schedule of Requirements, Bidder's Declaration of Conformity.
Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder.	ANNEX 3: Technical Offer
Delivery Requirements	ANNEX 1: Schedule of Requirements

Qualification Criteria	Documents to establish compliance
Previous Experience:	
Minimum 3 years of relevant experience.	Annex 3: Technical Offer
CVs of the Language Course Trainers	Annex 3: Technical Offer

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Terms of Reference – Language Course

#### “Increasing Border Management Capacities at Türkiye’s Eastern, Southern and South-eastern Borders Project”

##### 1. Background of the Project:

With the support of the Ministry of Foreign Affairs of Denmark, IOM Türkiye is implementing this project to support Türkiye’s efforts in implementation of integrated border management (IBM) strategy and approach aiming to prevent irregular border crossings and other cross-border and transnational crime at eastern, southern, and south-eastern borders. The expected outcome is to enhance the institutional capacity of the Presidency of Migration Management (PMM), Directorate General of Border Management (DGBM) and related border management agencies, operating at Türkiye’s eastern, southern and south-eastern borders.

##### 2. Objective of the Language Course

The objective of the English language courses is to increase English proficiency of 30 DGBM appointed officials, with the special attention given to their enhanced language proficiency on border management and migration management relevant terminology. Following positive outcomes and beneficiaries’ satisfaction on English language courses organized during the 2<sup>nd</sup> year of the project, the activity will be repeated. It should be noted that participants will be attending language courses as an additional engagement to their primary job duties. For this reason, time of the courses will be arranged flexibly, in coordination with trainees and their respective supervisors.

##### 3. Deliverables

Following the best practices for adult learning, Service Provider will:

1. Establish the baseline – conduct proficiency evaluation of all candidates – entry exam
2. Propose the tailored education scheme/categories as per established level of chosen candidates
3. Maintain the daily attendance list for all participants and ensure required attendance necessary for the successful finalization of the course <sup>1</sup>
4. Evaluate and report on the progress of each student on a **monthly basis** and inform IOM subsequently, especially possible drop-outs
5. Provide all necessary online / printing resources and training materials to the trainees.
6. Apply required validation/exit exams and deliver certificates to the trainees that successfully completed their course.
7. Perform other duties as may be assigned related to trainings.

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<sup>1</sup> National and religious holidays will be taken into account and in case the training session fall into such holidays, compensating action will be taken in cooperation with IOM Project Implementation Team (PIT).

## Requirements

1. Service Provider needs to be certified and reputable foreign language educational institution with applied adult learning methodology.
2. Service provider will have environment and capacity to conduct face to face trainings
3. The total duration of the courses will be 5 months. Each participant will receive the training course that correspond to his/her level of language proficiency.<sup>2</sup>
4. Service provider will have flexibility to conduct lessons out of workings hours (weekdays) or/and on weekends.
5. Classes will be organized as per candidates proficiency and by applying best practices for adult learning.<sup>3</sup>
6. Experience in providing English language training to government officials will be considered as advantage.
7. Experience in relevant field and in working with professional groups will be considered advantage.
8. Instructors should have good communicational, analytical, interpersonal and organizational skills.

## Supervision/accountability

Under the overall supervision of the Immigration and Border Governance (IBG) Senior Programme Coordinator, the service provider will be accountable to the IBG National Programme Officer and work in close cooperation with the programme team and senior programme associates. The service provider will be directly responsible for preparing the language course content in coordination with IOM Türkiye and DGBM.

### 4. Target groups:

Target group for English language courses will be thirty (30) senior and mid-level officials from following government institution;<sup>4</sup>

Ministry of Interior – Presidency of Migration Management, Directorate General of Border Management

- Directorate General of Border Management

### 5. Time table:

Estimated Timeline	Participants
15 April-14 June 2024 (1 <sup>st</sup> course) <sup>5</sup>	15 Participants
17 June-23 August 2024 (2 <sup>nd</sup> course)	15 Participants

<sup>2</sup> A1 (beginner), A2 (elementary), B1 (intermediate), B2 (upper intermediate), C1 (effective operational proficiency or advanced), C2 (master or proficiency)

<sup>3</sup> Private/separate classes are not required specifically for DGPA officials

<sup>4</sup> It will be held in 2 courses for 15 participants each.


<sup>5</sup> There may be changes in the dates indicated, in which case the dates will be revised in coordination with the language course and the beneficiary institution.

## 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 Technical Offer along with Annex 3: Technical I 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:	TD-ANK-2024-0049	Date: Click or tap to enter a date.

**VENDOR INFORMATION SHEET<sup>6</sup>**  
*(Please fill it up, sign it and attach it to the Quotation package)*



### VENDOR INFORMATION SHEET

**Vendor No.** \_\_\_\_\_  
Internal to IOM

**Registered Vendor Name\*:** Mr. \_\_\_\_\_

**Other Names/Acronyms** \_\_\_\_\_

**Address\***

House No \_\_\_\_\_

Street Name \_\_\_\_\_

ZIP/Postal Code\* \_\_\_\_\_

City\* \_\_\_\_\_

Region\* \_\_\_\_\_

Country\* \_\_\_\_\_

**Contact Information**

Company Tel/Mobile: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Website: \_\_\_\_\_

**Industry Category\*:**

<input type="checkbox"/> 0100 - Commercial Vendors	<input type="checkbox"/> 0500 - International Organizations - Non-UN
<input type="checkbox"/> 0200 - National CSOs	<input type="checkbox"/> 0600 - UN entities
<input type="checkbox"/> 0300 - National Government Entities	<input type="checkbox"/> 0005 - Individual Consultant/Non-Staff
<input type="checkbox"/> 0400 - International CSOs	

**Business Type\*:**

Direct Producer/Manufacturing

Reseller/Distributor/Service Provider

**Provide Services/Goods Internationally\***  Yes  No

**Disability-inclusive\***  Yes  Not applicable

**Women-owned/controlled\***

At least 51% women-owned/controlled

Less than 51% women-owned/controlled

Not applicable

**Environmental Statement\***  Yes  No

**Environmental or Energy Management System\***  Yes  No

**Notes**

All fields marked with \* are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).

Vendor Name - should match IDs or registration documents.

If there is insufficient space, please use the Other Information section

**Product Categories (check all applicable)\***

<input type="checkbox"/> Agriculture, Livestock and Fisheries	<input type="checkbox"/> Fuels and Derivatives	<input type="checkbox"/> Legal and Investigation	<input type="checkbox"/> Power Supply and Electric
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Furniture	<input type="checkbox"/> Logistics and Warehousing	<input type="checkbox"/> Quality Control and Environment
<input type="checkbox"/> Clothing and Luggage	<input type="checkbox"/> Hospitality, Events	<input type="checkbox"/> Media and Printing	<input type="checkbox"/> Security
<input type="checkbox"/> Construction	<input type="checkbox"/> Insurances	<input type="checkbox"/> Medical, Drugs and Pharma	<input type="checkbox"/> Social and Humanitarian Services
<input type="checkbox"/> Consultancy and Contracted Services	<input type="checkbox"/> IT and Communications	<input type="checkbox"/> NFIs – Household and Camps	<input type="checkbox"/> Tickets
<input type="checkbox"/> Finance and Administration	<input type="checkbox"/> Land and Buildings	<input type="checkbox"/> Office Equipment and Supply	<input type="checkbox"/> Tools and Machinery
<input type="checkbox"/> Food and Beverage	<input type="checkbox"/> Learning, Training and Recreation	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Vehicles and Accessories

**UNGM No.** \_\_\_\_\_ <https://www.unom.org/UNUser/Home>

**UN Partner Portal Reference** \_\_\_\_\_ <https://www.unpartnerportal.org>

**Registration Date\*** \_\_\_\_\_

**VAT Number** \_\_\_\_\_ Country of Operations (dd-mmm-yyyy)

**Licensing Auth./Type** \_\_\_\_\_ **License No.:** \_\_\_\_\_ **Reg. Date:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy

**Partner Entities** (indicate if there are other relevant business partner accounts already registered in IOM. *Format: Account Number-Name*)

Same entity registered in another office \_\_\_\_\_

Parent company \_\_\_\_\_

Subsidiaries/Branches \_\_\_\_\_

**Other Information:**

\_\_\_\_\_

\_\_\_\_\_





**VENDOR INFORMATION SHEET**

**Section II: Payment and Banking Information**

**Payment Details**

Payment Method\*  Bank Transfer  Check\*\*  Cash\*\*  Others\*\* \_\_\_\_\_

Justification for Non-Bank Payment Method\*\* \_\_\_\_\_  
 \_\_\_\_\_

**Notes**  
 Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.  
 Non-bank payment methods require justification.

**Bank Details (mandatory if Payment Method is via Bank Transfer):**

Bank Name \_\_\_\_\_  
 Bldg and Street \_\_\_\_\_  
 City \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Bank Account Name \_\_\_\_\_  
 Bank Keys \_\_\_\_\_  
 Account Currency \_\_\_\_\_  
 Bank Account No. \_\_\_\_\_

\*Depending on the country \_\_\_\_\_  
 Swift Code/BIC (accounts outside U.S.A.) \_\_\_\_\_  
 IBAN Number (mandatory for banks in Europe) \_\_\_\_\_  
 Clearing No. (CHF accounts in Switzerland) \_\_\_\_\_  
 ABA No. for ACH (USD accounts in U.S.A.) \_\_\_\_\_  
 Bank Branch Code \_\_\_\_\_

**Notes**  
 If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

***If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM***

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

\_\_\_\_\_  
 Printed Name  
 \_\_\_\_\_  
 Position/Title

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Date

**BIDDER'S DECLARATION OF CONFORMITY<sup>7</sup>**

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 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 <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .

<sup>7</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<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 OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their Technical Offer 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:	TD-ANK-2024-0049	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

The Technical Offer shall be in a separate document, provides the following information using the Service Provider’s preferred template:

**Quotations should be sent in separate emails as follows:**

- **Separate e-mail for the Technical Offer**
- **Separate e-mail for the Financial Offer**

**Non-compliance with this instruction shall result in rejection of the bid received.**

- 3.1.1 Administrative Documents
  - i. Chamber of commerce
  - ii. Official gazette
  - iii. Taxation cards
  - iv. Authorized signature list
- 3.1.2 Company Information:
  - a. Corporate Information:
    - i. Company mission statement (*including profit or not for profit status*)
    - ii. Organization structure in accordance with the geographical presence.
    - iii. Project Team, Roles and Responsibilities, CVs, Backstopping, Single Contact Point, Contingency plans etc.
    - iv. CVs of the Language Course Trainers (Minimum 3 years of relevant experience.)
  - b. Legal Information:
    - i. History of Bankruptcy. (if any)
    - ii. Pending major lawsuits and litigations. (if any)
    - iii. Pending Criminal/Civil lawsuits. (if any)
- 3.1.3 Methodology and Strategy:
  - i. Rationale:
    - a. Assumptions and Risks related to the project (if any)
    - b. Project Implementation Strategy / Detailed Methodology on how to develop the language course and how to meet requirements.
    - c. Monitoring and Evaluation.
- 3.1.4 A brief description of the Service Provider’s profile and past performance/experience of the same type of the requested activity. Experience and Reference Contact Information (project names, description, status, reason for relevance, roles and responsibilities):
  - i. Relevant Contractual projects (UN Agencies).
  - ii. Relevant Contractual projects (EU Agencies).
  - iii. Relevant Contractual projects (Others).
  - iv. Relevant Certificate or experience in adult learning

**ANNEX 4: FINANCIAL OFFER**

Bidders are requested to complete this form, sign it and return it as part of their quotation with separate email. 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:	TD-ANK-2024-0049	Date: Click or tap to enter a date.

**Quotations should be sent in separate emails as follows:**

- **Separate e-mail for the Technical Offer**
- **Separate e-mail for the Financial Offer**

**Non-compliance with this instruction shall result in rejection of the bid received.**

**Financial Offer**

- 3.2.1 The cost breakdown with as much details as possible, including the quantities and unit costs.
- 3.2.2 All costs associated with the provision of this service, including (i) remuneration for the experts and manpower (ii) expenses such as for the designing, formatting, producing, installing, implementing, programming and training to end users, and operational cost, such as travel and transportation, etc, and (iii) all applicable taxes. (Activities and items included in the Technical Offer should not include any pricing of items / activities.
- 3.2.3 Terms of payment and payment method shall be clearly specified in the Financial Offer

**Currency of Quotation: USD**

Ref	Description of Deliverables	Price (USD)
1.		
2.		
3.		
4.		
5.		
<b>Total Price</b>		

**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.

*Exact name and address of company*

**Company Name** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

Click or tap here to enter text.

**Phone No.:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Authorized Signature(s):**

**Date:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Title of Authorised**

**Signatory:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.