

REQUEST FOR QUOTATIONS

FOR

Providing Translation Services

IOM Turkey



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

**IOM ANKARA,
Birlik Mahallesi Sehit Kurbanı Akboga Sokak No: 24
Cankaya / Ankara, TURKEY**

05 July 2018



IOM International Organization for Migration
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IOM Turkey
[Ankara Office]

REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIS)

The International Organization for Migration (**IOM**) is the United Nations Migration Agency, established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of IOM Ankara's programs, the IOM invites interested Service Providers to submit their Quotations for providing translation services within and out of Ankara.

This RFQ includes Instructions to Service Providers and administrative requirements that Service Providers will need to follow in order to prepare and submit their quotations for consideration by IOM.

The Proposals must be emailed to (ProcurementAnkara@iom.int) no later than 5.00 pm on Friday 13th July 2018. No late proposal shall be accepted.

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 the Contract, without thereby incurring any liability to the affected Service Provider/s or any obligation to inform the affected Service Provider/s of the ground for IOM's action.

Very truly yours,

Procurement Office
IOM Ankara

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIS)

1. Description of Services

IOM requests prospective Service Providers to submit quotations for providing translation services in relation to IOM activities associated with conducting events, workshops, trainings, meetings, seminars, etc, and as per the table listed in Annex B.

2. Corrupt, Fraudulent, and Coercive Practices

IOM requires that all IOM Staff, manufacturers, Service Providers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Service Providers, 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 anything 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 Service Providers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Service Provider may be considered to have conflicting interest under any of the circumstances set forth below:

- A Service Provider has controlling shareholders in common with another Service Provider;
- A Service Provider receives or has received any direct or indirect subsidy from another Service Provider;
- A Service Provider has the same representative as that of another Service Provider for purposes of this quotation;

- A Service Provider 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 Service Provider submits more than one Quotation in this Quotation process;
- A Service Provider 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 Service Provider for the LTA (one year Long Term Agreement)

Only Service Providers that are determined to be qualified shall be considered for award. In order to establish their eligibility, together with the Quotation the Service Provider shall submit the following;

- Registration documents
- Taxation cards
- Past performance/experience of the same type of business

5. 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.

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

Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address:

Address: IOM ANKARA, Birlik Mah. Sehit Kurbani Akboga Sk. No:24 Cankaya / Ankara,TURKEY
Attn: Mr. Ertuğrul YILMAZ
Email: ProcurementAnkara@iom.int
Mob: 0531 306 76 48

IOM will respond to any request for clarification received on or before the 10 July 2018 by 5 pm. Copies of the response including description of the clarification will be given to all Service Providers who received this General Instruction, without identifying the source of the inquiry.

6. Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Service Providers in connection with this General Instruction is to be treated as strictly confidential. The Service Provider 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 Service Provider is successful.

7. 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 Service Provider/s or any obligation to inform the affected Service Provider/s of the ground for IOM's action.

8. Requirements

8.1 Quotation Documents

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

- a.) Quotation Form (Annex A)
- b.) Price Table Form (Annex B)

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

8.2 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 Turkish Lira TRY.

Prices quoted by the Service Provider shall be fixed during the 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.

8.3 Validity of Quotation Price

The submitted prices shall remain valid for a minimum period of 1 year, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Service Providers to extend the period of validity for a specified additional period. The request and the response there

shall be made in writing. A Service Provider agreeing to the request will not be required or permitted to modify its quotation.

9. Submission of Quotation Documents

Quotations must be submitted in sealed envelopes addressed to Mr. Ertuğrul YILMAZ, and/or by email to: ProcurementAnkara@iom.int .

Quotations shall be submitted on or before 5pm on 13 of July 2018. Late¹ Quotations will not be accepted.

10. 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.

11. 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 it is not signed;
- (d) The Service Provider is currently under list of blacklisted providers;
- (e) The Service Provider offer imposes certain basic conditions unacceptable to IOM;
- (f) Sudden internal operational and administrative changes within IOM.

IOM is not bound to accept any quotation received and reserves the right to waive any minor defect in a quotation 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 Service Providers.

12. 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 4 and 8.1
- (b) Compliance with the description listed above
- (c) Prices

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

¹ Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider 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.

13. Delivery Site and Period of Delivery

Services to be delivered at the hotel facilities or any other specific IOM office/s and as advised by IOM representative.

14. Liquidated Damages

If the Service Provider fails to deliver any or all of the services within the earlier agreed upon period, a penalty payment of 0.1% of the price of the undelivered goods/services for every day of breach of the delivery schedule by the Service Provider will be requested.

15. Payment

Full payment shall be made within 10 working days upon IOM's inspection and acceptance of the services, and upon IOM's receipt of the valid original invoice describing the services delivered.

16. 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.

Annex A

QUOTATION FORM

Date : _____

To : _____

Having examined the General Instruction for the Supply and Delivery of *[insert description of services]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods/services and services in conformity with the General Instruction in accordance with the Price Table (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods/services and 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.

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

Dated this _____ day of _____.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Quotation for and on behalf of

_____ *[name of company]*

Annex B PRICES TABLE FORM

No.	Description	Per 1 Interpreter Per 1 full working day (09:00-18:00) – in TRY		Per 1 Interpreter Per 1 half day (09:00-12:00 or 13:00-18:00) – in TRY	
		Within Ankara	Out of Ankara	Within Ankara	Out of Ankara
1	Interpreter (simultaneous / consecutive) Tur ----- Eng. and Vice Versa				
2	Interpreter (simultaneous / consecutive) Tur ----- Bulgarian and Vice Versa				
3	Interpreter (simultaneous / consecutive) Tur ----- Greek and Vice Versa				
4	Interpreter (simultaneous / consecutive) Tur ----- Arabic and Vice Versa				
5	Interpreter (simultaneous / consecutive) Tur ----- Persian and Vice Versa				

No.	Description	(unit cost per A4 Page up to 300 words – in TRY) (without legal stamp)	unit cost per A4 Page up to 300 words – in TRY) (with legal stamp)
1	Translated Document Tur ----- Eng. and Vice Versa		
2	Translated Document Tur ----- Bulgarian and Vice Versa		
3	Translated Document Tur ----- Greek and Vice Versa		
4	Translated Document Tur ----- Arabic and Vice Versa		
5	Translated Document Tur ----- Persian and Vice Versa		

Note:

- ✓ If out of Ankara, transportation charges and accommodation of the translators shall be covered by IOM on case by case basis.