

# REQUEST FOR QUOTATIONS

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## SERVICES FOR

### Supply, Delivery of Promotional Materials for Harmonization and Social Cohesion Programme

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IOM Turkey



**IOM International Organization for Migration**  
**IOM Uluslararası Göç Örgütü**

**Mission in Ankara:**

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**18 January 2022**



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

IOM Mission in Turkey, Ankara Head Office  
Birlik Mahallesi, Şehit Kurbanı Akboğa Sokak No: 24 Ankara, Turkey

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

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

In the framework of IOM Turkey's programs, the IOM invites interested eligible Suppliers to submit Quotations for the for the supply and delivery of the Promotional Materials as per this RFQ.

This RFQ includes Instructions to Suppliers, Technical Specifications and Administrative Requirements that Suppliers will need to follow in order to prepare and submit their quotations for consideration by IOM.

The Quotations must be submitted by e-mail to Procurement Ankara at [iomturkeytenders@iom.int](mailto:iomturkeytenders@iom.int) with a subject of **TD-ANK-2022-0026** no later than 3:00 PM on Tuesday the 1<sup>st</sup> of February 2022. No late Quotation shall be accepted.

Quotations submitted after the above deadline will not be considered. IOM reserves the right to accept or reject the whole or part of any or all the Quotations based on the fulfilment of the provisions as described in the General Instruction to Suppliers.

Suppliers which do not receive notification before the 8<sup>th</sup> of February 2022 can consider their Quotations unsuccessful.

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

Please contact Ms Basak YAGAN at [procsupportank@iom.int](mailto:procsupportank@iom.int) for any technical inquiries.

Very truly yours,

Procurement & Logistics Unit  
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 SUPPLIERS (GIS)**

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### **1. Description of Goods**

- 1.1 IOM requests prospective Suppliers to submit quotations for the supply and delivery of the below mentioned Promotional Materials – see more details in Annex B.
- 1.2 Only eligible and accredited Suppliers may submit quotations. The quotation shall be the basis for contract negotiations and ultimately for a signed contract with the successful Supplier.
- 1.3 Suppliers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.4 IOM is not bound to accept any quotation and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Supplier.

### **2. Corrupt, Fraudulent, and Coercive Practices**

- 2.1 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 quotation 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:
  - 2.1.1 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.
  - 2.1.2 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.
  - 2.1.3 Collusive practice is an undisclosed arrangement between two or more Suppliers designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
  - 2.1.4 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**

- 3.1 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:
  - 3.1.1 A Supplier has controlling shareholders in common with another Supplier.
  - 3.1.2 A Supplier receives or has received any direct or indirect subsidy from another Supplier.
  - 3.1.3 A Supplier has the same representative as that of another Supplier for purposes of this Quotation.
  - 3.1.4 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.
  - 3.1.5 A Supplier submits more than one Quotation in this Quotation process.
  - 3.1.6 A Supplier who participated as a consultant in the preparation, or the design, of the technical specifications of the Goods, or the Terms of Reference of the Works, that are linked or subject to this Quotation process.

#### **4. Eligible Suppliers**

- 4.1 Only Suppliers that are determined to be qualified shall be considered for award. In order to establish their eligibility, together with the Quotation, the Supplier shall submit the documents as specified below in para 9.1.2.1.

#### **5. Clarifications and Amendments to RFQ Documents**

- 5.1 At any time before the submission of the quotations, IOM may amend the RFQ. Any amendment made will be made available in writing to all Suppliers.
- 5.2 Suppliers may request for clarification(s) on any part of the RFQ. The request must be sent in writing to IOM at the following email address:

**Attn: Ms Basak YAGAN**

**Email: Procurement Ankara [procsupportank@iom.int](mailto:procsupportank@iom.int)**

**Mob: +90 531 305 76 70**

- 5.3 IOM will respond to any request for clarification received on or before the 25<sup>th</sup> of January 2022 by 5:00 PM Copies of the response including description of the clarification will be given to all the Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **6. Errors, omissions, inaccuracies and clarifications**

- 6.1 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.
- 6.2 Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

#### **7. Confidentiality and Non-Disclosure**

- 7.1 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**

- 8.1 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 a Purchase Order or Contract, without thereby incurring any liability to the affected Suppliers or any obligation to inform the affected Suppliers 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 Supplier:

- 9.1.1 Quotation Form (see Annex A).

- 9.1.2 Technical Quotation:

The Technical Quotation shall be in a separate document, provides the following information using the Supplier's preferred template:

9.1.2.1 Administrative Documents:

- i. Registration documents.
- ii. Taxation cards.
- iii. Any other valid legal documents.

9.1.2.2 A brief description of the Supplier's profile and past performance/experience of the same type of the requested activity.

- i. Company Information:
  - a. Corporate Information:
    - i. Company mission statement (*including profit or not for profit status*)
    - ii. Service commitment to customers and measurements used.
    - iii. Accreditation.
    - iv. Organization structure.
    - v. Geographical presence.
    - vi. Declared financial statements for the past (3) three years.
  - b. Legal Information:
    - i. History of Bankruptcy. (if any)
    - ii. Pending major lawsuits and litigations. (if any)
    - iii. Pending Criminal/Civil lawsuits. (if any)
- ii. Experience and Reference Contact Information (project names, description, status, reason for relevance, roles and responsibilities):
  - a. Relevant Contractual projects (UN Agencies).
  - b. Relevant Contractual projects (EU Agencies).
  - c. Relevant Contractual projects (Others).

9.1.2.3 Organization and Methodology:

- i. Rationale:
  - a. Background Information.
  - b. Project Objectives and Expected Results.
  - c. Comments on the Terms of Reference.
  - d. Opinions on Key Issues.
  - e. Assumptions and Risks.
  - f. Logistics and Timing.
  - g. Monitoring and Evaluation.
  - h. Publicity and Visibility.

9.1.2.4 Schedule of Requirements: A detailed delivery timetable (delivery lead-time) for the entire Works.

9.1.3 Financial Quotation:

The Financial Quotation shall be in a separate document, provides the following information using the Supplier's preferred template:

9.1.3.1 The cost breakdown with as much details as possible, including the quantities and unit costs.

9.1.3.2 All costs associated with the provision of these Works, including (i) remuneration for the experts and manpower (ii) expenses such as for the designing, producing, installing, constructing, and implementing, and operational cost, such as travel and transportation, etc, and (iii) all applicable taxes. (Activities and items included in the Technical Quotation not priced shall be assumed to be included in the prices of other activities or items).

9.1.3.3 Terms of payment and payment method shall be clearly specified in the Financial Quotation and further discussed during the negotiations.

## 9.2 Quotation Forms

- 9.2.1 The Quotation Forms (9.1.1, 9.1.2, and 9.1.3) and any other required documents shall be duly accomplished, typewritten or written in indelible ink, signed and stamped, before submitting to IOM. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the authorized person signing the Quotation Form.
- 9.2.2 The language of the Quotation shall be in English and prices shall be in TRY, exclusive of Sales Tax.
- 9.2.3 Prices quoted by the Supplier 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 will be treated as non-responsive and will be rejected.

## 9.3 Validity of Quotation Price

- 9.3.1 The submitted prices shall remain valid for 90 days, after the deadline for submission.
- 9.3.2 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 be made in writing. A Supplier agreeing to the request will not be required or permitted to modify its quotation.

## 10. Submission of Quotation Documents

- 10.1 Quotations must be submitted to the following e-mail address:

**Email address:** [iomturdertenders@iom.int](mailto:iomturdertenders@iom.int)  
**Email subject:** **TD-ANK-2022-0026**  
**Attn:** Ms Basak YAGAN  
**Mob:** +90 531 305 76 70

- 10.2 It is important to keep the above tender ID unchanged in the e-mail subject, as highlighted above in red.
- 10.3 Quotations shall be submitted on or before 3:00 PM on the 1<sup>st</sup> of February 2022. Late<sup>1</sup> Quotations will not be accepted.

## 11. Acceptance of Quotations.

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

## 12. Rejection of Quotations

- 12.1 Quotations can be rejected for the following reasons:
- 12.1.1 The Quotation is not presented in accordance with this General Instruction.
- 12.1.2 The Quotation Form or any document which is part of it is not signed/stamped.
- 12.1.3 Incompleteness of the Quotation Documents.
- 12.1.4 The Supplier is not registered, nor licensed, nor paying taxes.

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<sup>1</sup> Quotations delivered beyond the prescribed closing date and time shall be considered late and will be automatically disqualified by the system.

- 12.1.5 The Supplier is currently under list of blacklisted Suppliers.
  - 12.1.6 The Quotation imposes certain basic conditions unacceptable to IOM.
  - 12.1.7 Sudden internal operational and administrative changes within IOM.
  - 12.1.8 The Supplier does not pass the government security checks.
- 12.2 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 quotation and (ii) does not change the relative ranking of the Suppliers.

### **13. Evaluation of Quotations**

- 13.1 IOM shall evaluate and compare the Quotations on the basis of the following:
- 13.1.1 Completeness and responsiveness of the Quotation documents.
  - 13.1.2 Registration, experience and past performance of the Supplier relevant to the requested Goods.
  - 13.1.3 Compliance with the RFQ description as listed in above and the technical description of Annex B.
  - 13.1.4 Prices.
  - 13.1.5 Quality (inspection visits and samples examining will be requested accordingly).
  - 13.1.6 The Quotation contents of all information specified in above articles. If any of the requested information is missing or is incorrect, the Quotation may be rejected on that sole basis and the Quotation will not be evaluated further.
- 13.2 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 accordingly. If the Supplier does not accept the correction of the errors as per this method, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 13.3 The Quotations that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

### **14. Delivery Site and Period of Delivery**

- 14.1 The goods should be delivered at the following delivery site: (unless advised otherwise)
- IOM Mission in Turkey, Ankara Head Office  
Birlik Mahallesi, Şehit Kurbanı Akboğa Sokak No: 24 Ankara, Turkey

### **15. Negotiations**

- 15.1 Contract negotiation is expected to take place no more than one week after notification of the successful Supplier.
- 15.2 Negotiation will include discussion and finalization of a) documents submitted; b) Design and Technical Requirements; d) Financial Aspects; e) Payment Terms; and f) Contractual Terms.
- 15.3 All agreements coming out of the negotiations will be incorporated into the contract.

### **16. Liquidated Damages**

- 16.1 If the Supplier fails to deliver any or all of the goods within the period specified in the Purchase Order (PO), a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be imposed.

## **17. Payment**

- 17.1 Full payment shall be made within two weeks upon IOM's inspection and acceptance of the goods, and upon IOM's receipt of the valid original invoice describing the delivered goods.

## **18. Award of Contract**

- 18.1 Following the negotiations, the contract will be awarded to the selected Supplier.
- 18.2 Suppliers which do not receive notification before the 8<sup>th</sup> of February 2022 can consider their quotations unsuccessful.

## **19. Settlement of Dispute**

- 19.1 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.

## **20. Confidentiality**

- 20.1 Information relating to the evaluation of the Quotations and recommendations concerning awards shall not be disclosed to the Suppliers who submitted the quotations or to other persons not officially concerned with the process.
- 20.2 The Supplier shall not disclose any information in the Quotations to any third party. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful. IOM will however archive all Quotations for auditing purposes.



# Annex A

## QUOTATION FORM

Date : \_\_\_\_\_

To : IOM ANKARA  
\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of the requested Materials, the receipt of which is hereby duly acknowledge, I, representing [.....] offer to supply and deliver the requested goods in conformity with the General Instruction in accordance with the Technical Specifications (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my Quotation is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Table Form.

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

### PRICE TABLE FORM

No.	Description	Unit Measure	Unit Cost for 1-499 (TRY)	Unit Cost for 500-999 (TRY)	Unit Cost for 1000-1999 (TRY)	Unit Cost for 2000-2999 (TRY)	Unit Cost for 3000- 3999 (TRY)	Unit Cost for 4000-5000 (TRY)	Delivery Schedule (Day)	Sample Picture
1	Notebook / Gray Color Line notebook, 224 pages, 80 gr, stitched, logos will be inserted to cover	each								
2	Roller Pen / Gray Color Blue roller pen one side printed. "Uyum Buluşmaları" in the body and three logo printing in the pen cap. One Side of the pen cap will have EU-Turkey the other side will have IOM and DGMM Logo	each								
3	USB / Blue Color 32 GB USB with plastic box, one side printed (Uyum Buluşmaları, DGMM, IOM, EU flag). Files to be uploaded into the USBs.	each								 • Plastik Kutulu
4	Thermos Mug / Gray-Silver Color 350 ml 12x8,6 cm Printing on the mug (Uyum Buluşmaları, IOM, DGMM, EU Flag)	each								

No.	Description	Unit Measure	Unit Cost for 1-499 (TRY)	Unit Cost for 500-999 (TRY)	Unit Cost for 1000-1999 (TRY)	Unit Cost for 2000-2999 (TRY)	Unit Cost for 3000- 3999 (TRY)	Unit Cost for 4000-5000 (TRY)	Delivery Schedule (Day)	Sample Picture
5	Key Chain / Gray (silver) Color Silver key chain, two side printed. Front side: Uyum Buluşmaları Back side: EU flag, IOM, DGMM logo)	each								
6	Cloth Bag / 35x40 cm cloth bag one side printed (Uyum Buluşmaları, EU flag, IOM, DGMM logo)	each								
7	Kitting Loading the produced materials into a suitably designed and fabricated Cloth Bag – contents shall be as follows in each bag: Qty 1 Notebook Qty 1 Roller Pen Qty 1 USB Qty 1 Thermos Mug Qty 1 Key Chain	each								
8	Packing The loaded Cloth Bags shall be packed into proper and heavy duty carton boxes and each box shall contain 50 Cloth Bags.	each								

- All interested bidders must submit a sample for quoted items to IOM Ankara Office (Procurement and Logistics Department) for technical assessment.