

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **TD-IST-2024-0237**

Date: 14 May 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Rental Technical Equipment for the Translation Services

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or 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 using **Annex 2: Quotation Submission Form, Annex 3 Technical Offer and Annex 4 Financial Offer**, by the method and by the date and time indicated. 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.

Thank you, and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: Jadranko BJELICA

Title: Senior Supply Chain Officer

Date: 14 May 2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>28 May 2024, 15:00, GMT+3</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<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 Click or tap here to enter text.</p> <p>Bid submission address: iomturkiyetenders@iom.int</p> <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: Click or tap here to enter text. <p>For Technical Offer: TD-IST-2024-0237 – TECHNICAL OFFER</p> <p>For Financial Offer: TD-IST-2024-0237 – FINANCIAL OFFER</p> <ul style="list-style-type: none"> ▪ 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. <p>Quotations should be sent in separate emails as follows:</p> <ul style="list-style-type: none"> - Separate e-mail for the Technical Offer - Separate e-mail for the Financial Offer <p>Non-compliance with this instruction shall result in rejection of the bid received.</p>
Cost of preparation of quotation	<p>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.</p>
Supplier Code of Conduct	<p>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: Supplier Code of Conduct (ungm.org).</p>
Conflict of Interest	<p>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.</p>
General Conditions of Contract	<p>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 https://www.iom.int/do-business-us-procurement.</p>
Eligibility	<p>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.</p>
Currency of Quotation	<p>Quotations shall be quoted in USD</p>
Duties and taxes	<p>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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes.</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	<p>English</p>

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed. <input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed and signed 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
Quotation validity period	Quotations shall remain valid for 1 year from the deadline for the Submission of Quotation.
Price variation	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.
Price validity period	Prices are valid for 1 (one) year contract duration.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<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
Contact Person for correspondence, notifications and clarifications	Focal Person: Mr. Cuneyt SAHINBAS E-mail address: procsupportist@iom.int The above e-mail procsupportist@iom.int should be used only for any potential questions/clarifications. Attention: Quotations shall not be submitted to this address. (Quotations received from procsupportist@iom.int will not be considered for evaluation.)
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to requests for clarification will be communicated through email and Tender Bulletin at IOM web page by 24 May 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest priced, most technically acceptable. <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 3 <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 4 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
Right not to accept any quotation	IOM is not bound to accept any quotation nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	Long Term Agreement (LTA)
Expected date for contract award.	11 June 2024
Policies and procedures	This RFQ is conducted in accordance with the Policies and Procedures of IOM.
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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.

ANNEX 1: Schedule of Requirements

Technical requirement of the Services:

IOM requests prospective Service Providers to submit proposals for providing technical equipment rental services in relation to IOM activities associated with conducting events, workshops, training, meetings, seminars, etc., and as per the table listed below:

No.	Description
1	DIGITAL SIMULTANEOUS SYSTEM
2	RECEIVER HEADPHONE
3	ISO NOTO BOOTH
4	SOUND SYSTEM (2 SPEAKER)
5	SOUND SYSTEM (4 SPEAKER)
6	SOUND SYSTEM (6 SPEAKER)
7	TABLE MICROPHONE
8	UHF WIRELESS MICROPHONE (HAND)
9	UHF WIRELESS MICROPHONE (HEADSET)
10	DELEGATE MICROPHONE
11	CONFERENCE CENTRAL UNIT
12	LAPTOP + LCD PROJECTOR
13	CAMERA RECORDING
14	VOICE RECORDING
15	PHOTOGRAPHY
16	PRESS AUDIO MIXER
17	TECHNICIAN
18	OPERATION MANAGER
19	FULL HD 8000 ANSI LUMENS PROJECTOR
20	HD SWITCHER
21	ORGANIZATION COST
22	DESK WITH PLASM
23	STAGE DECORATION PRINTING COST PER SQUARE METER
24	DECODING (TURKISH-1 HOUR VOICE RECORD)
25	DECODING (ENGLISH- 1 HOUR VOICE RECORD)
26	THE ACCOMMODATION, TRAVELING AND PER DIEM EXPENSES TO BE APPLIED FOR OUT-OF-ISTANBUL SERVICES PER PERSON / PER DAY)
27	IF OUT OF ISTANBUL, TRANSPORTATION CHARGES OF THE EQUIPMENT PER KM
28	REGISTRATION DESK-2 PERSON
29	5000 ANSI LUMENS PROJEKTOR
30	42" PRESENTATION TRACKING SCREEN
31	COLOR PRINTER
32	LIVE BROADCAST IMAGE INFRASTRUCTURE
33	PODIUM / STAFF SURFACE INTERLINING
34	REGIE SYSTEM
35	PROJECTOR CURTAIN (2X2M)
36	PROJECTOR CURTAIN (2X3M)
37	PROJECTOR CURTAIN (4X3M)
38	3MM INDOOR LED SCREEN
39	LED SCREEN PROCESSOR
40	AUDIO EXPANDER
41	ANNOUNCER
42	PRINTER WITH PHOTOCOPY FUNCTION(BW)
43	PRINTER WITH PHOTOCOPY FUNCTION(COLOR)
44	INFO-PORT SYSTEM (INCLUDING TWO TRANSMITTER)
45	HEADPHONES FOR INFO-PORT SYSTEM
46	DIRECTION BOARD (WOODEN)
47	DIGITAL DIRECTION BOARD
48	ROSTRUM

No.	Description
49	ROSTRUM DIGITAL
50	17" PRESENTATION TRACKING SCREEN
51	DAVOS CHAIR
52	SIDE TABLE FOR DAVOS CHAIR
53	GENERATOR (150KW)

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 quotation along with Annex 3: Technical and Financial 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:		
RFQ reference:	TD-IST-2024-0237	Date:

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information sheet to be filled in and signed by the vendor

BIDDER’S DECLARATION OF CONFORMITY²

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.

¹ [Vendor Information Sheet.xlsx](#)

² 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 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:

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:		
RFQ reference:	TD-IST-2024-0237	Date:

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan.
- team composition and CVs of key personnel

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

ANNEX 4: FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation with a 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:		
RFQ reference:	TD-IST-2024-0237	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 the rejection of the bid received.

Financial Offer

- 3.2.1 Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.
- 3.2.2 The cost breakdown with as much details as possible, including the quantities and unit costs.
- 3.2.3 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.
- 3.2.4 Terms of payment and payment method shall be clearly specified in the Financial Offer

Currency of Quotation: USD

No.	Description	Unit Price (USD)
1	DIGITAL SIMULTANEOUS SYSTEM	
2	RECEIVER HEADPHONE	
3	ISO NOTO BOOTH	
4	SOUND SYSTEM (2 SPEAKER)	
5	SOUND SYSTEM (4 SPEAKER)	
6	SOUND SYSTEM (6 SPEAKER)	
7	TABLE MICROPHONE	
8	UHF WIRELESS MICROPHONE (HAND)	
9	UHF WIRELESS MICROPHONE (HEADSET)	
10	DELEGATE MICROPHONE	
11	CONFERENCE CENTRAL UNIT	
12	LAPTOP + LCD PROJECTOR	
13	CAMERA RECORDING	
14	VOICE RECORDING	
15	PHOTOGRAPHY	
16	PRESS AUDIO MIXER	
17	TECHNICIAN	
18	OPERATION MANAGER	
19	FULL HD 8000 ANSI LUMENS PROJECTOR	
20	HD SWITCHER	
21	ORGANIZATION COST	
22	DESK WITH PLASM	
23	STAGE DECORATION PRINTING COST PER SQUARE METER	
24	DECODING (TURKISH-1 HOUR VOICE RECORD)	
25	DECODING (ENGLISH- 1 HOUR VOICE RECORD)	

No.	Description	Unit Price (USD)
26	THE ACCOMMODATION, TRAVELING AND PER DIEM EXPENSES TO BE APPLIED FOR OUT-OF-ISTANBUL SERVICES PER PERSON / PER DAY)	
27	IF OUT OF ISTANBUL, TRANSPORTATION CHARGES OF THE EQUIPMENT PER KM	
28	REGISTRATION DESK-2 PERSON	
29	5000 ANSI LUMENS PROJEKTOR	
30	42" PRESENTATION TRACKING SCREEN	
31	COLOR PRINTER	
32	LIVE BROADCAST IMAGE INFRASTRUCTURE	
33	PODIUM / STAFE SURFACE INTERLINING	
34	REGIE SYSTEM	
35	PROJECTOR CURTAIN (2X2M)	
36	PROJECTOR CURTAIN (2X3M)	
37	PROJECTOR CURTAIN (4X3M)	
38	3MM INDOOR LED SCREEN	
39	LED SCREEN PROCESSOR	
40	AUDIO EXPANDER	
41	ANNOUNCER	
42	PRINTER WITH PHOTOCOPY FUNCTION(BW)	
43	PRINTER WITH PHOTOCOPY FUNCTION(COLOR)	
44	INFO-PORT SYSTEM (INCLUDING TWO TRANSMITTER)	
45	HEADPHONES FOR INFO-PORT SYSTEM	
46	DIRECTION BOARD (WOODEN)	
47	DIGITAL DIRECTION BOARD	
48	ROSTRUM	
49	ROSTRUM DIGITAL	
50	17" PRESENTATION TRACKING SCREEN	
51	DAVOS CHAIR	
52	SIDE TABLE FOR DAVOS CHAIR	
53	GENERATOR (150KW)	

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"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in the event that the quotation is accepted.

<i>Exact name and address of the company</i> Company Name: Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address:
---	--