

REQUEST FOR PROPOSALS

SERVICES FOR Provision of Medical Services

IOM Turkey



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

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

Request for Proposals

The International Organization for Migration (**IOM**) is an intergovernmental organization 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 Service Providers to submit Proposals for the required services as per this RFP.

The Service Provider will be selected based on considerations outlined in this RFP.

This RFP includes Instructions to Service Provider, Terms of Reference and administrative requirements that Service Providers will need to follow in order to prepare and submit their Proposals for consideration by IOM.

The Proposals must be submitted by e-mail to Procurement Ankara at iomturytenders@iom.int with a subject of **TD-ANK-2021-0318** no later than 3:00 PM on Friday the 26th of November 2021. No late proposal shall be accepted.

Proposals 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 proposals based on the fulfilment of the provisions as described in the General Instruction to Service Providers.

Service Providers which do not receive notification before the 3rd of December 2021 can consider their Proposals unsuccessful.

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

Please contact Ms Basak YAGAN at 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 SERVICE PROVIDERS (GIS)

1. Description of Services

- 1.1 See more details as described in the Terms of Reference (Annex B) for the required services. IOM requests prospective Service Providers to submit Technical and Financial Proposals for this Service.
- 1.2 Only eligible and accredited Service Providers may submit Proposals. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the successful Service Provider.
- 1.3 Service Providers 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 proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 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:
 - 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 Service Providers 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 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:
 - 3.1.1 A Service Provider has controlling shareholders in common with another Service Provider.
 - 3.1.2 A Service Provider receives or has received any direct or indirect subsidy from another Service Provider.
 - 3.1.3 A Service Provider has the same representative as that of another Service Provider for purposes of this Proposal.
 - 3.1.4 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 Proposal of another or influence the decisions of the Mission/Procuring Entity regarding this Proposal process.
 - 3.1.5 A Service Provider submits more than one Proposal in this Proposal process.
 - 3.1.6 A Service Provider 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 Services, that are linked or subject to this Proposal process.

4. Eligible Service Providers

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

5. Clarifications and Amendments to RFP Documents

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

Attn: Ms. Basak YAGAN

Email: Procurement Ankara procsupportank@iom.int

Mob: +90 531 305 76 70

- 5.3 IOM will respond to any request for clarification received on or before the 24th of November 2021 by 5.00 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. Errors, omissions, inaccuracies and clarifications

- 6.1 The documents and forms requested for the purpose of soliciting Proposals shall form part of the Contract; hence care should be taken in completing these documents.
- 6.2 Service Providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Proposal Documents.

7. Confidentiality and Non-Disclosure

- 7.1 All information given in writing to or verbally shared with the Service Provider 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.

8. IOM's Right to accept any Proposal and to reject any and all Proposals

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

9. Requirements

9.1 Proposal Documents

The following shall constitute the Proposal Documents to be submitted by the Service Provider:

- 9.1.1 Proposal Form (see Annex A)
9.1.2 Price Table Form (Annex B)

9.2 Proposal Forms

- 9.2.1 The Proposal Form (Annex A & B) 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 Proposal Form.
- 9.2.2 The language of the Proposal shall be in English and prices shall be quoted in USD – US Dollars exclusive of Sales Tax.
- 9.2.3 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 Proposal with an adjustable price Proposal will be treated as non-responsive and will be rejected.

9.3 Validity of Proposal Price

- 9.3.1 The submitted prices shall remain valid for 1 year, after the deadline for submission.
- 9.3.2 In exceptional circumstances, prior to expiry of the period of validity of Proposals, IOM may request that the Service Providers 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 Proposal.

10. Submission of Proposal Documents

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

Email address: iomturkeytenders@iom.int

Email subject: **TD-ANK-2021-0318**

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 Proposals shall be submitted on or before 3.00 PM on the 26th of November 2021. Late¹ Proposals will not be accepted.

11. Acceptance of Proposals

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

12. Rejection of Proposals

- 12.1 Proposal can be rejected for the following reasons:
- 12.1.1 The Proposal is not presented in accordance with this General Instruction.
- 12.1.2 The Proposal Form or any document which is part of it is not signed/stamped.
- 12.1.3 Incompleteness of the Proposal Documents.
- 12.1.4 The Service Provider is currently under list of blacklisted Service Providers.
- 12.1.5 The Proposal imposes certain basic conditions unacceptable to IOM.

¹ Proposals delivered beyond the prescribed closing date and time shall be considered late and will be automatically disqualified by the system.

12.1.6 Sudden internal operational and administrative changes within IOM.

12.1.7 The Service Provider does not pass the government security checks.

12.2 IOM is not bound to accept any Proposal received and reserves the right to waive any minor defect in a Proposal, provided, however, that such minor defect (i) does not modify the substance of the Proposal and (ii) does not change the relative ranking of the Service Provider.

13. Evaluation of Proposals

13.1 IOM shall evaluate and compare the Proposals on the basis of the following:

13.1.1 Completeness and responsiveness of the Proposal documents.

13.1.2 Registration, experience and past performance of the Service Provider relevant to the requested service.

13.1.3 Compliance with the RFP description as listed in above and the TOR.

13.1.4 The Technical Proposal details and specifics.

13.1.5 The Financial Proposal details and specifics.

13.1.6 The Proposal contents of all the information as specified in above articles. If any of the requested information is missing or is incorrect, the Proposal may be rejected on that sole basis and the Proposal 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 Service Provider does not accept the correction of the errors as per this method, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

13.3 The Proposals 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 Please refer to the Terms of Reference (TOR) document – Annex B.

15. Negotiations

15.1 Contract negotiation is expected to take place no more than one week after notification of the successful Service Provider.

15.2 Negotiations will include discussion and finalization of a) Scope of Services; b) Design and Technical requirements; d) the Financial Proposal submitted; 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 Service Provider fails to deliver any or all of the services within the period as specified in the contract's delivery schedule, a penalty payment of 0.1% of the price of the undelivered Services for every day of breach of the delivery schedule by the Service Provider will be applied.

17. Payment

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

18. Award of Contract

- 18.1 Following the negotiations, the contract will be awarded to the selected Service Provider.
- 18.2 Service Providers which do not receive notification before the 3rd of December 2021 can consider their Proposals 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 proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted Proposals or to other persons not officially concerned with the process.
- 20.2 The Service Provider shall not disclose any information in the Proposals to any third party. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful. IOM will however archive all Proposals for auditing purposes.

Annex A

PROPOSAL FORM

Date : _____

To : IOM Ankara

Having examined the General Instruction for the provision of the requested services, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to render the requested services in conformity with the General Instruction in accordance with the Technical and Financial documents which is herewith attached and form part of this Proposal.

I undertake if my Proposal is accepted, to render the services in accordance with the delivery schedule set out in the Proposal document.

I agree to abide by this Proposal 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 Proposal 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 Proposal for and on behalf of

[name of company]

Annex B

PRICE TABLE FORM

No.	Description	Qty.	Unit	Unit Price (USD)	Total Price (USD)
1	CHEST X-RAY with CD	1	ea		
2	X-Ray lateral / additional view with CD	1	ea		
3	VDRL /RPR	1	ea		
4	TPHA	1	ea		
5	HIV (HIV 1 & 2) - screening	1	ea		
6	HIV Confirmatory	1	ea		
7	HBs Ag	1	ea		
8	Anti-HCV	1	ea		
9	AST	1	ea		
10	ALT	1	ea		
11	GGT	1	ea		
12	Total Bilirubin	1	ea		
13	Direct Bilirubin	1	ea		
14	ALP	1	ea		
15	Urea (BUN)	1	ea		
16	Creatinine	1	ea		
17	Urine dipstick test	1	ea		
18	Urine for drug test	1	ea		
19	Urine microscopy	1	ea		
20	Urine Culture	1	ea		
21	Urine ACR	1	ea		
22	Urine Pregnancy Test	1	ea		
23	Beta-hCG (β-hCG) (Blood)	1	ea		
24	Calcium (Ca)	1	ea		
25	Natrium (Na)	1	ea		
26	Potassium (K)	1	ea		
27	Phosphor (P)	1	ea		
28	Clor (Cl)	1	ea		
29	Magnesium (Mg)	1	ea		
30	Hemogram (Total Blood Count)	1	ea		
31	Peripheral blood flim	1	ea		
32	Blood sugar	1	ea		
33	HbA1c	1	ea		
34	PT (Protrombin Time) with INR	1	ea		
35	Blood Type (A-B-O – Rh)	1	ea		
36	ECG (Electrocardiography)	1	ea		
37	Color doppler study	1	ea		
38	Exercise Tolerance Test	1	ea		
39	Chest physician/Pulmonologist	1	ea		

No.	Description	Qty.	Unit	Unit Price (USD)	Total Price (USD)
40	Ultrasonography (USG)	1	ea		
41	CT scan of Head	1	ea		
42	CT scan of other part of the body	1	ea		
43	Sputum TB Smear Microscopy	1	ea		
44	Sputum for TB Cultures	1	ea		
45	Sputum for DST	1	ea		
46	Sputum for TB Genexpert test	1	ea		
47	The Interferon Gamma Release Assay (IGRA)	1	ea		
48	ABG - Arterial Blood Gas analysis	1	ea		
49	Pulmonary function test	1	ea		

- ✓ IOM staff will notify the focal person over phone and refer immigrants to the Medical Service Provider with written referral form.
- ✓ The Medical Service Provider will provide medical services in response to referral form.
- ✓ The Medical Service Provider will be requested to provide the results of medical services within specified timeframe.
- ✓ In case of hospitalization required the Medical Service Provider will discuss with IOM staff in advance.