



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ 4200670805

Date: 14TH MAY 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Various Laboratory Equipment Supplies for IOM xxx

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods 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 and Financial Offer

Annex 4: Technical Specifications

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 and Annex 3 Technical and 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.

Supply Chain IOM Kenya Country Office

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Deadline for the Submission of Quotation</p>	<p>28th May 2024, 10AM EAST AFRICA TIME If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email: iomnborfq@iom.int <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other <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: RFQ 4200670805-Company Name (keep it short) – Quotation 1 of 3 ▪ 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>Cost of preparation of quotation</p>	<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>
<p>Supplier Code of Conduct</p>	<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>
<p>Conflict of Interest</p>	<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	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 .
Eligibility	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.
Currency of Quotation	Quotations shall be quoted in USD- US DOLLARS
Duties and taxes	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 checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	The Quotation, as well as any and all related correspondence exchanged by the Supplier and IOM, shall be written in English language
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 and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Sample (as requested)
Quotation validity period	Quotations shall remain valid for 60 days 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.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" 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: KENYA COUNTRY OFFICE-PROCUREMENT DEPARTMENT E-mail address: kco-quotationqueries@iom.int Attention: Quotations shall not be submitted to this address -

Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via e-mail within 2 working days .
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<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"/> DELIVERY REQUIRED: WITHIN 60 CALENDAR DAYS FROM DATE OF AWARD. <input type="checkbox"/> Others
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	Purchase Order
Expected date for contract award.	30TH JUNE 2024
Policies and procedures	This RFQ is conducted in accordance with 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 Specifications for Goods:

		Currency of the Quotation: US DOLLARS				
		INCOTERMS: DAP IOM NAIROBI, GIGIRI KENYA- IOM WILL PROVIDE PRO1B (EXEMPTION CERTIFICATE)				
Item No	Item Description	Qty	LEAD TIME FOR DELIVERY	Warranty	Unit price	Total price
1	Autoclave machine - Volume – 135 litres, toploading, with solid and liquid cycle, steam source - heaters in chamber, castor mounted for easy movement. CE marked or equivalent . Installation and calibration onsite included. Delivery October 2024 (latest)	1				
2	BSC machine - Class II A2, 6 ft, with antimicrobial powder coating, selectable quick start mode for fast operation, with ULPA filter, with sloped perimeter for easy disinfection. CE marked or equivalent . Installation and calibration onsite included. Delivery October 2024 (latest)	2				
3	Centrifuge (TB) machine - Refrigerated, ability to hold 20 – 50 ml Falcon tubes, swing out rotor, with autoclaveable specimen buckets with clamp lock and handle, RPM: 50 - 15,000 min -1 – adjustable in increments of 10, RCF: 50 - 24,400 – adjustable in steps of 1. CE marked or equivalent . Installation and calibration onsite included. Delivery October 2024 (latest)	1				
4	Centrifuge (non-TB) machine - Ability to hold 42 or more tubes, RPM: 50 - 15,000 min -1 – adjustable in	1				

	<p>increments of 10, RCF: 50 - 24,400 – adjustable in increments of 1, swing out rotor, with autoclaveable specimen buckets, max. capacity: 4 x 290 ml. CE marked or equivalent. Installation and calibration onsite included. Delivery October 2024 (latest)</p>					
5	<p>Incubator machine - Temperature range - +20 to +80 °C, capacity 750 L, working temperature range - at least 5 above ambient temperature to +80 °C, setting accuracy temperature - 0.1 °C, door - inner glass doors, door - fully insulated stainless steel doors with 2-point locking (compression door lock), internal doors -2 stainless steel grid(s), electropolished, with solid PERFORATED steel layer/tray. CE marked or equivalent. Installation and calibration onsite included. Delivery October 2024 (latest)</p>	1				
6	<p>Incubator - Temperature range - +20 to +80 °C, capacity 200 L, with timer, working temperature range - at least 5 above ambient temperature to +80 °C, setting accuracy temperature - 0.1 °C, door - inner glass doors, door - fully insulated stainless steel doors with 2-point locking (compression door lock), internal doors -2 stainless steel grid(s), electropolished, with solid PERFORATED steel layer/tray. CE marked or equivalent. Installation and calibration onsite included. Delivery October 2024 (latest)</p>	1				
7	<p>Vortex Mixer - Compact, robust, and durable design for efficiency, variable speed control, continuous operation or automatically press start, fast, thorough, and quiet vortex mixing action, but vibration free. Or Equivalent</p>	2				

8	Hemocue machine - Hemocue HB Meters (HB 301)	5				
9	Refrigerator - 150L, 2-8 deg C, with glass viewing, with lock and key. Or Equivalent	3				
10	Freezer, -20 deg C - 300 L, -20 deg C, with lock and key, with alarm for out of range temperature, with digital display. CE marked or equivalent . Installation and calibration onsite included. Delivery October 2024 (latest)	1				
11	Freezer, -70 deg C - 300 L, -70 deg C, with lock and key, with alarm for out of range temperature, with digital display. CE marked or equivalent . Installation and calibration onsite included. Delivery October 2024 (latest)	1				
15						
16						
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23						
24						
25						
						Total Price
						Transportation Price
						Insurance Price
						Installation Price
						Training Price
						Other Charges (specify)
						Total Final and All-inclusive Price

Required Documentations

- ISO 9001 and ISO 13485 certificates and CE mark for the products
- The supplier to provide an after-sale service,
- IQ/OQ documentations, Training
- Manufacture Authorization letter for dealership.
- Provision of technical support at installation and during warranty.
- Application specialist training at installation.
- 5 years maintenance support incase model is discontinued.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within the agreed delivery lead time as per Contract.

Delivery Terms (INCOTERMS 2020)	Bidder should provide a quotation on the basis of the following INCOTERMS: DAP IOM NAIROBI, GIGIRI KENYA
Customs clearance	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> International Organization for Migration (IOM) <input checked="" type="checkbox"/> Supplier/bidder-IOM WILL PROVIDE PRO1B EXEMPTION CERTIFICATE <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	UN CRESCENT AVENUE, GIGIRI, NAIROBI, KENYA
Distribution of shipping documents (if using freight forwarder)	Shipping Invoice with value stating " HUMANITARIAN AID", country of origin of items, "NO COMMERCIAL VALUE, VALUE FOR CUSTOMS PURPOSE ONLY", AWB, Packing List, Certificate of Origin, Certificate of Analysis must be submitted via email in advance.
Packing Requirements	<p>Marking on the package must include the following details: The bidder must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the Goods being delivered to IOM will be free of damage.</p> <p>Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode.</p> <p>Labelling: description of goods, pack size, batch/lot number, expiry date, name and address of manufacturer; CE marking; For goods requiring cold chain, packages must be identified with time and temperature label or an equivalent and shall be affixed in all boxes that are time and temperature sensitive, indicating the external transportation temperature range of the shipment and the shelf life; must indicate presence of temperature data logger as applicable.</p> <p>Inclusions: instructions for handling and storage; operating manuals, installation guides and maintenance manuals.</p>
Training on Operations and Maintenance	On-site Installation (if machine is not a plug and play device) Training of users in operation and basic maintenance shall be provided (if applicable)
Warranty Period	Manufacturer's standard warranty period (kindly indicate number of years)
After-sales service and local service support requirements	Local service support is required Indicate detailed information on: Contact information of local partner for after-sales services Procedures for troubleshooting, claiming warranty, and requesting for maintenance.

Preferred Mode of Transport	Land or Sea
Other information	List of important spare parts, its catalogue number and related costs. Disposal and decommissioning procedure, if available.



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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

BIDDER'S DECLARATION OF CONFORMITY¹

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.

¹ 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 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 https://www.unhcr.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.



Yes	No	
<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 AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

		Currency of the Quotation: Click or tap here to enter text.					
		INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Expiry Quoted	Qty	Unit price	LEAD TIME/AVAILABILITY	Total price
1							
2							
3							
	Total Price						
	Transportation Price						
	Insurance Price						
	Installation Price						
	Training Price						
	Other Charges (specify)						
	Total Final and All-inclusive Price						

Compliance with Requirements

	Your Responses
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	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications: Refer to Annex 1: Schedule of Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Required Technical Documentations Refer to Annex 1: Schedule of Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS): INCOTERMS: DAP IOM NAIROBI, GIGIRI KENYA	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: WITHIN 60 CALENDARS UPON RECEIPT OF AWARD,	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Installation: Capacity to perform on-site installation if product is not a plug and play device			
Warranty and After-Sales Requirements: Standard Manufacturer Warranty, Availability of local after-sales service support	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation: 60days from the deadline for the Submission of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms: 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements: List of important spare parts, its catalogue number and related costs. Disposal and decommissioning procedure, if available.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<p><i>Exact name and address of the company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

