# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: 006/IPA3BM/2024 | Date: 27 March 2024 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of IT equipment**

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 and 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 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.

Approved by:

Dunja ANTUNOVIC

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | 11 April 2024, by 15.00  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  Email  Courier or Hand delivery  Other Click or tap here to enter text.  Bid submission address:  Zorza Klemansoa 19, Belgrade, Serbia, 5th floor, contact +381 63 624 553 |
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct** | 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)](https://www.ungm.org/Public/CodeOfConduct). |
| **Conflict of Interest** | **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. |
| **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 RSD, VAT excluded |
| **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:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | English |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for 120 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** | Not permitted  Permitted  *(please specify, i.e. by LOTs only or by line item, etc)* |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other Click or tap here to enter text. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Dunja Antunovic  E-mail address: dstojanovic@iom.int  Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 09 April 2024, by 15.00. Responses to request for clarification will be communicated with dstojanovic@iom.int. |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  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** | Model Supply Agreement  Please find template below |
| **Expected date for contract award.** | 29 April 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](http://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:**

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| **Item No** | **Minimum technical requirements** | **Unit** | **Quantity** |
| 1. | **Printer A4 black and white**   |  |  | | --- | --- | | Device type | Laser, monochrome | | Format | A4 | | Screen | 5 line LCD/LED, 21 characters, with backlight | | Printing speed | min. 55ppm A4 | | Duplex printing speed | min. 39ppm A4 | | Heating time | max. 25 sec | | Print resolution | min. 1200dpi | | Time to print the first page | max. 4.5s | | Processor | min. ARM Cortex-A53 1.4 GHz with two cores or better | | Memory capacity | min. 512MB ram, expandable to min. 2.5GB ram | | Paper drawer input capacity | min. 500 pages, A4, A5, B5, Letter, Legal, Folio, Custom (140 x 210 x 216 x 356 mm). possibility of expansion up to a minimum of 2600 sheets | | Multipurpose drawer | min. 100 sheets, A4, A5, B5, Letter, Legal, Folio, Custom (140  x 210 x 216 x 356 mm), | | Supported paper thickness | 60-220g/m² (min.) from multipurpose tray | | Paper drawer output capacity | min. 500 sheets of A4 | | Ports | USB 2.0 (Hi-Speed), 2 x USB Host Interface, RJ-45 (10/100/1000Base), slot for an optional SD/SDHC card | | Emulations | PCL6 (5e/XL), KPDL3 (PostScript 3 compatible), PDF Direct Print, XPS Direct Print and Open XPS, PPML,TIFF/JPEG Direct Print Support, URF, PWG Raster, PCLm, IBM Proprinter, Line Printer, Epson LQ-850. | | Duplex Print | Yes | | Power consumption during operation (print//Ready mode/sleep mode) | max. 676.1W/9W/0.5W | | Noise level (ISO 7779/ISO 9296) | Max 56db printing; max 30db in standby mode | | Maximum dimensions | 390 x 416 x 343 mm, up to 16,5kg | | Capacity of consumables | **In addition to the device and the initial toner, it is necessary to deliver original spare toners (two) that will ensure printing of at least 60,000 A4 pages (together with the initial toner).** | |  | Other original consumables (maintenance kits, image units, photoconductors, drum units, developers, etc.) necessary for printing a minimum of 300,000 A4 pages (together with initial consumables) | | Warranty | min. 72 months manufacturer's warranty | | pcs | 75 |
| 2. | **Multifunctional printer device A3 color**   |  |  | | --- | --- | | Device type | A3 multifunction laser color 3-in-1 (printer, scanner, copier) | | Screen | min. 7", touch-sensitive, in color, speaker for notifications | | One-sided printing speed | min. 30 ppm A4, min. 15 ppm A3 monochrome and color | | Two-sided prnting and copying speed | min. 26 ppm A4 | | Print resolution | min. 1200dpi | | Copy resolution | min. 600dpi | | Time to print first page - color | max. 8.5 seconds | | Time to first copy - color | max. 9.5 seconds | | Processor | min. ARM Cortex-A9 1.2GHz with two cores or better | | Memory capacity | min. 1.5GB, with the possibility of expansion to min. 3GB and the possibility of adding an SSD min 128GB | | Paper drawer input capacity | min. 500 sheets A3, A4, A5, A6, B5, Ledger, Letter, Legal, Folio, expandable to a minimum of 1600 sheets | | Capacity of multipurpose input tray | min. 100 sheets A3, A4, A5, A6, B5, Ledger, Letter, Legal, Folio, Custom (98 x 148 to 297 x 432mm), | | Supported paper thickness | 60-256 g/m2 from multi-purpose cassette and standard tray | | Output capacity | min. 280 sheets | | Ports | USB 2.0 (high speed), 2 x USB Host interface, gigabit ethernet, 2 x slot for optional internal print server or SSD disk, slot for optional SD card, NFC tag, | | Scanning functionality | min. Scan to e-mail, Scan to FTP, Scan to SMB, | | Scan to USB Host, Network TWAIN, WIA/WSD | | scan | | Scan resolution | min. 600, 400, 300, 200 dpi, 256 greyscales per colour | | Type of scanned document | min. TIFF, PDF, PDF/A, JPEG, Open XPS, Encrypted PDF, high compression PDF, PDF/A-1a/b, PDF/A-2a/b/u | | Scanning speed | 50ipm (300dpi, A4, black and white and color) | | Two-sided printing | Yes | | ADF | Yes, min. Capacity 50 sheets | | Stand | Stand with wheels, with a place to store paper | | Power consumption during operation (printing/copying/low power mode/Ready mode/sleep mode) | max. 600W/600W/40W/70W/0.5W | | Noise level (ISO 7779/ISO 9296) | Max 53db printing/copying black and white; 54db color printing/copying, max 34db in standby mode | | Maximum dimensions | 600mm x 600mm x 755mm, up to 79kg | | Capacity of consumables | **In addition to the device and the initial toner, it is necessary to deliver original spare toners (two) that will ensure printing of at least 27,000 black and white A4 pages and 13,500 A4 color pages (per color) (together with the initial toner).** | |  | Other original consumables (maintenance kits, image units, photoconductors, drum units, developers, etc.) necessary for printing a minimum of 200,000 A4 pages \* (together with initial consumables) | | Warranty | min. 72 months manufacturer's warranty or 300,000 pages printed, whichever comes first | | pcs | 2 |
| 3. | **Desktop computer type 1**   |  |  | | --- | --- | | Processor | Intel® core™ i5-13400T processor or equivalent | | Chipset | min. Intel Q670 | | Memory | 8GB DDR4, min one more free memory slot, with the possibility of expansion up to min. 64GB | | SSD | 256GB PCIe NVMe, with the possibility of adding a SATA HDD | | Graphics card | Integrated on board or processor | | Computer Case | Micro form factor, natural horizontal orientation, intended for mounting on the back of the monitor, with mounting bracket | | Power supply | min. 90W, external | | Connectors and extensions | 1 x M.2 Storage, 1 x M.2 wireless, 1 x HDMI 1.4b, 1x display port 1.4a, 4x USB 3.2 Gen 1 (of which 2x from the front), 2x USB 2.0 (of which 1x with Smart Power On), 1 x RJ-45 (1GB LAN), 1 x audio connector, Kensington lock slot, padlock ring | | Security additionally | Chassis lock slot support, Chassis intrusion switch | | Keyboard | Wired, USB, Serbian letters keyboard | | Mouse | Wired, USB, optical | | Dimensions | Max 185mm x 40mm x 180mm, weight up to 1.35kg | | Operating environment (temperature and humidity) | Min in the range of 10°C to 35°C, min in the range of 20% to 80% | | Note | The offered type 1 desktop computer and type 1 monitor must be manufactured by the same manufacturer. | | Warranty | 60 months manufacturer's warranty | | pcs | 70 |
| 4. | **Monitor - type 1**   |  |  | | --- | --- | | Screen dimensions | min. 23.8", Anti-glare, | | Resolution | min. 1.920 x 1.080 pxl, pri 60Hz | | Aspect ratio | 16:9 | | Response | max. 5ms in any of the modes | | Pixel size | 0.2745 mm x 0.2745 mm | | Number of pixels per inch | 93 ppi | | Color support | Color gamut (typical): 72% NTSC (CIE1931), 83% NTSC (CIE1976), Color depth: 16.7 Million | | Static contrast (native) | min. 3000:1 | | Brightness | min. 250 cd/m² | | Viewing angle | min. 178°/178° | | Ports | min. 1x VGA, 1 x Display port 1.2, 1 x HDMI1.4 | | Bezel width | Max upper (6 mm), left/right (6 mm), lower (22 mm) | | Certificates/standards | Energy Star, EPEAT Gold, TCO | | Other | Tilt (-5° to 21°), Swivel (173° to 173°), height adjustment (130+/-5 mm), VESA 100m | | Integrated speakers | Da, 2x 1W | | Maximum consumption (off mode/standby mode/on mode/max) | 0,3W/0,3W/16W/28W | | Additional | Low Blue Light solution with Flicker-free screen (ComfortView), Remote Asset Management, VA (Vertical Alignment) | | Standards | ENERGY STAR®, EPEAT® Gold, TCO Certified & TCO Certified Edge. | | Note | The offered type 1 monitor and type 1 desktop computer must be manufactured by the same manufacturer. | | Warranty | 60 months manufacturer's warranty | | pcs | 70 |
| 5. | **Desktop computer type 2**   |  |  | | --- | --- | | Processor | Intel® core™ i5-13400T Cache processor or equivalent | | Chipset | min. Intel Q670 | | Memory | min. 8GB DDR4, min one more free memory slot, with the possibility of expansion up to min. 64GB | | SSD | 256GB PCIe NVMe, with the possibility of adding a SATA HDD | | Graphics card | integrated on board or processor | | Computer Case | Micro form factor, natural horizontal orientation, intended for mounting on the back of the monitor, with mounting bracket | | Power supply | min. 90W, external | | Connectors and extensions | 1 x M.2 Storage, 1 x M.2 wireless, 1 x HDMI 1.4b, 1x display port 1.4a, 4x USB 3.2 Gen 1 (of which 2x from the front), 2x USB 2.0 (of which 1x with Smart Power On), 1 x RJ-45 (1GB LAN), 1 x audio connector, Kensington lock slot, padlock ring | | Security additionally | Chassis lock slot support, Chassis intrusion switch | | Keyboard | Wired, USB, Serbian letters keyboard | | Mouse | Wireless, USB, optical | | Dimensions | Max. 185mm x 40mm x 180mm, weight up to 1.35kg | | Operating environment (temperature and humidity) | Min in the range of 10°C to 35°C, min in the range of 20% to 80% | | Note | The offered type 2 desktop computer and type 2 monitor must be manufactured by the same manufacturer. | | Warranty | min. 60 months manufacturer's warranty | | pcs | 10 |
| 6. | **Monitor - type 2**   |  |  | | --- | --- | | Screen dimensions | min. 26.9”, Anti-glare | | Resolution | min. 2.560 x 1.440 pxl pri 60Hz | | Aspect ratio | 16:9 | | Response | max. 5 m/s in any of the modes | | Pixel size | 0.2331 mm x 0.2331 mm | | Number of pixels per inch | 109 ppi | | Color support | Color gamut: sRGB 99% (typical) Color depth: 16.7 million | | Static contrast (native) | min. 1000:1 | | Brightness | min. 350 cd/m² | | Viewing angle | min. 178°/178° | | Ports | min. 1x HDMI, 2 x Display port, 1 x USB-C, 4 x USB 3.2 | | Maximum consumption (off mod/standby mode/on mod/max) | 0,3W/0,3W/21W/55W | | Certificates/standards | Energy Star, TCO, RoHS | | Other | Tilt (-5° to 21°), Height adjustment (min. 150mm), Swivel (-45° to 45°), pivot (-90° to 90°) VESA 100mmx100mm | | Note | The offered type 2 monitor and type 2 desktop computer must be manufactured by the same manufacturer. | | Warranty | min. 60 months manufacturer's warranty | | pcs | 10 |
| 7. | **Laptop**   |  |  |  |  | | --- | --- | --- | --- | | Screen | | min.15.5", 1920 x 1080 pxl, FHD, antiglare | | | Processor | | Intel Core i7, 10C/12T, 12 MB Cache or equivalent | | | Memory | | min. 8GB DDR4 one free memory slot | | | Hard disk | | min.512GB SSD M.2 PCIe NVMe | | | Graphics card | | Integrated on board or processor | | | Network | | min. 802.11ac, Bluetooth 5.0, 1GB LAN | | | Ports | | min. 1 x USB 2.0, 2 x USB 3.2 Gen 1 ports, 1x HDMI 1.4 or Display Port, 1 x SD 3.0 card slot, audio connector, wedge-shaped lock slot | | | Speakers | Yes, stereo, 2.5W | | | Microphone | Yes, integrated | | | Camera | Yes, CMOS sensor technology, 0.92-megapixel, video 1280x720 30fps | | | Keyboard | With numeric part, with backlight | | | Mouse | Wireless, USB, optical | | | Battery | min. 4 cells | | | Touchpad dimensions | Min. 115mm x 80mm | | | Adapter | min. 65W | | | Dimensions | Max. 20mm x 360mm x 240mm, up to max 1.95kg | | | Additional equipment | USB wireless mouse and laptop bag from the same manufacturer as the manufacturer of the offered laptop | | | Warranty | min. 48 months manufacturer's warranty | | | pcs | 10 |

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| **Additional terms** |  | |
| **1)** | It is necessary for the Bidder to submit a manufacturer's warranty certificate for all offered equipment for which a manufacturer's warranty is required.  Evidence: Confirmation of the equipment manufacturer or the local office of the equipment manufacturer (for the territory of the Republic of Serbia) confirming that the required warranty period is supported by the equipment manufacturer. The confirmation refers to all offered equipment for which a manufacturer's warranty is required, must be addressed to the Purchaser, with an invitation to purchase and must refer to the territory of the Republic of Serbia. | |
| **2)** | It is necessary for the Bidder to submit the manufacturer's technical specification, and all technical documentation (product description, datasheets, etc.). Certificates can be submitted in English. The submitted documentation must unequivocally show that the offered goods fully meet all the minimum technical requirements. | |
| **3)** | It is necessary for the Bidder to submit a certificate of authorization from the manufacturer for the sale of the offered equipment. Proof: Confirmation from the equipment manufacturer or the local office of the equipment manufacturer (for the territory of the Republic of Serbia) confirming that the bidder is authorized by the equipment manufacturer. The confirmation refers to all offered equipment for which a manufacturer's warranty is required, must be addressed to the Purchaser, with an invitation to purchase and must refer to the territory of the Republic of Serbia. |
| **4)** | The deadline for delivery is 30 days from the signing of the Purchase Order.  No advance payment allowed.  The bidder must have a minimum of RSD 100,000,000 worth of computer equipment sold in each of the years 2021, 2022 and 2023. Proof to be submitted. |

**Delivery Requirements**

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| **Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the goods within 30 days after Contract Signing. |
| **Delivery Terms (INCOTERMS 2020)** | N/A |
| **Customs clearance**  **(must be linked to INCOTERM** | Not applicable  Shall be done by:  Name of organisation  Supplier/bidder  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | Belgrade, Serbia |
| **Distribution of shipping documents (if using freight forwarder)** | N/A |
| **Packing Requirements** | Original package |
| **Training on Operations and Maintenance** | N/A |
| **Warranty Period** | Mentioned in Technical Specifications part |
| **After-sales service and local service support requirements** | Mentioned in Technical Specifications part |
| **Preferred Mode of Transport** | N/A |
| **Other information** |  |

**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.*

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| 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. |

**VENDOR INFORMATION SHEET[[1]](#footnote-2)**

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**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | 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. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | 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. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | 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. |
|  |  | 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.*

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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | 006/IPA3BM/2024 | Date: Click or tap to enter a date. |

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| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation:** Click or tap here to enter text.  **INCOTERMS:** Click or tap here to enter text. | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Click or tap here to enter text. |  |  |  |  |
| 2. | Click or tap here to enter text. |  |  |  |  |
| 3. | Click or tap here to enter text. |  |  |  |  |
| 4. | Click or tap here to enter text. |  |  |  |  |
| 5. | Click or tap here to enter text. |  |  |  |  |
| Total Price | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

**Compliance with Requirements**

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| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | 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:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

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| 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. | |
| *Exact name and address of the company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

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1. Vendor Information Sheet and Code of Conduct to be filled in and submitted with offer [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)