



International Organization for Migration (IOM)
The UN Migration Agency

**REQUEST FOR QUOTATION (RFQ)
AND
GENERAL INSTRUCTION TO CONTRACTORS (GIC)**

Project: providing comprehensive water, Sanitation and hygiene (WASH) assistance to affected population in South Kordofan

Tender Title: provision of Sanitation, hygiene and water supply intervention in Al Abassya locality, South Kordofan.

Date: 12. Feb.2019

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.

The project's general objective is **improving hygiene and feeding practices through increase knowledge and improved access to water, sanitation facilities by intervening:**

Item No.	Item Description
Lot 1	Rehabilitation of 5 hand pumps
Lot 2	Rehabilitation of Water Yard in Ohoo village
Lot 3	Construction of new mini water yard equipped with solar powered Soog Aljebel
Lot 4	Construction and installation of a 2km water network + 2 distribution points in Buri SSR settlement
Lot 5	Hygiene Promotion Campaigns (8 in Al abassya Town,4 in Soog El Jabel and 4 in buri)

With this RFQ is the GIC which includes Instructions to Contractors, Technical Specifications and administrative requirements that Contractors will need to follow in order to prepare and submit their quotation for consideration by IOM.

The deadline for submission is **20. Feb 2019 at 14.00** – all Bid documents must be submitted at the IOM Office in Khartoum:

Gerief West {Manshiya} House No 1/38, Block G Khartoum, Sudan P.O. Box 8322, Khartoum

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

Best,

Martina Carrieri, mcarrieri@iom.int

GENERAL INSTRUCTION TO CONTRACTORS (GIC)

1. Corrupt, Fraudulent and Practices

IOM requires that all IOM Staff, contractors, manufacturers, suppliers or distributors, observe the highest stand of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by contractors, 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:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- 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;
- Collusive practice is an undisclosed arrangement between two or more contractors designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- 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

2. Conflict of Interest

A contractor found to have a conflicting interest to another contractor or in relation with the Procurement Entity shall be disqualified from participating in a tender. A contractor may be considered to have conflicting interest under any of the circumstances set forth below:

- A Contractor has controlling shareholders in common with another contractor;
- A Contractor receives or has received any direct or indirect subsidy from another Contractor;
- A Contractor has the same representative as that of another Contractor for purpose of this quotation;
- A Contractor has a relationship, directly or through their parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decision of the Mission/procuring Entity regarding this Quotation process;
- A Contractor who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the quotation.

3. Eligible Contractor

The International Organization for Migration (IOM) is pleased to invite interested companies/agencies registered in Sudan to submit proposals for the following project: “Promotion of Socio-Economic Development in North Darfur, South Darfur and Red Sea States – States of Origin and Transit for Migration in Sudan”

4. Cost of Quotation Preparation

The Contractor shall bear all costs associated with the preparation and submission of his Quotation (Annex 1) and IOM will not in any case be responsible and liable for the cost incurred.

5. Errors, omissions, inaccuracies, variations and clarification in the Quotation Documents

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Contractors shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents. Contractors requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

Gerief West {Manshiya} House No 1/38, Block G Khartoum, Sudan P.O. Box 8322, Khartoum

IOM will respond to any request for clarification received on or before *20th of Feb 19 and 02:00 PM*. Copies of the response including description of the clarification will be given to all Contractors who received this General Instruction, without identifying the source of the inquiry.

6. Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Contractor in connection with this General Instruction is to be treated as strictly confidential. The Contractor 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 Contractor is successful.

7. IOM’s Right to Accept any Quotation and to Reject any and all Quotations

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all quotations submitted, at any time prior to award of contract, with out thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the ground for the IOM’s action.

8. Requirements

8.1 Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Contractors:

- 1.) Bill of Quantities Form (Annex A)
- 2.) Construction Schedule Form (Annex B)

- 3.) Labour Template (Annex C)
- 4.) Company experience Template (Annex D)
- 5.) Contract Template (Annex E)

Contractors are required to use the forms provided as Annexes in this document.

8.2 Quotation Form

The Quotation Form (Annex A) 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 Quotation Form.

The language of the Quotations shall be in *English* and prices shall be quoted in *USD*.

Prices quoted by the Contractor shall be fixed during the Contractors performance of the contract and shall not be subjected to price escalation and variation on any account, unless otherwise approved by IOM. A submitted Quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

8.3 Validity of Quotation Price

Quotation shall remain valid for *[30 calendar days]* after the deadline for quotation submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the contractors extend the period of validity for a specified additional period. The request and the response thereto shall be made in writing. A contractor agreeing to the request will not be required or permitted to modify its quotation.

09. Submission of Quotations

Quotation must be submitted in a sealed envelope addressed to :

IOM Khartoum Office, Contact person: Martina Carrieri, mcarrieri@iom.int and Enas OSMAN at emosman@iom.int

Quotation shall be submitted by 19th of December 2018 before 2:00 PM.

10. Rejection of Quotations

Quotation can be rejected for the following reasons:

- (a) the Quotation is not presented in accordance with this General Instruction;
- (a) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (b) the Contractor is currently under list of blacklisted Contractors;

(c) the Contractor offer imposes certain basic conditions unacceptable to IOM

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

- **PLEASE NOTICE: IOM will only contact the winner of the bid. If your company has not been contacted within two weeks of the bid opening, then you have not been awarded the Bid. IOM thanks you for your constant support and participation and if you have any questions please don't hesitate to contact us.**

11. Evaluation of Quotations

Bids will be evaluated on a points system for each single lot. Each bid will receive a percentage of the Total Points available in each category.

Contracts are awarded to the bid with the highest Total Points. Each of the categories is detailed below:

1. Total Price – 30 Total Points

This category is based on the proposed total price of the project. Bids will be ranked according to the lowest price projected for the proposed work.

2. Time to Completion – 30 Total Points

This category is based on the proposed time to complete the project. Bids will be ranked according to the appropriate time for completion. Provide a detailed work plan for all activities required to complete. A detailed Gantt chart is required to receive points in this category. Duration of works cannot exceed 5 (five) months, due to overall project deadline.

3. Woman Labour – 5 Total Points

This category is based on the percentage of salaries paid to female staff that will work on the project. Bids will be ranked According to the amount of salaries paid to female staff. Please note that the total amount of the salary will be taken into consideration and not the number of female staff. **If during the implementation the information reported on the tender documents is found to be untrue, the contracted company in question will not be eligible for all future tenders.**

4. Returnees Labour – 5 Total Points

This category is based on the amount of salaries paid to staff having returned to their area of origin that will work on the project. Bids will be ranked according to the percentage of salaries paid to returnees involved in the project. Please note that the total amount of the salary will be taken into consideration and not the number of returnees staff members. **If during the implementation the information reported on the tender documents is found to be untrue, the contracted company in question will not be eligible for all future tenders.**

5. Relevant Experience in the same activities/geographical area - 30 Total Points

This category is based on the previous relevant experience a Bidder has in the various project activities and geographical area of the project. The Bidders will be ranked according to the relative amount of experience in the project activities, the Knowledge of the geographical area of the project, actual

presence in the project area, and equipment and tools, man power, materials in the project area. Also previous contracts with IOM or UN Partners, International NGOs, are ranked.

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.

TENDER DOCUMENTATION: ANNEXES

A – BoQ to be filled .xls – and works specifications

B – Proposed work plan to be filled and signed

C – Labor classification to be filled and signed

D – Company experience to be filled and signed

E – Contract template