



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (G/S)

To : All Interested Suppliers
Ref no : 3276
Date : 15 February 2018

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 implementation of various projects the IOM invites interested eligible Suppliers to submit Quotations for the rental of various vehicles **through a Long Term Agreement for a period of 1 (one) year with the possibility of extension.**

Item No.	Item Description
1	Passenger car 1000 -1200cc
2	Passenger car 1201 - 1400cc
3	Passenger car 1401 - 1600cc
4	Mini Van (9seater)

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

Suppliers requiring any clarifications of the Request for Quotation Document may notify IOM Greece in writing at email address iomathensprocurement@iom.int. IOM Greece will reply to all invited suppliers in writing no later than (2) two business days prior to the deadline for the submission of Quotations.

A complete set of Bidding Documents is available for downloading from IOM Greece website <https://greece.iom.int/el/tenders> Follow regularly the website for potential publications of addenda and/or clarifications.

Quotations shall be valid for a period of sixty (60) calendar days after the submission deadline and shall be delivered by hand or mail courier to IOM Greece, 6th Dodekanisou str., 17456, Alimos, Athens, Greece on or before **23 February 2018 at 11:00 hrs.**

IOM reserves the right to accept or reject any quotation, 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 Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,
IOM Procurement Unit

GENERAL INSTRUCTION TO SUPPLIERS (GIS)

1. Description of Goods

IOM request prospective suppliers to submit quotation for the establishment of an 1 (one) year Long Term Agreement for the rental of various vehicles.

Item No.	Item Description
1	Passenger car 1000 -1200cc
2	Passenger car 1201 - 1400cc
3	Passenger car 1401 - 1600cc
4	Mini Van (9seater)

2. Corrupt, Fraudulent, and Coercive Practices

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

3. Conflict of Interest

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;

- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

4. Eligible Suppliers

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard **IOM Vendor Information Sheet (VIS)** along with the documents mentioned in its checklist (**Annex D**) to establish their eligibility together with the Quotation.

5. Cost of Preparing the Quotation

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

6. Errors, omissions, inaccuracies and clarifications

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.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following e-mail address.

iomathensprocurement@iom.int

IOM will respond to any request for clarification received on or before **21 February 2018**.

Copies of the response including description of the clarification will be published on IOM's website, <https://greece.iom.int/el/tenders> without identifying the source of the inquiry.

7. Confidentiality and Non-Disclosure

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

8. 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, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

9. Requirements

9.1 Quotation Documents

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

- a.) Quotation Form (Annex A)
- b.) Price Schedule Form (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D)
- e.) Indicative Proforma Contract (Annex E)
- f.) Purchase Order Template (Annex F)
- g.) Code of Conduct for Suppliers (Annex G)
- h.) Banking Information Form (Annex H)

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

9.2 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 Quotation shall be in English and prices shall be quoted in EUR (Euro), **inclusive of VAT and any other applicable taxes**. This tender procedure is not divided into lots. Bids can be submitted only for all items and the evaluation and award of contract will be done for all items.

IOM reserves the right to select the overall most favorable solution in case the difference in points between proposals is not substantial.

Prices quoted by the Supplier shall be **fixed and valid** for a period of one year, starting from the contract signature, and not subject 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.

9.3 Validity of Quotation Price

The Quotation shall remain valid for a minimum period of 60 (sixty) days after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in

writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

9.4 Documents Establishing Supplier's Eligibility and Qualification

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

10. Submission of Quotation Documents

Quotation must be submitted to and received at in a sealed envelope to the address below on or **23 February 2018 at 11:00 hrs.** Late Quotations will not be accepted.

11. Opening of Quotations.

IOM will open the bids in the presence of the bidders' representatives who wish to attend on **23 February 2018 at 11:30 hrs** in IOM premises, 6th Dodekanisou str., Alimos.

12. Acceptance of Quotations.

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

13. Rejection of Quotations

Quotation can be rejected for the following reasons:

- (a) the Quotation is not presented in accordance with this General Instruction;
- (b) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to IOM
- (f) the offered prices are above the approved budget.

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 Suppliers.

14. Evaluation of Quotations

IOM shall evaluate and compare the Quotations on the basis of the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications including delivery requirement
- (c) Price

The following merit point system for weighing evaluation factors shall be applied. The number of points allocated to each factor are specified below.

Merit Point System:

- Average monthly total price and related services required	50
- Compliance with the Technical Specifications. delivery requirement and any other special conditions provided by the bidder such as guarantee and insurance policy.	40
- Payment terms in accordance with what is specified in the article 19. Payment.	10
Total	100

The lowest offered price (LOP) shall be given a financial score (FS) of 50 points.

The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$FS = 50 \times LOP / F$$

Where:

FS is the financial score of the offered price under consideration,

LOP is the lowest offered price, and

F is the offered price under consideration.

The bid scoring with the highest number of points will be deemed to be the most responsive bid.

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. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

15. Post Qualification

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

16. Award of Contract

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

17. Delivery Site and Period of Delivery

Vehicles should be delivered within 3 business days at maximum from the date of the official request/PO.

18. Liquidated Damages

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

19. Payment

Payment may take place on a monthly basis and within 30 (thirty) calendar days and only upon IOM's acceptance of the goods, and upon IOM's receipt of invoice describing the goods delivered. Any other proposed policy will be evaluated accordingly.

20. Warranty

Warranty shall be quoted based on what is specified in the Technical Specifications of this General Instruction.

21. Settlement of Dispute

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.