REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ.2022.Carpren Date: 09.11.2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Bunk Beds

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

Annex 4: Technical Specifications

Annex 5: Vendor Information Sheet

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:

Signature: Arnold Saludez
Arnold Saludez (Nov 9, 2022 00:08 GMT+1)

Name: SALUDEZ Arnold

Title: RMO

Date: 09/11/2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	Tuesday, 15/11/2022, 13:00hrs C.E.T 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 at IOMBratislavaProcurement@iom.int ☐ Courier / Hand delivery ☐ Other Click or tap here to enter text. ▪ File Format: docx,pdf,xls ▪ 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: 20mb ▪ Mandatory subject of email: RFP.2022.Carpren ▪ 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.
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).
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 Click or tap here to enter text.
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, Slovak

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 Annex 5: Vendor Information Sheet
Quotation validity period	Quotations shall remain valid for 30 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 *(by Line Item)*
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: GUMULAK Radovan E-mail address: rgumulak@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 2 days before the submission deadline. Responses to request for clarification will be communicated IOMBratislavaProcurement@iom.int by 11 November 2022
Evaluation method	☐The contract will be awarded to the lowest price substantially compliant offer ☒ Other Lowest Price Substantially compliant offer, Delivery Schedule and Offer Responsiveness
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	Purchase Order
Expected date for contract award.	16 November 2022
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:

Item No	Minimum technical requirements	Unit	Quantity
1	Bunk beds Unit box for 2 people with a entrance from the side	Item	10
2	Bunk beds Unit box for 2people with entrance from the front	Item	30
3	Double Bunk bed with a Side Ladder access	Item	10
4	Double bed 180 x 200 cm	Item	10
5	Single bed 90 x 200 cm	Item	5
6	Custom-built fitted Kitchen	Item	1
7	Tall cabinet assembly (kitchen, dining area)	Item	1
8	A set of lockable lockers for luggage (elevator lobby)	Item	1
9	Cabinet for the bed area (for each bed)	Item	100
10	Lockable mass cabinet for shoes	Item	5
11	1 sitting box for tenants of upper beds (bedside table)	Item	80
12	Hanging wardrobe	Item	40
13	Shelf above the sink	Item	8
14	Circular mirror on a mat	Item	16

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods by December 10th, 2022.
Exact Address(es) of Delivery Location(s)	☐ Not applicable Shall be done by: ☒ Location Indicated by IOM – Bratislava , Slovakia ☐ Supplier/bidder ☐ Freight Forwarder
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Warranty Period	12 Months
After-sales service and local service support requirements	12 Months
Preferred Mode of Transport	Land
Other information	Transportation and installation on site

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:	RFQ.2022.Carpren	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET[1]

BIDDER'S DECLARATION OF CONFORMITY[2]

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

[1] Vendor Information Sheet.xlsx

[2] This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ.2022.Carpren	Date: Click or tap to enter a date.

Currency of the Quotation: Euros					
Item No	**Description**	**UOM**	**Qty**	**Unit price**	**Total price**
1.	**Double Bunk bed** with **Side** Ladder access (for 2 p.) Outside dimension: 260 x 205 x 95 cm Each bed to fit mattress: **90 x 200 cm** Frame construction material: Square rectangular steel profile 50 x 50 mm, colour RAL 70165 anthracite; Bed slats material: solid wood Walls panelling material: birch or poplar plywood; 9 mm thick, colour shade: matte varnish Bunk bed components: 1 circular steel ladders for top bed; 2 pull-out lockable drawers for storing luggage, stained black finish surface Interior of the bunk beds: LED backlighting with a switch, electric and USB socket, small handy shelf for personal items	item	10		
2.	**Double Bunk bed** with a **Front** Ladder access (for 2 p.) Outside dimension: 260 x 205 x 95 cm Each bed to fit mattress: **90 x 200 cm** Frame construction material: Square rectangular steel profile 50 x 50 mm, colour RAL 70165 anthracite; Bed slats material: solid wood Walls panelling material: birch or poplar plywood 9 mm thick, colour shade: matte varnish Unit box components: 1 circular steel ladders for top beds; 2 pull-out lockable drawers for storing luggage, stained black finish surface Interior of the bunk beds: LED backlighting with a switch, electric and USB socket, small handy shelf for personal items	item	30		

3.	**Double Bunk bed** with a **Side** Ladder access Outside dimension: 260 x 205 x 150 cm Each bed to fit mattress: **140 x 200 cm** Frame construction material: Square rectangular steel profile 50 x 50 mm, colour RAL 70165 anthracite; Bed slats material: solid wood Walls panelling material: birch or poplar plywood 9 mm thick, colour shade: matte varnish Unit box components: 1 circular steel ladders for top beds; 2 pull-out lockable drawers for storing luggage, stained black finish surface Interior of the bunk beds: LED backlighting with a switch, electric and USB socket, small handy shelf for personal items	item	10		
4.	**Double bed 180 x 200 cm** Outside dimension 185 x 205 cm For 2 mattresses: 90 x 200 cm each Outside Frame Material: both sides laminated particlewood LDTD 9763 BS BU 36 mm, Colour shade: Wenge; Bed slats material: solid wood	item	10		
5.	**Single bed 90 x 200 cm** Outside dimension 95 x 205 cm To fit mattresses: 90 x 200 cm Outside Frame Material: both sides laminated particlewood LDTD Kronospan 9763 BS BU 36 mm, Colour shade: Wenge; Under mattress bed slats material: solid wood	item	5		
6.	**Custom-built fitted Kitchen** Modular kitchen cabinets without appliances and sanitation, with a LED backlit countertop; base cabinets with doors, without drawers Material of cabinets: Particleboard Kronospan 9763 Material structure: BS; Décor type: BU Wenge Material of the worktop: laminated chipboard, thickness of the laminate top 0,8 mm Décor type of the worktop surface: Egger H1733 St9	item	1		

7.	**Tall cabinet assembly (kitchen, dining area)** Dimensions: 1800 x 600 mm Material: Particlewood Kronospan 9763; Structure: BS; Colour shade: BU Wenge; Shelves Edges endings: ABS edges shaped with a plywood imitation; Part of the cabinet are 2 drawers under the Microwave Cabinet is based on Häfele Axilo 100 rectification feet	item	1		
8.	**A set of lockable lockers for luggage (elevator lobby)** Dimension: 3000x450x V2000 (for various luggage) Material: both sides laminated particlewood LDTD 9763 BS BU Colour shade: Wenge Locks: Strong®; Metalwork: Blum®	item	1		
9.	**Cabinet for the bed area (for each bed)** Material: both sides laminated particlewood LDTD Kronospan 9763, Structure: BS Bu Colour shade: Wenge Edge endings: ABS edges with a plywood imitation	item	100		
10.	**Lockable mass cabinet for shoes** Dimension: 1500x350x V2200 Material: both sides laminated Kronospan, Structure BS, color shade: Wenge Locks: Strong®	item	5		
11.	**1 sitting box for tenants of upper beds (bedside table)** Dimension: 340 x 400 mm Material: both sides laminated Kronospan, BS Colour shade: Wenge Edges endings: ABS, colour: plywood imitation	item	80		

12.	**Hanging wardrobe** Dimension: mm 750x350x V1700 Frame Material: both sides laminated Kronospan 9763 BS BU Wenge Back side material: LDTD Egger H1733 St9 Breza Mainau Top shelve material: LEDE Kronospan 9763 BU BS Wenge	Item	40		
13.	**Shelf above the sink** Dimensions: mm 1500x200x V36 Material: both sides laminated Kronospan LDTD 9763 BS, thick 36 mm; colour shade: BU Wenge	item	8		
14.	**Circular mirror on a mat** Diameter: 600 mm Wooden base plate, with plywood imitation colouring Edges ending ABS, imitation plywood	Item	16		
				Total Price	
				Transportation Price	
				Insurance Price	
				Installation Price	
				Training Price	
				Other Charges (specify)	
				Total Final and All-inclusive Price	

Compliance with Requirements

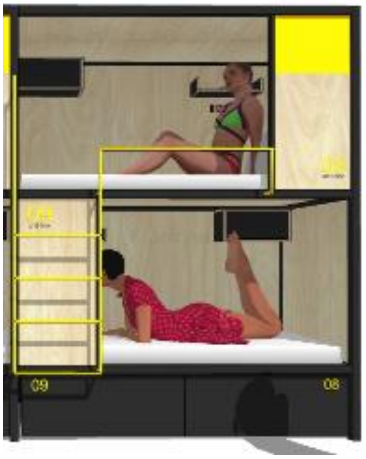
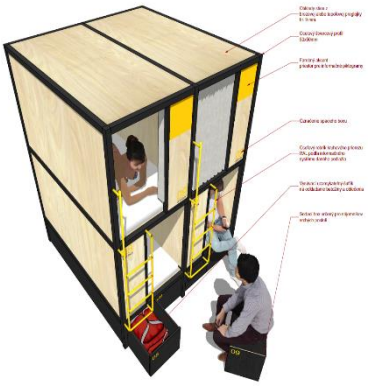
	You Responses		
	Yes, we will comply	**No, we cannot comply**	**If you cannot comply, pls. indicate counter proposal**
Minimum Technical Specifications	☐	☐	Click or tap here to enter text.
Delivery Term (INCOTERMS)	☐	☐	Click or tap here to enter text.
Delivery Lead Time	☐	☐	Click or tap here to enter 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.

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.

ANNEX 4: TECHNICAL SPECIFICATIONS

Double bunk bed Ladder access from the front

Double bunk Bed Ladder access from the side