



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

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

To : **Eligible Contractors**  
 Project : **Construction of Public Garden in Alshora area in Kufra**  
 Ref. No.: **LY21-247**  
 Date : **11 October 2021**

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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 *Community Stabilization*, IOM invites interested eligible Contractors to submit Quotations for the implementation of *Construction of Public Garden in Alshora area in Kufra*

Please contact with IOM LIBYA PROCUREMENT with email address [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) copying [gpcostes@iom.int](mailto:gpcostes@iom.int) to request clarification on bidding documents. Please mention in email subject: “Clarification to – LY21-247 – Company Name” for IOM to respond on time.

The Mandatory Site visit will be held on **21 October 2021** at 10:00 am. Contractors that are willing to join the site visit should contact **Engineer Mahmoud Rezgallah, myrezgallah@iom.int** phone number **+218 926398135** to confirm your attendance on or before **CoB, 20 October 2021**. **Please note that failure to attend the mandatory site visit is ground for disqualification.**

Kindly note relevant details below:

- The last electronic bids submission deadline is **26 October 2021**, COB Libya. Bids shall be sent to [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) with email subject of “LY21-247 ‘Company Name’”.
- In case if the proposal e-mail size is more than 10Mb, attachments should be sent in multiple e-mails. In addition to the email, all documents should be shared with any online file sharing website in case if email is not received.

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.

Very truly yours,

## *IOM LIBYA PROCUREMENT*

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

### **GENERAL INSTRUCTION TO CONTRACTORS (GIC)**

#### **1. Description of Works**

IOM request prospective Contractors to submit quotation for the implementation of *Construction of public garden in Alshora area in Kufra.*  
(Please find the attached Annex – B: Blank BoQ Forms to be used by the contractor)

#### **2. Corrupt, Fraudulent and Coercive 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

#### **3. 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.

#### **4. Eligible Contractor**

Only Contractors that are determined eligible shall be considered for award. The Contractor shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex C) to establish the Contractor's eligibility together with the Quotation. To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria.

- annual volume of construction work of at least *or have signed construction contracts for at least 100,000 USD equivalent in the last three years and completed the works with an official handover certificates countersigned by the client. (Copy of the contracts and H/O certifications to be submitted)*
- experience as prime contractor in the construction of at least *two* works of a nature and complexity equivalent to the Works over the last *three* years, to comply with this requirement, cost of works cited should be at least equivalent to *100%* of the estimated project cost and should be at least 70 percent complete;
- proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed in the Qualification Information.
- a Contract Manager with *five* years' experience in works of an equivalent nature and volume, including no less than three years as Manager;
- liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, is no less than *50% of estimated project cost.*

#### **5. Cost of Quotation Preparation**

The Contractor 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 cost incurred.

#### **6. 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.

*Email: [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) copying [gpcostes@iom.int](mailto:gpcostes@iom.int)*

IOM will respond to any request for clarification received no later than *2-days prior submission*. 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.

## **7. 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.

## **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 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.

## **9. Requirements**

### **9.1 Quotation Documents**

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

- 1.) Quotation Form (Annex A)
- 2.) Bill of Quantities Form (Annex B)
- 3.) Vendor Information Sheet Form (Annex C)
- 4.) Construction Schedule Form (Annex D)
- 5.) Key Supervisory Staff Schedule Form (Annex E)
- 6.) Equipment Schedule Form (Annex F)
- 7.) Plans and Specifications (Annex G)

Contractors 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 Quotations shall be in English and prices shall be quoted USD or EUR, exclusive of VAT.

Prices quoted by the Contractor shall be fixed during the Contractor's 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.

### **9.3 Validity of Quotation Price**

Quotation shall remain valid for *60 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.

### **9.4 Documents Establishing Contractor's Eligibility and Qualification**

The Contractor shall furnish, as part of its quotation, documents establishing the Contractor's eligibility to submit quotation and its qualifications to perform the contract if its quotation is accepted. The IOM's standard Vendors Information Sheet shall be used for this purpose (Annex C). The documentary evidence of the Contractor's qualifications to perform the contract if its quotation is accepted shall be established to IOM's satisfaction:

- (a) that the Contractor has the financial and technical capacity and track record necessary to perform the contract;
- (b) that the Contractor meets other qualification criteria.

## **10. Submission of Quotations**

Quotations must be submitted electronically to only [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) e-mail address. Last bids submission deadline is **COB 26 October 2021. Late Quotations will not be accepted.**

Quotation Email Subject should be "LY21-247 'Company Name' " .

All documents submitted should be initialed and signed by the company representative. In case if the submitted documents are not signed or stamped, IOM may not accept and consider the bid as incomplete.

## **11. Opening of Quotations**

Quotations will be opened by Procurement Team as [iomlibyaproposal@iom.int](mailto:iomlibyaproposal@iom.int) email address is closed email group and used only for bids submission. Quotations will be checked after the last bids submission deadline of 26 October 2021 and all bids will be shared with the Program Unit and with the IOM Mission Chief Engineer.

## 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;
- (c) the Contractor is currently under list of blacklisted Contractors;
- (d) the Contractor offer imposes certain basic conditions unacceptable to IOM;
- (e) the offered price is above the approved budget; and
- (f) The Contractor does not attend the mandatory site visit.**

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.

## 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) Contractors technical and financial capacity to perform the Contract
- (c) Compliance with construction schedule and viable methodology offered.
- (d) Compliance with technical specifications.
- (e) Contractors availability and capacity of equipments;
- (f) Price

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 Contractor 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 Contractor'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 and previous projects.

**16. Award of Contract**

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

**17. Delivery Site and Period of Delivery**

The works shall be done in *Construction of public garden in Alshora area in Kufra.*

**18. Liquidated Damages**

If the Contractor fails to deliver the works within the completion period specified in Clause 17 above, a penalty payment of 0.1% of the cost of unfinished Works for every day of breach of completion schedule will be requested.

**19. Payment**

Payment shall be made only upon IOM's acceptance of the Works, and upon IOM's receipt of invoice.

**20. Retention Money**

There will be retention of 10% of each payment, as security for the quality of workmanship, conformance with plans and specifications, and third-party liabilities. Notwithstanding the provisions of the Contract, the 10% retention shall be released after the Contractor has complied with the requirements of the Certificate of Final Acceptance and the warranty period.

The Contractor has the option to substitute the cash retained with an acceptable Bank Guarantee of prescribed form in the same amount

**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.

QUOTATION FORM

Date : \_\_\_\_\_

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the Construction of *[insert description of works]*., the receipt of which is hereby duly acknowledge, I, representing *[name of company]*. offer to execute the requested works in conformity with the General Instruction for the total Lump Sum amount of *[total bid amount in words and figures and currencies]* in accordance with the Priced Bill of Quantities which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the Works in accordance with the Bill of Quantities, delivery schedule, plans and specifications.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
*[signature over printed name]*                      *[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*



Construction of public garden in Alshora area in Kufra					
Location : Hay Al-Shora, <i>Kufra</i> , Libya					
Item	Item Description	Unit	Quantity	Unit cost USD	Total Cost USD
A	Clearing and Grubbing				
A1	Leveling and preparing the land for new works, including cutting and filling works, cleaning the site, disposing of all resulting materials to authorized dumping sites according to the instructions of the supervising engineer.	1	L.S		0
B	Pavement works & Civil works				
B1	The contractor shall conduct a survey of the site and re-apply the design to the actual data, with the follow-up and approval of the supervising engineer. The contractor shall submit to the Engineer shop drawing and design details for the all pavement and Civil works prior to the commencement of the any works.	1	L.S		0
B2	Supply and install high quality 8 cm thick Interlocking concrete paver units. The paver units shall be laid on 10 cm sand bed and compacted. Color and pattern of the paver shall be in accordance to the Engineer's choice. The price includes surface preparation of the sub grade including leveling and compaction. Concrete pavers shall have high strength and durability.	950	SQM		0
B3	Supply and installation of 15*35 cm concrete Kerbstone with compressive strength 30 MPa for the walkway. The work shall include surface preparation and 15 cm thick concrete bed and backing, grouting and all needed works in accordance with Specifications and the Engineer's instruction.	560	L.M		0
B4	Supply, filling and spreading layer of good soil not less than 20 cm thick for playground areas shown on drawings. The soil shall be good topsoil of sandy texture, free from kankar, moorum, shingle, stone, brickbats, building rubbish and any other foreign matter. All in accordance with the specifications the Engineer's instructions.	260	CU.M		0

B5	Supply and install Fence around the entire garden, the Fence metal bars consist of 20x40 mm and 40x40 mm main members sections welded and installed on hollow bricks wall with total 1.6 meters as per drawings. The price includes applying 2 coats of primer (anti-rust paint) and 2 coats of final coats for metal works, plastering and painting (two of high quality colored weather shield emulsion paint) for the hollow bricks works and all the necessary requirements to finish the work as per the consultant engineer instructions.	250	L.M		0
B6	Supply and install sliding metal Door for the entrance of the public Park (3 x1.6 meters) the price include all the requirements to finish the work as per the consultant engineer instructions.	5	EA		0
C	Plantation and Irrigation Works				
	"General:				
	Irrigations work shall include supplying, installation, commissioning and maintenance of Drip Irrigation System for watering trees and Sprinkler System for watering grass areas, specifications and the Engineer's instruction. The Irrigation material and equipment shall be of high quality in accordance with the Relevant Standers. Unless otherwise separately stated in the BoQ, the irrigation works shall include the supply and installation of all required material and works including irrigation kits, water timer, irrigation fittings, drip line accessories, solenoids, manifolds, filters, valve box etc. The contractor shall submit to the Engineer shop drawing and design details for the irrigation systems prior to the commencement of the irrigation works. Planting of saplings and grass at designated locations. The work shall include site preparation for planting areas, warrantee, maintenance and handover; all in accordance with the drawings, specification and the Engineer's instructions."	Note			
C1	"Supply, filling and spreading of good soil for plantation and green areas shown on drawings. The soil shall be good agricultural topsoil of sandy-loam texture, free from kankar, moorum, shingle, stone, brickbats, building rubbish and any other foreign matter. The earth shall be free from	220	CU.M		

	clods or lumps of sizes bigger than 75mm in any direction. It shall have Ph value in of 6 to 8.5; all in accordance with the specifications the Engineer's instructions."				
C2	"Supply, apply, and an organic fertilizer to the agricultural soil. The fertilizers shall be uniform in composition, free flowing and suitable for application with approved equipment. Fertilizers shall be delivered to the site fully labeled, according to applicable fertilizer laws and shall bear the name, trade name or trademark, and warranty of the producer or manufacturer. Fertilizers shall be distributed and incorporated uniformly over the entire area(s)Fertilizer applications shall be determined by soil tests, all in accordance with the relevant specifications."	50	CU.M		
C3	Supplying, plantation and installation grass of (Lawn Zoysia) type or equivalent . The price includes all irrigatin works (soil preparation, grading, supplementary irrigation, 10 bar HDPE pipes 2,1.5, 1, 0.75 inch diameter, 60 x 60 cm plastic manholes, valves, Pop-Up Spray Sprinkler, and all necessary to complete the irrigation works); all in accordance with the specifications and the Engineer's instructions.	2050	SQM		0
C4	Supply and planting (Ficus Trees) with height not less than 1.5 m. The price includes soil preparation, grading, supplementary irrigation; all in accordance with the specifications and the Engineer's instructions.	25	EA		0
C5	Supply, plantation and maintenance of Palm Trees of length not less than 3 m pest free and with good total root. The price includes soil preparation, grading, supplementary irrigation; all in accordance with the specifications and the Engineer's instructions.	25	EA		0
C6	Supply and install high quality 4.5 HP horizontal centrifugal pump similar to ( ASTRA ) or equivalent and approved. The pump shall have one flange and 50 Hz motor .The price includes the required electrical connection valves ,check valves, connecting with the power source, and all related work as per Engineer instructions.	1	EA		0
C7	Supply and install high quality 3 HP submersible pump similar to ASTRA or equivalent and approved. The pump capacity 140 l/minute , head	1	EA		0

	39-80 m shall have one flange and 50 Hz motor .The price includes the required electrical connection valves, connecting with the power source, check valves and all related work.				
C8	Supply and install 5,000 liters high-quality Poly Propylene water tank, the price includes floating valve, base, covering and all the necessary to complete the work as per consultant engineer instructions.	1	EA		0
D	ELECTRICAL WORKS				
D1	Supply, install and commission 7 Feet Dual Solar Lamp Post Light including electrical connections . The Lamp Post Light shall be durable Aluminum and poly eosin powder Coated Finish lantern heads with glass shade; 6 super-bright white LEDs and 3 amber LEDs of 300 watts per head; Ni-MH rechargeable batteries; and all associated required works to be complete as per Engineer's instructions.	25	EA		0
E	Playground Equipment				
	The work shall include supplying, installation and of high quality children playground equipment as per drawings and comply with ASTM F1487-07 specifications. The price include all associated works to be complete.		Note		
E1	Supply and installation of merax 3.65 m round trampoline with safety enclosure, basketball hoop and ladder with total 6-w shaped legs.	3	EA		0
E2	Supply and installation of movement God Kids outdoor-frame has two swing set with maximum user weight 50 kg.	3	EA		0
E3	Supply and installation of playground slides theme roof, silde plastic tube with transparent part, net tube, theme panel, square steel desk, steel post, climbing, stair, color bridge with all necessary work.	1	EA		0
E4	Supply and installation of seesaw play equipment with all necessary work.	9	EA		0
E5	Supply, fabricate and installation of of heavy duty Concrete garden seats with 140 cm length ,50cm high and 50cm width made of reinforced concrete, coated with Rub coat with colors approved by the Engineer. The contractor shall provide design and shop drawings for seats and architectural details.	25	EA		0

	The work shall include supply all needed materials and works for construction and finishing of the seats.				
E6	Supply, fabricate and installation of of heavy duty Concrete garden Tabla with seats has 150 cm length 80 cm width, the seats has 150 length, 50cm high and 50cm width made of reinforced concrete, coated with Rub coat with colors approved by the Engineer. The contractor shall provide design and shop drawings and architectural details for the Table and the seats. The work shall include supply all needed materials and works for construction and finishing of the Table and the seats.	4	EA		0
E7	Supply and installation metallic waste baskets of suitable size, as per specifications and the consultant engineer instructions.	16	EA		0
<b>Total Budget for the project</b>					<b>USD 0</b>
<b>Note</b>					
<b>ALL THE CONSTRUCTION MATERIALS SHOULD BE BRAND NEW AND TESTED ACCORDING TO CONSTRUCTION WORKS SPECIFICATIONS BY TSE AND INSTRUCTION OF SITE ENGINEER.</b>					
<b>IN CASE OF ANY DIFFERENCE BETWEEN BoQ AND DESIGNS, THE INSTRUCTION OF SUPERVISOR ENGINEER WILL PREVAIL.</b>					

**Annex C**

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_

Address  Leased  Owned Area: \_\_\_\_\_ sqm

House No \_\_\_\_\_

Street Name \_\_\_\_\_

Postal Code \_\_\_\_\_

City \_\_\_\_\_  
Region \_\_\_\_\_  
Country \_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Location of Plant/Warehouse  Leased  Owned Area: \_\_\_\_\_sqm  
\_\_\_\_\_  
\_\_\_\_\_

Business Organization  Corporation  Partnership  Sole Proprietorship

Business License No.: \_\_\_\_\_ Place/Date Issued: \_\_\_\_\_ Expiry Date \_\_\_\_\_

No. of Personnel \_\_\_\_\_ Regular \_\_\_\_\_ Contractual/Casual \_\_\_\_\_

Nature of Business/Trade

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized Dealer	<input type="checkbox"/> Information Services
<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Retailer	<input type="checkbox"/> Computer Hardware
<input type="checkbox"/> Trader	<input type="checkbox"/> Importer	<input type="checkbox"/> Service Bureau
<input type="checkbox"/> Site Development/ Construction	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Others _____

Number of Years in business: \_\_\_\_\_

Complete Products & Services

\_\_\_\_\_  
\_\_\_\_\_

Payment Details

Payment Method  Cash  Check  Bank Transfer  Others

Currency  Loc.Currency  USD  EUR  Others

Terms of Payment  30 days  15 days  7 days upon receipt of invoice

Advance Payment  Yes  No  % of the Total PO/Contract

Bank Details:

Bank Name \_\_\_\_\_  
Bldg and Street \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Bank Account Name \_\_\_\_\_  
Bank Account No. \_\_\_\_\_  
Swift Code \_\_\_\_\_  
Iban Number \_\_\_\_\_

**Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)**

Name	Title/Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever provided products and/or services to any mission/office of IOM?

Yes  No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person	Mission/Office	Items Purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Trade Reference

Company	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Banking Reference

Bank	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REQUIREMENTS CHECK LIST**

Please submit the following documents together with the Information Sheet:

No	Document	For IOM use only	
		Submitted	Not Applicable
1	Company Profile (including the names of owners, key officers, technical personnel)		
2	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.		



3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
4	Valid Government Permits/Licenses		
5	Audited Financial Statements for the last 3 years*		
6	Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)		
7	Catalogues/Brochures		
8	List of Plants/Warehouse/Service Facilities		
9	List of Offices/Distribution Centers/Service Centers		
10	Quality and Safety Standard Document / ISO 9001		
11	List of all contracts entered into for the last 3 years (indicate whether completed or ongoing ) *		
12	Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
13	For Construction Projects: List of machines & equipment ( <i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i> )		

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_  
Account Group \_\_\_\_\_

Industry  001  002  003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global  Local

**CONSTRUCTION SCHEDULE**

**Project:** CTG Office Renovation at Benghazi

**Tender Title:** CTG Office Renovation at Benghazi

**TIME TO COMPLETION**

**Task completion period \_\_\_\_\_ Calendar days, starting from the date of \_\_\_\_\_**

List the total time to completion of the project (Attach detailed work schedule including GANTT chart).

No	Sub Activity	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk 10	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												

Name/Signature  
/Seal \_\_\_\_\_

**EXPERIENCE INFORMATION:**

**Only** list ALREADY IMPLEMENTED construction activities with special focus in the target area:

Name of your company: .....

<b>Project Description</b>	<b>Location</b>	<b>Buyer/ contracting authority</b>	<b>Cost of project</b>	<b>Date completed</b>

\_\_\_\_\_  
Contractors authorized signature over printed name

**EQUIPMENT SCHEDULE**  
*(to be used for the proposed project)*

<b>Type/description</b>	<b>Capacity</b>	<b>Age</b>	<b>Condition/Location</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Indicate if it is owned or to be leased.

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

\_\_\_\_\_  
 Contractors authorized signature over printed name

**PLANS AND SPECIFICATIONS**