# **REQUEST FOR QUOTATION (RFQ)**

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|  | * Date: 14 August 2023
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* **SECTION 1: Request for Quotation (RFQ) for the** **Provision of DRR Vulnerability assessment, training, and flood risk mitigation infrastructures Bardhere.**
* International Organisation for Migration (IOM) kindly requests your quotation for the provision of works 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: 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.
* Procurement and Logistics Unit.
* IOM Somalia

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

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| * **Deadline for the Submission of Quotation**
 | * 20.08.2023
* 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 through below.
* [ ]  Email

Bid submission address: procurement-tenderonly@iom.int* File Format: PDF
* 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: 5MB
* Mandatory subject of email: **Request for Quotation (RFQ) for Provision of DRR Vulnerability assessment, training, and flood risk mitigation infrastructures**
* 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)](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 United States Dollars (USD)
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| * **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
 |

* **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)**
* Please submit the filled in and signed vendor information sheet
* **BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| * **Yes**
 | * **No**
 |  |
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|[ ] [ ]  * 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:

* VENDOR INFORMATION SHEET

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| * + - * + **VENDOR INFORMATION SHEET**
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| * **Vendor No.**
* Internal to IOM
* **Registered Vendor Name\*:** Company
* **Other Names/Acronyms Address\***
	+ House No
	+ Street Name ZIP/Postal Code\* City\*
* Region\* Country\*
* **Contact Information**
	+ Company Tel/Mobile: Contact Person: Company Email: Contact Person Position: Company Website:
* **Industry Category\*:** 0100 - Commercial Vendors 0500 - International Organizations - Non-UN 0200 - National CSOs 0600 - UN entities
	+ - * 0300 - National Government Entities 0005 - Individual Consultant/Non-Staff 0400 - International CSOs
* **Notes**
* **Business Type\*:** Direct Producer/Manufacturing **All fields marked with \* are mandatory.** The form may be returned if mandatory fields are missing/incorrect or in
	+ - * Reseller/Distributor/Service Provider the wrong format (esp, Zipcode).
* **Vendor Name -** should match IDs or registration
* **Provide Services/Goods Internationally\*** Yes No documents.
* **Disability-inclusive\*** Yes Not applicable If there is insufficient space, please use **the Other Information section**
* **Women-owned/controlled\*** At least 51% women-owned/controlled Less than 51% women-owned/controlled Not applicable
* **Product Categories (check all applicable)\***
	+ Agriculture, Livestock and Fisheries Fuels and Derivatives Legal and Investigation Power Supply and Electric Chemicals Furniture Logistics and Warehousing Quality Control and Environment
	+ Clothing and Luggage Hospitality, Events Media and Printing Security
	+ Construction Insurances Medical, Drugs and Pharma Social and Humanitarian Services Consultancy and Contracted Services IT and Communications NFIs – Household and Camps Tickets
	+ Finance and Administration Land and Buildings Office Equipment and Supply Tools and Machinery Food and Beverage Learning, Training and Recreation Personal Care Vehicles and Accessories
* **UNGM No.** https://[www.ungm.org/UNUser/Home](http://www.ungm.org/UNUser/Home)
* **UN Partner Portal Reference** https://[www.unpartnerportal.org](http://www.unpartnerportal.org/)
* **Registration Date** *Main Country of Operations (dd-mmm-yyyy)*
* **Licensing Auth./Type License No.: Reg. Date: Expiry Date:**
* *For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy*
* **Partner Entities** (indicate if there are other relevant business partner accounts already registered in IOM. *Format: Account Number-Name* )
	+ Same entity registered in another office Parent company Subsidiaries/Branches
* **Other Information:**
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| **VENDOR INFORMATION SHEET** |
| **Section II: Payment and Banking Information** |
| **Payment Details**Payment Method\* x Bank Transfer Check\*\* Cash\*\* Others\*\*Justification for Non-Bank Payment Method\*\* **Notes**Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments. Non-bank payment methods require justification.**Bank Details (mandatory if Payment Method is via Bank Transfer):**Bank Name Bldg and Street CityPostal Code CountryBank Account Name Bank KeysAccount Currency Bank Account No.\*Depending on the countrySwift Code/BIC (accounts outside U.S.A.) IBAN Number (mandatory for banks in Europe) Clearing No. (CHF accounts in Switzerland) ABA No. for ACH (USD accounts in U.S.A.) Bank Branch Code**Notes**If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.***If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM*** |
| I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities. Printed Name Signature Position/Title Date |
|  |

**Annex 1 – Schedule of Requirement Terms of Reference**

**Improving flood and drought-related preparedness efforts in Disaster-Affected areas of Somalia**

Budget: **Duration: 1-2 months (August- Sept)**

**Proposed Project locations: Bardhere**

1. **INTRODUCTION**

Established in 1951, IOM is the leading UN agency in migration, it works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to the government and migrants.

1. **BACKGROUND**

The lack of available humanitarian funding and the continued recurrent crisis is forcing the humanitarian actors to reassess their usual reactive, relief-based modality to more anticipatory humanitarian support, emphasizing prevention, preparedness, and disaster risk management. However, there remain critical gaps, including limited institutional capacities to plan and budget for disaster preparedness and risk management activities, as well as limited institutional capacity for efficient and effective public service provision, which has resulted in poor national disaster preparedness planning and management. Consequently, the proposed Action is designed to strengthen Community-Based Disaster Risk Reduction capacity and to build the capacity of national institutions.

In anticipation of the flooding season, has prepared a series of sequentially integrated packages aimed at providing more resilient WASH infrastructures. Rehabilitation of non-functional water resources (4) Shallow wells in Bardhere; IOM will rehabilitate two shallow wells in flood-risk locations, to improve access to clean and safe water. Construction/Rehabilitation of Latrines including desludging activities. And more importantly, implementing traditional flood mitigation structures in flood-prone areas and constructing drainage systems to reduce the risk of floods in IDP settlements, along with building on the DRM Plans.

**Overall Objective**

The Project aims to contribute to improved resilience for vulnerable communities affected by recurrent disasters including droughts and floods, IOM proposes an integrated intervention to strengthen Community-Based Disaster Risk Reduction Capacity.

**Planned Interventions**

IOM seeks to engage an implementing partner with working on a similar assignment to undertake the following sequential interventions.

1. **Vulnerability assessment and selection of 2 villages in Bardhere and 1 IDP site**

IOM & Contractor will jointly select 2 riverine villages and one IDP site using the site selection criteria provided by IOM to target for the Community Based Disaster Risk Management committees. To do so, an assessment of riverine villages will be done, and the contractor will share the findings with IOM before committee formation. IOM will provide assessment tools to guide the vendor in necessary criteria to consider.

1. **Establishment of the Disaster Risk Management Committees in 2 Villages** **and 1 IDP site in Bardhere**

Once the 2 villages and the IDP site are selected, IOM & Contractor will jointly pre-select 2 DRM committees across 2 villages and 1 IDP site. In order to select the committees, IOM and the contractor will target community members who are respected, with key decision-making capacity as well as the ability to influence and inform to help establish and select the committee members using IOM’s Community checklist criteria.Emphasis would be placed on only members residing in the flood-prone locations, as well as those who have an understanding of traditional flood mitigation techniques.

1. **Capacity Building of Disaster Risk Management Committee (DRMS) in HVCA in (2 villages and 1 IDP site in Bardhere Prone to floods)**
* Through close coordination with the local district-level commissioners and the relevant Ministries The Hazard and capacity assessment includes equipping communities to understand their own risk, and underlying causes as well as the local capacity to mitigate those risks related to the hazards. IOM and the contractor will design a training for the DRMS in order to build their capacity on preparness, risk mitigation, hazard mapping, vulnerability assessment, flood messaging and providing action plans. The DRMS will also be provided with tools and knowledge to also to effectively tackle the root causes of risk, instead of only managing their consequences. Each village (2) will have trained 10 people each (elders, youth, woman group, and People living with disability (PLW) and a committee created from the IDP site (10 members) will also attend the training. The training will include a pre and post test and Focus Group discussions and Key informant interviews if necessary. In addition, government representatives should be engaged during the training in order to ensure handover of activities outlined during the training.
1. **Prioritise activities provided by the Community Developed Disaster Risk Mapping**
* **Flood Risk Mitigation Infrastructures: Based on the HVAC mapping exercises conducted in each village,** Implement new and improved drainage systems (2) as part of flood mitigation. Where possible, the selected implementation modality will be through cash-for-work, which will have the added value of providing temporary livelihoods to vulnerable members of the community. **Employing 50 community members for through conditional cash for work activities for flood risk drainage creation,** communities will be selected jointly by IOM & DRM committees to de-silt canals removing unwanted waste for easier flow of water. In addition traditional flood mitigation measures provided by the community members will also be implemented, and the initiatives will be drawn from the communities priorities and past lessons learned.
* Provision of tools for **community members** to utilize during drainage creation and desilting activities and any other activities resulting from the action plans such as river embankments The final materials will be adjusted based on the community needs and final list should include coordination system on tool sharing established during the training.
* Community **campaigns and awareness raising** around Disaster Risk reduction strategies as well as key messaging directly targetting the select in 2 villages and the IDP site.
* Coordination with local entities for handover of activities
1. **MANDATORY REQUIREMENTS**
* Similar experience implementing such works, and proof of at least 3 contracts implemented in Somalia.
* Demonstrated technical expertise in facilitating the formation of DRR in riverine communities in Somalia, and particular training experience in Hazard Vulnerability and Capacity assessment.
* Among key personnel must have a lead trainer with at least 5 years of implementing DRR projects, and facilitating HVAC in riverine communities in Somalia. The lead trainer must have the capacity to translate and lead all training based on the local context in Bardhere.

1. **DELIVERABLES**
2. Vulnerability Assessment report based on Site selection criteria to identify the 2 villages and the IDP site before starting training activities.
3. Recruit enumerators to conduct pre and post test to evaluate the capacity and knowledge of the participants, before and after the training. The pre test should be done the 1st day of training and the post test should be done the last day and will be provided by IOM staff. Also the enumerators should conduct focus group discussions and key informant interviews with the participants of the training. Include these findings in the final report.
4. Provision of Comprehensive training manuals in Somali and English on DRM HVAC training, the manuals developed should have pictorial and many simulations to facilitate a deeper understanding of DRR approaches and techniques used to analyze and understand potential causes of risk and community capacities.
5. DRM HVAC training shall focus primarily on increasing community resilience to natural hazards, to strengthen self-reliance. In addition, the training should give special attention to women due to the prevailing gender inequalities in decision-making before, during, and after a disaster/flood.
6. Creation of action plans for each village and community as part of the training.
7. Provision of hand tools as determined by the requirements of each village (2) and for 1 IDP site, based on the extent of flood mitigation required. The initial budgetted tools are an indication and the approach will be adapted after the training and the action plans are decided by the communities.
8. Provision of visibility materials (banners) for the training, in coordination with IOM staff.
9. Design and dissemination of 4 radio programmes based on the training findings in Bardhere.
10. **REPORTING REQUIREMENTS**

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* Vulnerability assessment report for the selection of 2 villages and 1 IDP site.
* **Bi-Weekly Reports:** To submit Biweekly reports highlighting key activities conducted.
* **Monthly Reports**: To submit monthly progress updates.
* **Final Report:** To submit a final report including the project’s outcome and lessons learned including the test results to evaluate the capacity increase from the pre and post test and the findings from the FGDs and KIIs
1. **ORGANIZATIONAL CAPACITY**

The organization should demonstrate both physical capacity (e.g., physical presence, human resource capacity, financial condition) and technical knowledge and expertise.

**Which NGOs are eligible for participating in this call for proposals?**

* They should have Implemented/ongoing Disaster Risk Reduction in programs.
* They should be legally registered in Somalia.
* They should have a working office on the project site and an organizational profile.
* They should have extensive working experience in similar interventions.
* They should have endorsement letters from the government, local authorities, and international NGOs.
* They should have a good understanding and working relationship with the relevant line ministries, local authorities, local communities, and/or international NGOs.
* They should have the financial capacity and adequate staff for the needs required for the proposed project.
* They should have the financial capacity to pre-finance part of the activities.
1. **REQUIRED DOCUMENTATION FOR THE REQUEST FOR PROPOSAL**

**International Organization for Migration, WASH/MECC and SNFI invites qualified local organizations** to apply for the following DRR activities via a community driver approach. Kindly note each applicant should include a proposal, budget, work plan, and valid organization and registration documents as specified in the RFP, Failure to submit all the required documentation will lead to a **direct disqualification** of partners.

* Technical Proposal- Including detailed methodology.
* Financial Proposal (Budget Template) All budgets submitted should be duly signed stamped and with the organization’s letterhead.
* Work Plan
* Organization profile
* Certificate of registration

The above documents should be accompanied by a cover letter from the vendor with the signature of the contact person and the stamp of the vendor.

**The budget and cover letter need to bear the letterhead of the applying organization and should be stamped.**

* **Eligible Parties**: Implementing Partners with a strong working presence and ongoing DRR activities in the prescribed locations.
* **Eligible Proposals:** Proposals that are by the attached framework.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - WORKS**

*Bidders are requested to complete this form, sign it and return it as part of their quotation 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: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.(Schedule of requirements)
* a brief methodology, approach and implementation plan;
* Team composition and CVs of key personnel

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services.

All daily rates shall be based on an eight-hour working day.

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| --- | --- | --- | --- | --- |
| **Description of Works**  | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| 1. Conference Hall for members of the community and local government for 5 days for CBDRM training
 | Day | 10 |  |  |
| 1. Flood Risk Mitigation Infrastructures & provision of hand tools to 2 villages and 1 IDP site based on community action plans as per TOR
 | EA | 3 sets of tools |  |  |
| 1. Transportation costs for 30 community participants and lead trainer for 30 days for 2 Villages and 1 IDP site for activity follow up
 | Day | 30 |  |  |
| 1. DRR Hazard and vulnerability Baseline survey and Data Collection including enumerator payments for 2 villages and 1 IDP site to conduct assessment and data collection activities during the project cycle.
 | EA | 1 |  |  |
| 1. Community incentives for 30 days for 50 community members in 2 villages & IDP sites receiving USD 7 per day.
 | EA | 1500 |  |  |
| 1. Visibility banner for the training of 2 villages and 1 IDP site in Bardhere.
 | EA | 3 |  |  |
| 1. Reporting and final data collection
 | EA | 1 |  |  |
| 1. HVAC and DRR training (Facilitator costs) for 1 month for activity and training design, assessment and follow up.
 | Day | 30 |  |  |
| 1. Preparation of training manual and tool kit & vulnerability analysis toolkit for DRR and translation to Somalia
 | EA | 1 |  |  |
| 1. Local government participation for DG for 5 days (DSA)
 | EA | 5 |  |  |
| 1. Awareness raising sessions and community campaigns via radio coverage in Bardhere
 | EA | 4 |  |  |
| 1. Lunch for 50 pax for handover ceremony for DRR training for 1 day
 | EA | 50 |  |  |
| 1. Security escorts for 5 days (Local Govt officials) including during handover ceremony (1) day
 | EA | 6 |  |  |
| **Total**  |  |  |  |  |
|  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | **You Responses** |
|  | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Delivery Lead Time |[ ] [ ]  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. |

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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 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. |

**Selection criteria**

After the Proposals have been submitted to the BEAC and during the evaluation period, Service Providers/ Consulting Firms that have submitted their Proposals are prohibited from making any kind of communication with any BEAC member, as well as its Secretariat regarding matters connected to their Proposals. Any effort by the Service Providers/ Consulting Firms to influence IOM in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Service Providers/ Consulting Firms Proposal.

Technical Evaluation (Maximum 70 points)

* The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than Thirty (30) calendar day after the deadline for receipt of proposals.

b) The BEAC shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criterion, sub criteria

c) A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR and the minimum technical score St required to pass which is 70 Points

d) Technical Proposal shall not be considered for evaluation in any of the following cases:

* Late submission, i.e., after the deadline set
* Failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm (ITC) and Terms of Reference (TOR).

**Criteria**

|  |  |
| --- | --- |
| **Criteria**  | **Score** |
| **Specific experience of the service providers relevant to the assignment: [Max 40 points]** | **Maximum** |
| Number of previous contracts/assessments with UN agencies, INGOs, NGO and government institutions with focused in agriculture with similar nature and value | 3+ contracts | **10** |
| 2 contracts | 8 |
| 1 contract | 5 |
| 0 contract | 0 |
| Number of years of experience woking in similar contracts and in leading HVAC Disaster risk reduction programming and CBDRM  | 5+ years | **10** |
| 3-2 years | 6 |
| 1-0 years | 3 |
| 0 year | 0 |
| Experience in drafting SOPS, Tool kits and manuals to support community-based training in Disaster risk reduction | Presents all requested SOPS, tool kits and manual  | **10** |
| Presents half of requested SOPS, tool kits and manual  | 5 |
| Presents incomplete SOPS, tool kits and manual tool kits  | 2 |
| Company valid registration certificate, updated profile with contact details and addresses | Company valid registration certificate from ministry of commerce Galmudug State of Somalia with a recommend letter from both district and regional administration offices | **5** |
| Detailed and updated latest company profile | **5** |
| **Adequacy of the proposed methodology and work plan in response to the Terms of Reference: [Max 30 points]** | **Maximum** |
| Proposed Technical approach and methodology (ToR) | The technical approach and methodology fully address ToR objectives, showing excellent understanding of subject matter and required processes  | **30** |
| The technical approach and methodology adequately address ToR objectives, showing moderate understanding of subject and required processes  | 20 |
| The technical approach and methodology partially address ToR objectives, showing some understanding of subject and required processes  | 10 |
| The technical approach and methodology poorly address ToR objectives, showing poor understanding of subject matter and required processes  | 5 |
| **Organizational staffing: [Max points 30]** |
| Technical lead (Facilitator) | Must Have atleast 7 years experience in leading Disaster Risk Reduction Training for communities in riverine areas | **15** |
| Adequacy of work plan  | The workplan submitted meets the scope of work based on the terms of reference | **10** |
| The workplan submitted partially meets the TOR requirements  | 5 |
| The workplan submitted doesn’t fully meet the TOR requirements | **2** |

**Financial Evaluation (Maximum 30 points)**

The Financial Proposal of Bidder who passed the qualifying score shall be opened; the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

 Sf = 100 x Fl / F

 Where:

 Sf - is the financial toe Financial Proposal under consideration,

 Fl - is the price of the lowest Financial Proposal, and

 F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the installed = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)

 Sc = St x T% + Sf x F%

The firm achieving the highest combined technical and financial score will be invited for negotiations.

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.

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.

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/%3Ax%3A/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)