**RFQ Ref: MD10-2022/03 Date: 20th July 2022**

**Section 1:** The International Organization for Migration **(IOM)** is an UN affiliated migration related agency and is committed to the principle that humane and orderly migration benefits both migrants and society. In the framework ofHousing-NFI-CBI, IOM, Moldova now invites interested Bidders for the “**Rehabilitation & Modernization access ramps, sidewalk and parking for IP CREPOR str. Romana 1, mun. Chisinau.”**

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 (B): Lot-2 Tender BOQ

Annex 3 (B)- Drawing CREPOR- Lot-2

Annex 4 (B)- Photos- Lot-2

Annex 5: Quotation Submission Form,

Annex 6: Vendor Information Form

Annex 7: Code of Conduct

Annex 8: Bidder’s declaration of conformity

Annex 9: Technical and financial offer

Annex 10: Construction Contract

A complete set of Bidding Documents (mentioned above) is available for Interested Bidders at: [**https://moldova.iom.int/tenders**](https://moldova.iom.int/tenders)

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| **Sl** | **Description** | **Reference number** | **Location** |
| **Lot-2** | Rehabilitation of access ramps, sidewalk and parking by replacing the asphalt concrete layer for IP CREPOR str. Romana 1, mun. Chisinau | **MD10-2022/03** | **Chisinau** |

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 5: Quotation Submission Form and Annex 9 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.

IOM reserves the right to accept or reject any bids, and to cancel the procurement process and reject all bids at any time prior to award of Contract, without obligation to inform the affected Bidder/s of the ground for IOM action.

Sincerely yours,

Procurement Unit, IOM, Moldova

**Section 2: RFQ Instructions and Data**

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| **Deadline for the Submission of Quotation** | **27.07.2022, at 3.00pm (Moldova Time Zone)** |
| **Method of Submission** | * **Any bidder can submit their quote for single lot or multiple lots.** * Interested bidders are requested to submit the quotation with related documents in sealed envelopes to below address by mentioning reference number**: MD10-2022/03** on the top of the envelop:   ***Procurement Unit,***  ***International Organization for Migration, Mission in Moldova***  ***Address: 36/1, Ciuflea str. Chisinau,MD 2001, Republic of Moldova***   * *Bidders are also requested to submit the soft copy via email to:* [IOMMoldovaQuot@iom.int](mailto:IOMMoldovaQuot@iom.int) * File Format: PDF/ MS Word * All files must be free of viruses and not corrupted. * Max. File Size per transmission: **9MB**   Mandatory subject of email: ***MD10-2022/03:* *Rehabilitation & Modernization works at CREPOR str. Romana 1, mun. Chisinau. LOT 2***   * 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.   ***Note: Late bids will not be accepted.*** |
| **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 following documents and experience to pass the eligibility check list to go next stage of evaluation.   1. Update Legal Document of the Company/ organization/ Firm 2. Having previous similar Experiences |
| **Currency of Quotation** | Quotations shall be quoted in **Moldovan Leu** |
| **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 exclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | **Preferable Language is English. It is also accepted in Romanian Language** |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 5: Quotation Submission Form duly completed and signed  Annex 9: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1 and Annex 2 (BOQ) |
| **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 |
| **Payment Terms** | 1. 90% of contract value will be paid within 30 days upon submission of the completion certificate which will be duly approved by IOM. 2. 10% will be kept for one year as retention money. 3. No advance will be paid during or before the work |
| **Contact detail for clarifications** | E-mail address: IOMMoldovaQuot@iom.int |
| **Evaluation method** | Lot wise evaluation will be done. The contract will be awarded to the best price(s) among qualified vendors who will fulfil as per IOM technical requirement |
| **Right not to accept any quotation** | IOM is not bound to accept any quotation, nor award a contract |
| **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** | Contract Agreement (please see attached Annex 10) |
| **Expected date for contract award.** | 01 August 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](http://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. |