

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-MD016-24

Date: 23 April 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for expertise in the comprehensive mapping of the Moldovan Diaspora, jointly elaborated between IOM, WHO and UNICEF.**

International Organization for Migration (IOM) kindly requests your quotation for the provision of 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: Terms of Reference (TOR)

Annex 2: Quotation Submission Form

Annex 3: Technical and 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.

Approved by:

Signature: \_\_\_\_\_

Name: Alina ZAMANEAGRA

Title: SCM Officer

Date: 23 April 2024

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	13 May 2024, 23:59 (GMT+2) If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other</p> <p>Bid submission address: <a href="mailto:iomchisinau@iom.int">iomchisinau@iom.int</a></p> <ul style="list-style-type: none"> <li>File Format: PDF</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: 10 MB</li> <li>Mandatory subject of email <b>RFQ-MD016-24</b></li> <li>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".</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="https://www.un.org/en/procurement/supplier-code-of-conduct/">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in US Dollar, USD. In case other currency is offered, the comparison of offers will be based on the prevailing IOM rate of exchange. Link to the website with rates: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and</b>	Romanian/ English

documentation including catalogues, instructions and operating manuals																									
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with Annex 1_Terms of Reference <input type="checkbox"/> Other																								
Quotation validity period	Quotations shall remain valid for 45 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																								
Payment Terms	<input checked="" type="checkbox"/> Payment in instalments, based on outputs, i.e. upon delivery of the services specified in the TOR.																								
Contact Person for correspondence, notifications and clarifications	Focal Person: Alina ZAMANEAGRA E-mail address: azamaneagra@iom.int <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>																								
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated via email by 10 May 2024																								
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the most qualified proposer based on the award criteria - <b>Cumulative weighted analysis.</b>																								
Evaluation criteria	<b>Bidders will be evaluated according to the principle of "Cumulative weighted analysis" offer (70% technical/30% financial), according to the below calculations:</b> <table><tr><th>Nr</th><th>Evaluation criteria</th><th>Awarded score</th></tr><tr><td>1</td><td>Team lead: Proven experience (at least 7 years) in developing analytical works in sociological, demographical, or migration related fields.</td><td>15%</td></tr><tr><td>2</td><td>Team lead: Advanced academic degree (MA/MSc or PhD) in sociology or demography or related areas relevant for the assignment</td><td>15%</td></tr><tr><td>3</td><td>Team members' demonstrated experience in conducting social research and analysis with children and youth</td><td>15%</td></tr><tr><td>4</td><td>Team members' demonstrated experience in conducting social research and analysis on health issues</td><td>15 %</td></tr><tr><td>4</td><td>Earliest Delivery /shortest lead time</td><td>10%</td></tr><tr><td>5</td><td>Financial Offer*</td><td>30%</td></tr><tr><td colspan="2">Total</td><td>100%</td></tr></table> <p>* The financial proposal shall indicate total budget estimated in USD, as well as a detailed breakdown of budget items. Payments will be based on outputs, i.e. upon delivery of the services specified in the TOR. The financial offer should include all additional applicable costs, such as: translation, meeting costs, transportation (local and international), daily subsistence costs. If not provided by ToR, IOM will not reimburse additional costs not directly related to the assignment outcome, such as translation/interpretation services, local travels, passport/visa costs, hardware, software, stationery, logistic and meeting costs. The maximum number of points assigned to the technical proposal is allocated to the bidder with the most experience, shortest delivery time.</p>	Nr	Evaluation criteria	Awarded score	1	Team lead: Proven experience (at least 7 years) in developing analytical works in sociological, demographical, or migration related fields.	15%	2	Team lead: Advanced academic degree (MA/MSc or PhD) in sociology or demography or related areas relevant for the assignment	15%	3	Team members' demonstrated experience in conducting social research and analysis with children and youth	15%	4	Team members' demonstrated experience in conducting social research and analysis on health issues	15 %	4	Earliest Delivery /shortest lead time	10%	5	Financial Offer*	30%	Total		100%
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4	Earliest Delivery /shortest lead time	10%																							
5	Financial Offer*	30%																							
Total		100%																							

	<p>The maximum number of points assigned to the financial proposal is allocated to the lowest priced offer. All other financial proposals receive pro-rated points according to the following formula:</p> <p><math>p = y * \mu / z</math>, where:</p> <p>p = points for the financial proposal being evaluated</p> <p>y = maximum number of points for the financial proposal</p> <p><math>\mu</math> = price of the lowest priced proposal</p> <p>z = price of the proposal being evaluated</p>
<b>Other relevant information</b>	<p>The tender is a jointly elaborated exercise between IOM, WHO and UNICEF. IOM, as the lead implementer, will launch and conduct the procurement process, in close coordination with the other two agencies, WHO, and UNICEF, which will all, alongside with IOM, contribute with funds to contract the winning bidder. Each agency will contract the service provider separately and pay the winning bidder upon delivery of the services specified in the TOR.</p>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<p>IOM – Purchase Order</p> <p>WHO – Purchase Order</p> <p>UNICEF- Direct selection contract</p>
<b>Expected date for contract award.</b>	10 June 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	<p>IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a>. 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.</p>