



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

Procurement and Logistics Unit
IOM Lebanon

REQUEST FOR INFORMATION

PROC# 2023-0306: Recycling for IOM Offices

10 March 2023

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

IOM now requests *Information* from *Suppliers for the provision of trash collection and recycling services for the following IOM Offices:*

<i>Office Location</i>	<i>Address</i>
<i>Beirut</i>	<i>Ramlet El Bayda, Nicolas Ibrahim Sursock Street</i>
<i>Rabieh</i>	<i>Beit El Kiko, Bekfaya Main Road</i>
<i>Tripoli</i>	<i>Bahsas, Dam w Farez Area</i>
<i>Bekaa</i>	<i>Chtoura, Next to the LAF Base</i>

The trash that we would like to be recycled is categorized as follows:

- * **Electronic:** Toners, Printers' Spare Parts, Other ICT parts etc.*
- * **Paper:** Regular Printing Paper, Cardboard Boxes, etc.*
- * **Plastic:** Soft Drink Bottles, Water Bottles, etc.*

IOM requires that the waste is collected from our offices weekly basis or twice a month with the provision of a certification confirming that recycling of our waste is being implemented.

The Information shall contain the following:

- a.) Company profile, including previous experience in recycling services
- b.) Scope of services offered, including any charges incurred
- c.) SOPs related to the trash segregation methods, including any required packaging
- d.) Standard payment terms
- e.) Pricing Scheme, whether charged per pick up based on capacity of transportation vehicle by provider or per weight or per bag
- f.) Estimated pricing

On the basis of this RFI, IOM shall draw up Technical Specifications from the gathered information which may be issued later as a Request for Quotation (RFQ).

Please also note that IOM does not intend to pay for any information furnished in response to this

RFI or will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to the preparation of information. This call for RFI does not constitute a solicitation.

Please note that this is not an Expression of Interest (EoI), and therefore the outcome of this survey may not necessarily result in an Invitation to Bid or a Request for Proposal.

The Responses shall be submitted through electronic mail at email address beyproc@iom.int not later than **24 March 2023, 4:00 PM Beirut Time**. Receipt confirmations, status updates or clarifications in response to this RFI or planned solicitation, will not be provided.

IOM also reserves the right to require compliance with additional conditions when issuing the solicitation documents. Submitting a reply to a call for RFI does not automatically guarantee that a supplier will be invited to tender.

All information which comes into IOM's possession or knowledge in connection with the RFI is to be treated as strictly confidential and will not be communicated to any third party. Nothing in this RFI affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Very truly yours,

 10 March 2023
Bilal Kanj
Senior Procurement & Logistics Assistant

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