

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: PROC# 2023-1096 (17-Jul-23): Provision of LPSP  
Training Services for PHC – PHU Under Long Term Agreement for 1 year  
with possibility of Renewal for another year

Date: 22 August 2023

**SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Long-term Primary Healthcare Subsidized Protocol (LPSP), Training Services for Primary Health Care Center (PHC) in Lebanon under Long Term Agreement (LTA) for one (1) Year with Possibility of Extension for one (1) Year.**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or 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: Schedule of Requirements

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: \_\_\_\_\_

Mathieu Luciano  
Head of Office

Date:

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	On or before 11 September 2023, 4:00PM Beirut Time 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  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomlebanonbids@iom.int">iomlebanonbids@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <a href="#">word, pdf</a></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: <b>5MB per email</b></li> <li>▪ Mandatory subject of email: <a href="#">PROC# 2023-1096: LPSP Training Services</a></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="http://ungm.org">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>	<p>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.</p> <p>For this purpose, the following documents must be submitted. 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.</p> <p><b>Legal Eligibility</b></p> <p>Latest and valid government permits, licenses and company registration Submit <b>any of the following</b> whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> <li>• Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any</li> <li>• License to operate</li> </ul>

	<ul style="list-style-type: none"> <li>Company Profile (including the names of owners, key officers, technical personnel) showing minimum 1 year of operation supplying similar services as per IOM requirements.</li> </ul> <p><b>Technical Eligibility</b> Experience and References</p> <ul style="list-style-type: none"> <li>List of Companies where similar services have been or being provided. Provide at least three companies.</li> </ul> <p><b>Financial Eligibility</b></p> <ul style="list-style-type: none"> <li>Duly Filled Out Vendor Information Sheet and UN Code of Conduct</li> </ul>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><b>Note that IOM pay both services and VAT in USD</b></p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 including Required documents for the technical offer</p> <p><input checked="" type="checkbox"/> Other Eligibility Documents</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 calendar days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i></p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Adham Raydan E-mail address: araydan@iom.int copying beyproc@iom.int</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>

<b>Clarifications</b>	Requests for clarification from bidders must be submitted from 29 August 2023 until 31 August 2023. Responses to request for clarification will be communicated by email by 04 September 2023																																
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other																																
<b>Technical Evaluation Criteria</b>	<p>IOM shall evaluate the Bid based on their responsiveness to the Terms of Reference, compliance to the requirements of the RFQ and by applying an evaluation criterion, sub criteria and point system. Each responsive bid shall be given a technical score. A bid shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 70 points of the total maximum points.</p> <p>The technical offer of Bidder shall be evaluated based on the following criteria and sub-criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">Max rating</th> </tr> </thead> <tbody> <tr> <td><b>(I) Specific Experience of the Service Provider</b></td> <td></td> </tr> <tr> <td>Company profile and experience of the Consulting Firms relevant to the assignment over the last 5 years</td> <td style="text-align: center;">20</td> </tr> <tr> <td><b>(II) Key Professional Staff qualifications and competence for the assignment</b></td> <td style="text-align: center;">40</td> </tr> <tr> <td><b>General qualification in the thematic area of the assignment, based on CV/profiles and Certifications submitted</b></td> <td></td> </tr> <tr> <td><i>At least 5 years of professional experience in their designated business area working on provision of training projects</i></td> <td style="text-align: center;">20</td> </tr> <tr> <td><i>Experience performing this work for public sector clients (at a minimum) and preferably UN-system organizations;</i></td> <td style="text-align: center;">20</td> </tr> <tr> <td><b>(III) Adequacy of the proposed methodology and work plan response to the SOW</b></td> <td style="text-align: center;">40</td> </tr> <tr> <td><b>A - Approach and Methodology</b></td> <td style="text-align: center;">20</td> </tr> <tr> <td>Proposed approach and methodology are in line with the timeline and LPSP protocols</td> <td></td> </tr> <tr> <td>Proposed approach and methodology meet the objectives of the TOR</td> <td></td> </tr> <tr> <td><b>B - Work Plan</b></td> <td style="text-align: center;">20</td> </tr> <tr> <td>Clearly identified team composition, roles, tasks, and deliverables</td> <td></td> </tr> <tr> <td>Workplan is well structured, well written, and formatted.</td> <td></td> </tr> <tr> <td>Workplan fits the required project implementation period</td> <td></td> </tr> <tr> <td>Methodology and approach correspond to the workplan accurately</td> <td></td> </tr> </tbody> </table>		Max rating	<b>(I) Specific Experience of the Service Provider</b>		Company profile and experience of the Consulting Firms relevant to the assignment over the last 5 years	20	<b>(II) Key Professional Staff qualifications and competence for the assignment</b>	40	<b>General qualification in the thematic area of the assignment, based on CV/profiles and Certifications submitted</b>		<i>At least 5 years of professional experience in their designated business area working on provision of training projects</i>	20	<i>Experience performing this work for public sector clients (at a minimum) and preferably UN-system organizations;</i>	20	<b>(III) Adequacy of the proposed methodology and work plan response to the SOW</b>	40	<b>A - Approach and Methodology</b>	20	Proposed approach and methodology are in line with the timeline and LPSP protocols		Proposed approach and methodology meet the objectives of the TOR		<b>B - Work Plan</b>	20	Clearly identified team composition, roles, tasks, and deliverables		Workplan is well structured, well written, and formatted.		Workplan fits the required project implementation period		Methodology and approach correspond to the workplan accurately	
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<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, without any change in the unit price or other terms and conditions.																																
<b>Type of Contract to be awarded</b>	Recurring Service Agreement/Long Term Agreement (LTA)																																
<b>Expected date for contract award.</b>	18 September 2023																																
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM																																

<b>UNGM registration</b>	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.
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