

INVITATION TO BID (ITB)

Request for Quotation for Provision of Laboratory Test Kit and Reagent.

ITB Reference No: **ITB-BD25-003** Country: Bangladesh. Date: 16 March 2025

SECTION 1: LETTER OF INVITATION

International Organization for Migration, hereinafter referred to as IOM, hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

- Section 1: This Letter of Invitation
- Section 2: Instructions to Bidders
- Section 3: Data Sheet
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in Section 3: Data Sheet.

Please acknowledge receipt of this ITB by completing and returning the attached Form A: Bid Confirmation by email to iomcxbprocure@iom.int no later than **05 April 2025**, indicating whether you intend to submit a bid or not. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this ITB.

We look forward to receiving your bid.

Approved by:

Supply Chain Unit

International Organization for Migration (IOM).

SECTION 2: INSTRUCTIONS TO BIDDERS

GENERAL	
<p>1. Scope</p>	<p>Bidders are invited to submit a bid for the goods/services/works specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet.</p> <p>Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by IOM. This ITB is conducted in accordance with Policies and Procedures of IOM.</p>
<p>2. Interpretation of the ITB</p>	<p>Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid by IOM. IOM is under no obligation to award a contract to any bidder as a result of this ITB.</p>
<p>3. Supplier Code of Conduct</p>	<p>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).</p>
<p>4. Eligible bidders</p>	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM.</p> <p>A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IOM to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.</p> <p>Bidders shall not be eligible to submit a bid if at the time of bid submission:</p> <ul style="list-style-type: none"> ● is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; ● is included in the Consolidated United Nations Security Council Sanctions.

	<p><u>List</u>, including the UN Security Council Resolution 1267/1989 list;</p> <ul style="list-style-type: none"> ● is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals; ● Other sanctions lists, if applicable, as per the discretion of the IOM.
<p>5. Eligible goods, works and services</p>	<p>All goods, works and/or services to be supplied under the contract shall have their origin in any country apart from the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, works and services.</p> <p>For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product result that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>The origin of goods, works and services is distinct from the nationality of the bidder.</p>
<p>6. Proprietary information</p>	<p>The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by IOM are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to bidders shall remain the property of IOM. All documents which may form part of the bid will become the property of IOM, who will not be required to return them to your firm.</p>
<p>7. Publicity</p>	<p>During the ITB process, a bidder is not permitted to create any publicity in connection with the ITB.</p>
<p>SOLICITATION DOCUMENTS</p>	
<p>8. Clarification of solicitation documents</p>	<p>Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>IOM will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>IOM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IOM to extend the submission date of the bids, unless IOM deems that such an extension is justified and necessary.</p>
<p>9. Amendment of solicitation documents</p>	<p>At any time prior to the deadline of bid submission, IOM may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p>

	If the amendment is substantial, IOM may extend the deadline for submission of the bid to give the bidders reasonable time to incorporate the amendment into their bids.
PREPARATION OF BIDS	
10. Cost of preparation of bid	The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. IOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
11. Language	The bid, as well as any and all related correspondence exchanged by the bidder and IOM, shall be written in the language(s) specified in Section 3: Data Sheet.
12. Documents comprising the bid	The bid shall comprise the following documents and related forms which details are provided in Section 3: Data Sheet: a) Documents establishing the eligibility and qualifications of the bidder. b) Technical bid c) Price Schedule D) Authorization certificate from the manufacturer.
13. Documents establishing eligibility and qualifications of the bidder	The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a bidder, its qualifications must be documented to IOM's satisfaction.
14. Technical bid	The bidder is required to submit a technical bid using the form provided in Section 7 and taking into consideration the requirements in the ITB.
15. Price Schedule	The Price Schedule shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the ITB. The prices and discounts quoted by the bidder shall conform to the requirements specified below. <ul style="list-style-type: none"> ● All items and lots (if applicable) must be listed and priced separately. ● The price to be quoted shall be the total price of the bid, excluding any discounts offered. ● The bidder shall quote any unconditional discounts and indicate the method for their application. ● Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid

	<p>submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.</p> <ul style="list-style-type: none"> ● If indicated in Section 3: Data Sheet that bids are being invited for individual contracts (lots) and unless otherwise indicated in Section 3: Data Sheet, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.
<p>16. Bid currencies</p>	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids:</p> <ul style="list-style-type: none"> ● IOM will convert the currency quoted in the bid into the IOM preferred currency, in accordance with the prevailing IOM Operational Rate of Exchange on the date of the bid closure; and ● In the event that IOM selects a bid for the award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, IOM shall reserve the right to award the contract in the currency of IOM's preference, using the conversion method specified above.
<p>17. Duties and taxes</p>	<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>18. Bid validity period</p>	<p>Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by IOM and rendered non-responsive.</p> <p>During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the bid validity period, IOM may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing and shall be considered integral to the bid.</p> <p>If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid, but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 19 (Bid Security) in all respects.</p> <p>The bidder has the right to refuse to extend the validity of its bid without forfeiting</p>

	the bid security, if required, in which case, the bid shall not be further evaluated.
19. Bid Security	o Not Applicable
20. Joint Venture, Consortium or Association	Not Allowed
21. Only one bid	<p>The bidder shall submit only one bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> ● they have at least one controlling partner, director or shareholder in common; or ● any one of them receive or have received any direct or indirect subsidy from the other/s; or ● they have the same legal representative for purposes of this ITB; or ● they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another bidder regarding this ITB process; ● they are subcontractors to each other's bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.
22. Alternative bids	<p>Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of an alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IOM reserves the right to award a contract based on an alternative bid.</p> <p>If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.</p>
23. Pre-bid conference	<p>When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to</p>

	<p>submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder.</p> <p>IOM will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 41 (Clarification of Bids).</p> <p>The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility) bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by IOM in writing.</p> <p>Minutes of the pre-bid conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the bidder's conference or issued/posted as an amendment to ITB.</p>
<p>24. Site inspection</p>	<p>Not Applicable</p>
<p>25. Errors or omissions</p>	<p>Bidders shall immediately notify IOM in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<p>26. Bidders responsibility to inform themselves</p>	<p>Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they:</p> <ul style="list-style-type: none"> ● examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB; ● review the ITB to ensure that they have a complete copy of all documents; ● obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry; ● verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site Inspection or any discussion with IOM, its employees or agents; ● attend any Pre-bid conference or site inspection if it is mandatory under this ITB; ● fully inform and satisfy themselves as to requirements of any relevant

	<p>authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and</p> <ul style="list-style-type: none"> ● form their own assessment of the nature and extent of the goods, works and /or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid. <p>Bidders acknowledge that IOM, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this ITB or any other information provided to the bidders.</p>
<p>27. No material change(s) in circumstances</p>	<p>The bidder shall inform IOM of any change(s) of circumstances arising during the ITB process, including but not limited to:</p> <ul style="list-style-type: none"> ● a change affecting any declaration, accreditation, license or approval; ● major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors; ● a change to any information on which IOM may rely on assessing bids.
<p>SUBMISSION AND OPENING OF BIDS</p>	
<p>28. Instruction for bid submission</p>	<p>The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.</p> <p>Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the IOM General Conditions of Contract.</p>
<p>29. Deadline for bid submission</p>	<p>Complete bids must be received by IOM in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Bid should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. IOM shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognize the actual date and time that the bid was received by IOM.</p> <p>IOM may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 9 Amendment of solicitation documents. In this case, all rights and obligations of IOM and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>

<p>30. Withdrawal, substitution and modification of bids</p>	<p>A bidder may withdraw, substitute, or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to IOM, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of bids, by clearly marking them as “WITHDRAWAL”, “SUBSTITUTION” OR “MODIFICATION”.</p> <p>However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by IOM for the entire bid validity period, as may be extended.</p> <p>Bids requested to be withdrawn prior to the deadline for submission of the bids shall be made available for collection by the bidder that submitted it within 15 days of its withdrawal. Otherwise, IOM shall have the right to discard such bid unopened without further notice to the bidder. IOM shall not be responsible to return the bid to the bidder at IOM’s cost.</p>
<p>31. Storage of bids</p>	<p>Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in Section 3: Data Sheet. No responsibility shall be attached to IOM for prematurely opening an improperly addressed and/or identified bid.</p>
<p>32. Bid opening</p>	<p>Bids will be opened by a committee formed by IOM consisting of at least two (2) personnel.</p> <p>Bidders may attend the opening of the bids if stated in Section 3: Data Sheet.</p> <p>The bidders’ names, modifications, withdrawals, bid prices, the condition of the envelope labels/seals, the number of folders/files and all other such details as IOM may consider appropriate will be announced at the opening and recorded on the bid opening report, which will be available for viewing only to bidders who have submitted a bid for a period of thirty days from the date of opening. Information not included in the bid opening report will not be provided to bidders. No bid shall be rejected at the opening stage, except for late submissions.</p>
<p>33. Late bids</p>	<p>Any bid received by IOM after the deadline for submission of bids will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned bidding documents.</p> <p>In exceptional circumstances, late bids may be accepted if it is determined that the submission was sent in ample time prior to the bid closing and the delay could not be reasonably foreseen by the bidder or was due to force majeure.</p>
<p>EVALUATION OF BIDS</p>	
<p>34. Confidentiality</p>	<p>Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a bidder or anyone on behalf of the bidder to influence IOM in the</p>

	<p>examination, evaluation and comparison of the bids or contract award decisions may, at IOM's decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing IOM's vendor sanctions procedures.</p>
35. Evaluation of bids	<p>IOM shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted.</p> <p>IOM shall conduct the evaluation solely based on the bids received according to the evaluation criteria in Section 4.</p> <p>Evaluation of bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> a) Preliminary examination b) Evaluation of technical bids c) Evaluation of prices of bids found to be substantially compliant <p>After completion of the evaluation, but prior to award, IOM shall conduct a post-qualification assessment of the bidder recommended for the award (if pre-qualification was not done) as per Article 40 (Post-qualification).</p>
36. Preliminary examination	<p>IOM shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any bid at this stage.</p>
37. Evaluation of technical bids	<p>Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.</p>
38. Evaluation of prices	<p>The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest overall costs to IOM.</p>
39. Post-qualification	<p>IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of the information provided by the bidder; b) Validation of the extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction over the bidder, or with previous clients, or any other entity that may have done business with the bidder; d) Inquiry and reference checking with previous clients on the

	<p>performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary;</p> <ul style="list-style-type: none"> e) Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder; f) Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>40. Clarification of bids</p>	<p>IOM may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the bids, in accordance with Instructions to Bidders Article 25 (Errors or omissions).</p> <p>IOM may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.</p>
<p>41. Responsiveness of bid</p>	<p>IOM's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or b) limits in any substantial way, inconsistent with the bidding documents, IOM's rights or the bidder's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids. <p>If a bid is not substantially responsive, it shall be rejected by IOM and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>
<p>42. Nonconformities, reparable errors and omission</p>	<p>Provided that a bid is substantially responsive, IOM may waive any non-conformities or omissions in the bid that, in the opinion of IOM, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other bidders.</p> <p>Provided that a bid is substantially responsive IOM may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.</p> <p>For bids that have passed the preliminary examination, IOM shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total

	<p>that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IOM there is an obvious misplacement of the decimal point in the unit price; in which case, the line-item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected, and its bid security may be forfeited.</p>
<p>43. Right to accept any bid and to reject any or all bids</p>	<p>IOM reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for IOM's action. IOM shall not be obliged to award the contract to the lowest priced offer.</p>
<p>44. Samples</p>	<p>Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by IOM or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to IOM are non-returnable unless otherwise stated. Samples should be marked with the ITB number.</p> <p>If a bidder fails to provide samples or documents requested by IOM in a timely manner, IOM may declare the bid unsuccessful.</p>
<p>AWARD OF CONTRACT</p>	
<p>45. Award criteria</p>	<p>In the event of a Contract award, IOM shall award the contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest-priced, substantially compliant offer to the ITB. IOM reserves the right to conduct negotiations with the bidder recommended for the award on the content of their bid.</p>
<p>46. Right to vary requirement at time of award</p>	<p>At the time the Contract is awarded, IOM reserves the right to increase or decrease the quantity of goods, works and/or services originally specified in Section 5: Schedule of Requirements, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the bid and the bidding document.</p>
<p>47. Notification of award</p>	<p>Prior to the expiration of the period of bid validity, IOM will notify the successful bidder in writing by email, fax or post, that its bid has been accepted. Please note that the bidder, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.</p>

<p>48. Debriefing</p>	<p>In the event that a bidder is unsuccessful, the bidder may request a debriefing from IOM. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for IOM procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed.</p>
<p>49. Performance security</p>	<p>Not Applicable</p>
<p>50. Bank guarantee for advance payment</p>	<p>Except when the interests of IOM so require, it is IOM's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the bidder shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the IOM controller, i.e., banks certified by the central bank of the country to operate as a commercial bank.</p>
<p>51. Liquidated Damages</p>	<p>If specified in Section 3: Data Sheet, IOM shall apply Liquidated Damages for the damages and/or risks caused to IOM resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<p>52. Proposal protest</p>	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to mescu@iom.int.</p>

SECTION 3: DATA SHEET

The following specific data shall complement, supplement, or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Invitation to Bid (ITB) is ITB-BD25-003</p> <p>The ITB include the supply of laboratory test kit and reagent under Long Term Agreement. as further described in Section 5 of this ITB.</p> <p>Based on the results of this competitive bidding exercise, IOM intends to enter into non-exclusive Long Term Agreement(s) (LTAs) with the successful bidder(s) for the supply of an indefinite quantity of the specified products in support of IOM's operations. In the event of IOM signing Long Term Agreement(s), the following shall apply.</p> <p>The successful bidder shall accord the same terms and conditions to any other organisation within the International Organization for Migration that wishes to avail of such terms, after written consent from IOM.</p> <p>The expected duration of the LTA is: Two (02) years with the possibility of extension for up to one year. subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>The estimated volume to be purchased annually: Please see the attached Annex-1. LTAs are considered non-exclusive, and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>IOM reserves the right to enter into LTAs with more than one supplier and the right to split the award of contracts among the LTA holders if it is in the best interests of IOM.</p> <p>The award of a contract under the LTA Will not be subject to secondary competition among the LTA holders.</p>
4.	Eligible bidders	Bidders from all countries are eligible to bid.
5.	Eligible goods, works and services	Goods, works and/or services with origin in all countries are eligible in this bidding process.
8.	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents:</p> <p><i>Focal Person: SUTTICHOTE Thanchanitch</i></p> <p><i>Address: IOM Sub office, Cox's Bazar, Bangladesh.</i></p> <p><i>E-mail address: tsuttichote@iom.int</i></p> <p>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT</p>

		<p>BELOW (see Data Sheet Article 28).</p> <p>Deadline for submitting requests for clarifications/questions: Date: 02-Apr-25 Time: 05.00 PM Time zone: Bangladesh Standard Time (BST), UTC+6</p> <p>Manner of disseminating supplemental information to the ITB and responses/clarifications to queries: Direct communication to prospective bidders by email.</p>
11.	Language	All bids, information, documents and correspondence exchanged between IOM and the bidders in relation to this bid process shall be in English.
15.	Price adjustment	The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract.
15.	Partial bids (lots)	Bidders shall be allowed to quote prices for one or more lots identified in Section 5: Schedule of Requirements. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot.
16.	Bid currencies	Prices shall be quoted in BDT.
17.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
18.	Bid validity period	90 days
19.	Bid security	Not required.
22.	Alternative bids	Not Allowed
23.	Pre-bid conference	Will not be conducted.
24.	Site inspection	A site inspection will not be held.
28.	Instruction for bid submission	<p>Allowable manner of submitting proposals: <input checked="" type="checkbox"/> Courier / hand delivery</p> <p>SUBMISSION BY COURIER / HAND DELIVERY:</p> <p>Bid submission address: <i>IOM Office, Freedom Fighter Building, Motel Road, Bahar Chara, Cox's Bazar-4700</i></p> <ul style="list-style-type: none"> ▪ The bidder shall submit the bid in one sealed envelope containing the technical and price components. ▪ The envelope shall indicate the name and address of the bidder.

		<ul style="list-style-type: none"> The outer envelope must be clearly marked with the following: *ONLY TO BE OPENED BY AUTHORISED PERSONNEL* Supply Chain Unit International Organization for Migration (IOM) Invitation to Bid Reference: ITB-BD25-003 Attention: SUTTICHOTE Thanchanitch Bidders name and details: Click or tap here to enter text.
29.	Deadline for bid submission	Date: 03-Apr-25 Time: 05.00 PM Time zone: Bangladesh Standard Time (BST), UTC+6.
32.	Bid opening	<input checked="" type="checkbox"/> Public bid opening will not be held
	Expected date for commencement of contract	01-May-25
47.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased is 10% The maximum percentage by which quantities may be decreased is 10%
	Contract award to one or more bidder	IOM will award a contract to: One or more Bidders, depending on the following factors: Supplier Authorization,
50.	Type of contract to be awarded	LONG TERM AGREEMENT FOR THE SUPPLY AND DELIVERY OF GOODS See Section 6: for sample contract.
50.	Conditions of contract to apply	See Section 6
52.	Performance security	Not Required.
Choose an item.53.	Advance payment	Not Allowed Choose an item.If allowed, Bank Guarantee Choose an item.
54.	Liquidated Damages	Will be imposed as follows: Choose an item.Percentage of contract price per day of delay: 0.1% (one-tenth of one percent) up to a maximum of 10% of the Contract value, after which IOM may terminate the contract.

	Other information related to the ITB	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the ITB must be cited here, and any further entries that may be added below this table row]</i>
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SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 12 have been provided and are complete.
Bidder accepts IOM General Conditions of Contract as specified in Section 6.	Form C: Bid Submission
Bid Validity	Form C

Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	<ul style="list-style-type: none"> Updated Trade License Annex-2: Vendor information Sheet
Bidder belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other.	<ul style="list-style-type: none"> Form D: Bidder Information
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	<ul style="list-style-type: none"> Form C: Bid Submission
No conflicts of interest in accordance with Section 2 Article 4.	<ul style="list-style-type: none"> Form C: Bid Submission
The bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	<ul style="list-style-type: none"> Form C: Bid Submission
Certificates and Licences:	To be submitted

<ul style="list-style-type: none"> ● Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. ● Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country. ● Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder. ● Export/Import Licenses, if applicable. 	
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Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification Form
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form F: Eligibility and Qualification Form
Previous Experience:	
Minimum 3 years of relevant experience.	Form F: Eligibility and Qualification Form
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.	<ul style="list-style-type: none"> ● Copy of audited financial statements for the last three years. ● Form F: Eligibility and Qualification Form
Turnover: Bidders should have an annual sales turnover of minimum BDT 10,000,000.00. for the last three years.	<ul style="list-style-type: none"> ● Copy of audited financial statements for the last three years. ● Form F: Eligibility and Qualification Form

Technical Evaluation Criteria

Criteria	Documents to establish compliance
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Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.	Form G: Technical Bid
The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).	Form G: Technical Bid Form H: Price Schedule
Clear specifications of the products provided in the quotation, where applicable. The specification includes, but is not limited to, brand, product commercial name, product catalogue number, and pack size.	Form G: Technical Bid
Accreditation from International regulatory authority e.g. WHO prequalification, CE marked, for the applicable products such as reagent and test kits.	To be submitted

Evaluation of Prices

Criteria	Documents to establish compliance
Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).	Form H: Price Schedule
Bids with the letter of distributorship authorization from the manufacturer of the products may be treated as advantageous.	<ul style="list-style-type: none"> Submit authorization certificate from the Manufacturer

SECTION 5: SCHEDULE OF REQUIREMENTS

A. Summary of Requirements: Please see the attached **Annex-1 - Schedule of requirements** for details information and submit your quotation accordingly.

SL	Item Description	UoM	Quantity (Yearly estimated Consumption)
1	Determine HIV Early detect kit, or other WHO prequalified 4th generation HIV RDT kits	kit of 100 tests	125
2	Determine HBsAg2 kit, or other WHO prequalified HBsAg RDT kits	kit of 100 tests	360
3	Determine™ Syphilis TP, 7D2452, or other WHO prequalified Syphilis RDT kits	kit of 30 tests	1200
4	Standard Q HIV 1/2 Ab 3 line, or other WHO prequalified HIV RDT kits with equivalent specification	kit of 25 tests	105
5	Standard Q HCV Ab, or other WHO prequalified Anti-HCV RDT kits	kit of 25 tests	1220
6	Standard Q Malaria P.f/Pan Ag, or other WHO prequalified Malaria RDT kits with equivalent specification	kit of 25 tests	140
7	CTK BIOTECH hCG Combo Rapid test device.	kit of 30 tests	1040
8	Syphillis RPR test, 100 tests/kit, Human®, or alternative brand with CE marked, full kit with RPR card, applicator, positive control, negative control	kit of 100 tests	42
9	HUMAN CREATININE liquicolor kit, 200 ml, product ref 10051	kit of 200 tests	116
10	HUMAN GOT (ASAT) IFCC mod. liquiUV, product ref 12011	kit of 100 tests	72
11	HUMAN GPT (ALAT) IFCC mod. liquiUV, product ref 12012	kit of 100 tests	77
12	HUMAN Serodos control, 6 x 5 ml, product ref 13951	box	33
13	HUMAN Serodos plus control, 6 x 5 ml, product ref 13151	box	33
14	Flow Cell Cleaner Solution, 100 ml, Spectrophotometer, 18222	bottle	131
15	Printing paper role for Humalyzer 3000 analyzer (110mm)	roll	36
16	Printing paper role for Humalyzer 4000 analyzer (110mm)	roll	20
17	Aggape LiquiCHEK, Enzymatic Creatinine, 2 x 40 mL	Boxes	36
18	Aggape contrls for serum creatinine assay with MISPA VIVA analyzer	Boxes	12
19	QFT-Plus tubes (50x TB1/TB2/Nil/Mit), 200 tubes (50 Nil, 50TB1, 50 TB2, 50 Mit) CAT # 622526	box of 50 tests	15
20	QuantiFERON® TB Gold Plus (QFT-Plus) ELISA 2 x 96 CAT # 622120	kit of 2 ELISA plate	20
21	Auto cal (6X5ml) Kit.	1 Kit	6
22	Blood Grouping Test (Anti A, Anti B & Anti D), (3X10ml), Tulip	3 Btl/set	196
23	Celltac; Detergent (Cleanac) MEK-520, 5L	1 Bottle	10
24	Celltac; Detergent (Cleanac) MEK-710, 2L	1 Bottle	45
25	Celltac; Detergent (Cleanac-3) MEK-620, 5L	1 Bottle	10
26	Celltac; Hemolynac 3N, MEK 680, (3x500 ml)	1 Kit	11
27	Celltac; Hemolynac, MEK 310, 250ml	1 Bottle	70
28	Celltac; Hemolynac, MEK 510, 250ml	1 Bottle	70
29	Celltac; Isotonac 3, 18L, Diluent, MEK-640	1 Container	170
30	E Lyte; Daily Cleaning solution, 90 ml	1 Kit	45

31	E Lyte; Solution Pack, Na+/K+/Cl-, 400ml	1 Kit	70
32	HbA1c Reagent Kit, Mishpha I2 Agapee, 30 Test Per Kit	1 Kit	25
33	Humatex ASO Agglutination test, 100 test Serology	1 kit	14
34	Humatex CRP Agglutination test, 100 test, Kit	1 Kit	50
35	Humatex Febrile Antigen / Widal test kit, 100 test	1 kit	7
36	Humatex RF Agglutination test, serology,	1 kit	15
37	Prothrombin time (Tissue thromboplastin) reagent	1 Kit	5
38	Dengue IgG/IgM RDT, Abott Bioline, RDT with capillary / venus blood	1Test	25000
39	Dengue NS1 RDT, Abott Bioline, RDT with capillary / venus blood	1Test	40000
40	RDT; Troponin I , Test Kit	1 Test	336
41	RGT; ALBUMIN Liquicolor, REF 156004, 4x100ml kit	1 Kit	20
42	RGT; Alkaline Phosphatase Liquicolor, REF 12117, 10x10ml Kit	1 Kit	25
43	RGT; Bilirubin liquicolor, Total, REF 12011, 2x100ml kit	1 Kit	30
44	RGT; Bilirubin, Indirect, Human	1 Kit	5
45	RGT; Calcium liquicolor, REF 10011, 200ml kit	1 Kit	11
46	RGT; Cholesterol liquicolor, REF 10017, 4x30ml kit	1 Kit	120
47	RGT; CK-MB, REF CK1296	1 kit	5
48	RGT; Glucose Liquicolor, REF 10260, 4x100ml kit	1 Kit	50
49	RGT; HDL Cholesterol, REF 10018, 4x80ml kit	1 kit	15
50	RGT; LDL Cholesterol, Human/Randox	1 kit	5
51	RGT; Serum Lipase liquicolor, REF 12006, 4x10ml + 2x5ml Kit	1 kit	10
52	RGT; Total Protien liquicolor, REF 157004, 4x100ml kit	1 kit	10
53	RGT; Triglycerides liquicolor, REF 10724, 4x100ml kit	1 kit	35
54	RGT; Urea Liquicolor, REF 10506, 1000ml kit	1 kit	10
55	RGT; Uric Acid, liquicolor, REF 10690, 4x30ml kit	1 kit	20
56	RGT; α-Amylase liquicolor, REF 12018, 12x10 kit	1 kit	10
57	Vidas; T3, Kit, 1 Strip, 60 test kit	1 Kit	10
58	Vidas; T4, Kit, 1 Strip, 60 test kit	1 Kit	10
59	Vidas; TSH, Kit, 1 strip, 60 test kit	1 Kit	10
60	Cuvette rotor (1000 test) for Automated biochemistry analyzer (Model: Selectra ProM) pcs	1 pcs	15
61	Reagent niddle solution for Automated biochemistry analyzer (Model: Selectra ProM) 250ml	1 box	15
62	System solution for Automated biochemistry analyzer (Model: Selectra ProM) 1000ml	1 box	15
63	Autocal for Automated biochemistry analyzer(Model: Selectra ProM) 5ml	1 box	15
64	Normal control for Automated biochemistry analyzer (Model: Selectra ProM) 5ml	1 box	15
65	Abnormal (high) control for Automated biochemistry analyzer (Model: Selectra ProM) 5ml	1 box	15
66	Sample cup for Automated biochemistry analyzer(Model: Selectra ProM) 1000pcs/box	1 box	15
67	Cooling liquid for Automated biochemistry analyzer (Model: Selectra ProM) 1L/year	litre	5
68	Pediatric adapter for Automated biochemistry analyzer(Model: Selectra ProM) 1 pc	1pcs	5
69	Albumin for Automated biochemistry analyzer(Model: Selectra ProM) 12*20ml	1 box	5
70	ALP for Automated biochemistry analyzer(Model: Selectra ProM) 4*25ml	1 box	5

71	Alpha amylase for Automated biochemistry analyzer (Model: Selectra ProM) 6*20ml	1 box	5
72	GPT for Automated biochemistry analyzer (Model: Selectra ProM) 8*25ml	1 box	5
73	GOT for Automated biochemistry analyzer(Model: Selectra ProM) 8*25ml	1 box	5
74	Bilirubin direct for Automated biochemistry analyzer (Model: Selectra ProM) 8*25ml	1 box	5
75	Bilirubin total for Automated biochemistry analyzer(Model: Selectra ProM) 8*25ml	1 box	5
76	Calcium for Automated biochemistry analyzer (Model: Selectra ProM) 12*20ml	1 box	5
77	Cholesterol for Automated biochemistry analyzer (Model: Selectra ProM) 12*20ml	1 box	5
78	CK-MB for Automated biochemistry analyzer (Model: Selectra ProM) 4*25ml	1 box	5
79	CK-NAC for Automated biochemistry analyzer (Model: Selectra ProM) 4*25ml	1 box	5
80	Creatinine PAP for Automated biochemistry analyzer (Model: Selectra ProM) 2*133ml	1 box	5
81	Glucose PAP for Automated biochemistry analyzer (Model: Selectra ProM) 12*20ml	1 box	5
82	HDL-cholesterol for Automated biochemistry analyzer (Model: Selectra ProM) 4*28ml	1 box	5
83	Iron for Automated biochemistry analyzer (Model: Selectra ProM) 4*18.5ml	1 box	5
84	LDH for Automated biochemistry analyzer (Model: Selectra ProM) 4*25ml	1 box	5
85	LDL-cholesterol for Automated biochemistry analyzer(Model: Selectra ProM) 4*28ml	1 box	5
86	Lipase for Automated biochemistry analyzer(Model: Selectra ProM) 2*14ml	1 box	5
87	Magnesium for Automated biochemistry analyzer (Model: Selectra ProM) 6*24ml	1 box	5
88	Total protein for Automated biochemistry analyzer (Model: Selectra ProM) 12*20ml	1 box	5
89	TG for Automated biochemistry analyzer (Model: Selectra ProM) 12*20ml	1 box	5
90	Urea for Automated biochemistry analyzer (Model: Selectra ProM) 8*25ml	1 box	5
91	Uric acid for Automated biochemistry analyzer (Model: Selectra ProM) 12*20ml	1 box	5
92	Strip for Automated urine analyzer (Model: Fus-1000) 1000pcs/box	1 box	20
93	Sheath for Automated urine analyzer (Model: Fus-1000) 10L/700 test	litre	45
94	Cleaning liquid 2 for Automated urine analyzer (Model: Fus-1000) 500ml/10L dw	1 box	45
95	Cleaning liquid detergent for Automated urine analyzer (Model: Fus-1000) 250ml/30 days	1 box	45
96	Focus for Automated urine analyzer(Model: Fus-1000) 125ml/30days	1 box	45
97	Positive control for Automated urine analyzer (Model: Fus-1000) 125ml	1 box	45
98	Negative control for Automated urine analyzer (Model: Fus-1000) 125ml	1 box	45
99	Urine sample tube for Automated urine analyzer (Model: Fus-1000) 100pcs/box	1 box	300
100	Printing paper role for Handheld biochemical immunoassay analyzer	1 role	75

	Model: BK120 (6.35cm)		
101	Strip (Glucose and HbA1C) for handheld biochemical immunoassay analyzer Model: BK120	1 box (25pcs)	200
102	Strip (TSH, FT3 and FT4) for Handheld biochemical immunoassay analyzer Model: BK120	1 box (25pcs)	45
103	Strip (lipid profile) by Handheld biochemical immunoassay analyzer Model: BK120	1 box (25pcs)	200

B. Delivery Requirements

- After issuance of purchase order, bidders must share product Manufacture date, expire date, and shelf life including batch number and coordinate with the requester prior to arranging the delivery of the products.
- Delivery without prior coordination with the requester may be rejected.

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 Contract Form with General Conditions of Contract : [D2 Model Recurring Supply Contract EN - 20240125](#)

SECTION 7: BIDDING FORMS

Form A: Bid Confirmation

Form B: Checklist

Form C: Bid Submission

Form C: Bidder Information

Form F: Eligibility and Qualification

Form G: Technical Bid

Form H: Price Schedule



Questions to the bidder concerning the reasons for NO BID should be addressed to IOM phone
Click or tap here to enter number., email Click or tap here to enter text..

FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

Technical bid:

Have you duly completed all the returnable bidding forms?	
▪ Form C: Bid Submission	<input type="checkbox"/>
▪ Form D: Bidder Information/Vendor Information Sheet?	<input type="checkbox"/>
▪ Form E: Eligibility and Qualification	<input type="checkbox"/>
▪ Form F: Technical Bid/Bill of Quantities	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Bidder Information?	<input type="checkbox"/>

Price Schedule:

▪ Form H: Price Schedule	<input type="checkbox"/>
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FORM C: BID SUBMISSION

Name of bidder:	Click or tap here to enter text.	Date :	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the goods and related services required for IOM in accordance with your Invitation to Bid No. Click or tap here to enter text.. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below is: Insert amount in words and figures, indicating amount(s) and respective currency(ies) (by lots if applicable) .

The discounts offered and the methodology of their application are:

- **Discounts:** If our bid is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
- **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

BIDDER'S DECLARATION OF CONFORMITY¹

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

FORM D: BIDDER INFORMATION/ PROSPECTIVE SUPPLIER INFORMATION SHEET

Vendor No.: _____
(IOM Internal Use)

Title:

Click or tap here to enter text.

Date:

Click or tap to enter a date.

Company Details

Registered Vendor Name*: _____
 Tax Organization Type*: Choose an item.
 Supplier Type*: Choose an item.
 Company Web Site: _____
 Tax Country*: Choose an item.
 Taxpayer ID/Tax Registration No*: _____
 Products and/or Services: Choose an item.

Additional Information

UNGM No.: _____ Commitment to Antiracism: Choose an item.

UNPP No.: _____ Does your entity agrees with UN Supplier Code of Conduct: Choose an item.

Is your Entity Women Owned?: Choose an item. Choose an item. Is the Bank Account Certificate added as attachment?: Choose an item.

Is your Entity Disability Inclusive?: Choose an item. Choose an item.

Address*

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Street Name and House No. _____
 ZIP/Postal Code* _____
 City* _____
 Region* _____
 Country* _____ Choose an item.

Contact Information for communications

First Name*: _____
 Last Name*: _____
 Job Title _____
 Email*: _____

IMPORTANT

All fields marked with * are mandatory.
 The form will be returned if mandatory field/s is/are empty
 The Vendor Name should match ID or registration documents

Other Contacts

First Name*: _____
 Last Name*: _____
 Job Title: _____

Will this person have a role in Wave? Choose an item.
 If yes, what will be that role? Choose an item.

Choose an item.Email*:

First Name*: _____
 Last Name*: _____
 Job Title: _____

Will this person have a role in Wave? Choose an item.
 If yes, what will be that role? Choose an item.

Choose an item.Email*:

SPEND AUTHORIZED SUPPLIER INFORMATION SHEET

Supplier Details

Supplier's Name*:

Supplier Number*:

Payment Details

Payment Method*:

<input checked="" type="checkbox"/>	Bank transfer
<input type="checkbox"/>	Check**
<input type="checkbox"/>	Cash**
<input type="checkbox"/>	Others**:

IMPORTANT

All fields marked with * are mandatory.
The form will be returned if mandatory field/s is/are empty
The Vendor Name should match ID or registration documents

**If a Non-Bank Payment Method was selected, please provide justification:

Bank Details* (This information is mandatory if payment method is via Bank Transfer)

Bank Name*

Address

City*

Postal Code

Country*

Bank Account Name*

Account Currency

Bank Account Number

NOTES

Payment currency must be clearly indicated to avoid delays and additional bank charges

If the company has multiple bank accounts, indicate the default account this form and add an extra sheet with full information of other accounts

Swift Code/BIC (outside U.S.A.)

IBAN Number

Clearing Number (Switzerland)

ABA No. for ACH (U.S.A.)

Fill only the code that corresponds to your location*

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*:

Job Title:

Date:

	List of attachments
<input type="checkbox"/>	Taxpayer ID/Tax registration number certificate.
<input type="checkbox"/>	Business License
<input checked="" type="checkbox"/>	Id. of the owner
<input type="checkbox"/>	Signed UN Supplier Code of Conduct
<input type="checkbox"/>	Proof of women ownership share of the company
<input type="checkbox"/>	Evidence of commitment to anti-racism
<input type="checkbox"/>	Evidence of entity's disability inclusive policy
<input type="checkbox"/>	Other: _____

PLEASE, FILL IN THE CONTACT INFORMATION ONLY IF IT NEEDS TO BE UPDATED IN THE SUPPLIER PROFILE

Contact Information

First Name: _____
 Last Name: _____
 Job Title: _____

Will this person have a role in Wave?
 If yes, what will be that role?

Choose an item.Email
 *:

First Name: _____
 Last Name: _____
 Job Title: _____

Will this person have a role in Wave?
 If yes, what will be that role?

Manages agreements and deliverables

Choose an item.Email
 *:

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*:
 Job Title:
 Date:

List of attachments	
<input type="checkbox"/>	Taxpayer ID/Tax registration number certificate.
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Id. of the owner
<input type="checkbox"/>	Signed UN Supplier Code of Conduct
<input type="checkbox"/>	Proof of women ownership share of the company
<input type="checkbox"/>	Evidence of commitment to anti-racism
<input type="checkbox"/>	Evidence of entity's disability inclusive policy
<input type="checkbox"/>	Other: _____

FORM E: ELIGIBILITY AND QUALIFICATION FORM

Name of bidder:	Click or tap here to enter text.	Date :	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name &	Client &	Contract	Period of	Types of activities undertaken
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Country of Assignment	Reference Contact Details	Value	activity and status	and role (Contractor, sub-contractor or consortium member)

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	Currency	Amount
	Year	Currency	Amount
	Year	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the bidder or party to a JV, and not a sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM F: TECHNICAL BID

Name of bidder:	Click or tap here to enter text.	Date :	Click or tap to enter a date.
ITB reference:	ITB-BD25-003		

Certificates and Licences required (if Applicable for each):

- Duly authorized to act as Agent/Supplier on behalf of the Manufacturer, or Power of Attorney, if the bidder is not the manufacturer.
- Official appointment as local representative, if the bidder is submitting a bid on behalf of an entity located outside the country.
- Accreditation from international regulatory authorities (e.g., WHO prequalification, CE marked) for applicable products such as reagents and test kits.
- Bids with a letter of distributorship authorization from the manufacturer of the products may be treated as advantageous.
- Patent Registration Certificates, if any technologies submitted in the bid are patented by the bidder.
- Export/Import Licenses: Export/Import Licenses, if applicable

FORM G: PRICE SCHEDULE

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.		
ITB reference:	ITB-BD25-003 - Invitation to Bid-Laboratory Test Kit and Reagent				
SL	Item Description	UoM	Quantity	Unit Price	Total price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. Please see the Section 5, Schedule of requirements for details requirement.

Note: Please quote your price in the attached Schedule of requirements, as well as in company letter head.