

# **REQUEST FOR PROPOSALS**

**RFPQ-MD042/16**

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## **SERVICES FOR**

**“Re-design of IOM website”**

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### **INTERNATIONAL ORGANIZATION FOR MIGRATION**

Mission in Moldova  
36/1 Ciuflea street,  
Chisinau MD 2001, Republic of Moldova

Tel: +373 22 23 29 40/41

Fax: +373 22 23 28 60



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

## **Instructions to Service Providers**

### **1. Introduction**

- 1.1 Only eligible Service Providers may submit a Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Service Provider.
- 1.2 Service Providers should familiarize themselves with local conditions and take them into account in preparing the proposal.
- 1.3 The Service Providers costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.

### **2. Corrupt, Fraudulent, and Coercive Practices**

IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;

- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

### **4. Clarifications and Amendments to RFP Documents**

Service Providers may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to IOM at the address indicated in the invitation at least four (4) calendar days before the set deadline for the submission and receipt of Proposals. IOM will respond in writing or by standard electronic means to the said request.

### **5. Preparation of the Proposal**

5.1 The Proposal shall comprise:

- Technical concept note
- Financial Proposal
- Vendor Information sheet (Annex 1 to the Instruction)
- References to beneficiaries on previous work
- Copy of License and/or Certificate.

- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers and IOM, shall be in English or Romanian.
- 5.3 The Service Providers are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

## **6. Information to bidders**

- 6.1 The Financial proposal shall include all costs associated with the assignment, including remuneration for staff. If appropriate, these costs should be broken down by activity. All items and activities described in the Technical concept note must be priced separately.
- 6.2 Service Providers shall express the price of their services in USD or MDL incl. VAT.
- 6.3 Payment will be made to the contractor in MDL at UN official rate, via bank transfer after full delivery of contracted services.
- 6.4 The Financial Proposal shall be valid for 30 calendar days. During this period, the Service Provider is expected to keep available the professional staff for the assignment. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider has the right not to extend the validity of the proposals.
- 6.5 The Service Provider must be able to prove that it has significant experience in domain and could be asked to provide references supporting its claim of experience.

## **7. Submission, Receipt, and Opening of Proposals**

- 7.1 Service Providers may only submit one proposal. If a Service Provider submits or participates in more than one proposal such proposal shall be disqualified.
- 7.2 The Proposal shall be prepared in indelible ink. It shall contain no overwriting.
- 7.3 Proposals must be received by IOM at the place, date and time indicated in the invitation to submit proposal or any new place and date established by the IOM. Any Proposal submitted by the Service Provider after the deadline for receipt of Proposals prescribed by IOM shall be declared "Late," and shall not be accepted by the IOM and returned to the Service Provider unopened.

## **8. Award of Contract**

The contract shall be awarded, through a notice of award, upon post-qualification of the Service Provider according to the following criteria:

- Compliance with the TOR including delivery schedule;
- Completeness and responsiveness of the offer;
- Price;

- Applicant's expertise;
- Quality of the offered services;

## **9. Confidentiality**

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM's anti-fraud and corruption policy.

## **10. Conditions of Submission:**

The Proposals must be submitted in the sealed envelopes with the mark: **“Re-design IOM website”** to the address: 36/1 Ciuflea St., Chisinau, MD-2001, office 25.

Important: Offers transmitted in any other manner than those indicated above will not be considered.

Closing deadline: **17:00 (local time), 21 July 2016.**

**VENDOR INFORMATION SHEET (VIS)**  
**INFORMAȚIE DESPRE OFERTANT**

**Name of the Company**

*Denumirea*

*Companiei* \_\_\_\_\_

**Leased/ Închiriat**  **Owned/Proprietate**  **Area/Spatiu:** \_\_\_\_\_sqm/m2

**Address/ Adresa**

House No

*Numărul casei* \_\_\_\_\_

Street Name

*Denumirea străzii* \_\_\_\_\_

Postal Code

*Cod Postal* \_\_\_\_\_

City

*Oras* \_\_\_\_\_

Region

*Regiunea* \_\_\_\_\_

Country

*Tara* \_\_\_\_\_

**Contact Numbers/Address**

*Numere de contact /Adresa*

Telephone No

*Nr telefon.* \_\_\_\_\_

Contact Person

*Persoana de contact:* \_\_\_\_\_

Fax No \_\_\_\_\_

E mail Address \_\_\_\_\_

Website: \_\_\_\_\_

**Location of Plant/Warehouse / Locația Fabricii/Depozitului:**

**Leased/Inchiriat**  **Owned/Proprietate**  **Area/Spatiu:** \_\_\_\_\_sqm/m2

**Business Organization/ Forma organizatorică**

Corporation/SA

Partnership /SRL

Sole Proprietorship/II

**Business License No/ Nr. licenta** \_\_\_\_\_

**Place/Date Issued/Loc, data emiterii** \_\_\_\_\_

**Expiry Date/ Data expirarii** \_\_\_\_\_

**No. of Personnel/Nr de personal :** \_\_\_\_\_

Regular/Permanent \_\_\_\_\_

Contractual/Casual / Contractual/Ocazional \_\_\_\_\_

**Nature of Business/Trade/ Tipul afacerii /Comertului:**

Manufacturer / Producător	<input type="checkbox"/>	Authorized Dealer/ Dealer Autorizat	<input type="checkbox"/>
Information Services/Servicii Informationale	<input type="checkbox"/>	Wholesaler/ Angrosist	<input type="checkbox"/>
Retailer/ Vânzător cu amănuntul	<input type="checkbox"/>	Computer Hardware/ Computere	<input type="checkbox"/>
Trader/ Comerciant	<input type="checkbox"/>	Importer/ Importator	<input type="checkbox"/>
Service Bureau/ Birou servicii	<input type="checkbox"/>	Consultancy/ Consultanță	<input type="checkbox"/>
Construction/ Construcție	<input type="checkbox"/>	Others/Altele _____	<input type="checkbox"/>

**Number of Years in business/ Număr de ani în afacere:** \_\_\_\_\_

**Complete Products & Services/ Produse si Servicii complete**

\_\_\_\_\_

**Payment Details/ Detalii de plata**

**Payment Method/ Metoda de plata:**

Cash/Numerar  Check/ Cec  Bank Transfer/ Transfer bancar

Others /Altele

**Currency/ Valuta:**

Loc.Currency/Valuta locala  USD  EUR  Others/ Altele

**Terms of Payment/Termenii de plata:**

30 days/zile  15 days/ zile  7 days upon receipt of invoice/zile   
de la primirea facturii

**Advance Payment/Plata in avans:**

Yes/Da

No/Nu

\_\_\_% of the Total PO/Contract/  
din costul total

**Bank Details/ Detalii Bancare:**

Bank Name/ nume \_\_\_\_\_  
Bldg and Street/str.,nr cladirii \_\_\_\_\_  
City/Oras \_\_\_\_\_  
Country/ Tara \_\_\_\_\_  
Postal Code/Cod postal \_\_\_\_\_  
Bank Account Name/Filiala \_\_\_\_\_  
Bank Account No./Cont bancar \_\_\_\_\_  
Swift Code/Cod banca \_\_\_\_\_  
Iban Number/Nr Iban \_\_\_\_\_

**Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)/**

*Personalul-cheie si Contacte (autorizati să semneze si să accepte PO/Contracte si alte documente comerciale)*

Name/Numele	Position/Pozitia	Signature/Semnatura
_____	_____	_____
_____	_____	_____
_____	_____	_____

Companies with whom you have been dealing for the past two years with approximate value in US Dollars/ *Comaniile cu care ati colaborat în ultimii doi ani, cu valoare aproximativă în dolari SUA:*

Company Name/Compania tel..	Business Value/ Valoare in afaceri	Contact Person/Tel. No/Persoana de contact si nr tel..
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever provided products and/or services to any mission/office of IOM?/

*Ati oferit vreodată produse si/sau servicii la careva misiune/birou OIM?*

Yes/Da

No/Nu

If yes, list the department and name of the personnel to whom you provided such goods and/or services./

*Dacă da, indicati departamentul si numele personalului cui ati oferit astfel de servicii si/sau bunuri.*

Name of Person/Numele	Office/Oficiu	Items Purchased/ Bunuri procurate
_____	_____	_____
_____	_____	_____
_____	_____	_____



Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

*Aveți rude care au colaborat cu noi la un moment dat, sau care în prezent sînt angajații OIM? Dacă da, vă rugăm să le indicați numele și gradul de rudenie.*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Trade Reference/ *Referinte comerciale*

Company/Compania	Contact Person/Pers.contact	Contact Number/ Nr de contact
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Banking Reference/ *Referinte bancare*

Bank/Banca	Contact Person/ Pers.contact	Contact Number/ Nr de contact
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Received by/ *Primit de:*

_____	_____
Signature/Semnatura	Signature
_____	_____
Printed Name/Nume prenume	Printed Name
_____	_____
Position/Title/Functia	Position/Title
_____	_____
Date/Data	Date
_____	_____

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_  
Account Group \_\_\_\_\_

Industry  001  002  003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global  Local