

IOM Turkey

[Gaziantep Sub-Office]

**REQUEST FOR PROPOSALS (RFP)**

**AND**

**GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIS)**

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

In the framework of IOM Turkey programmes, the IOM invites interested and eligible Transport Service Providers to submit their proposals for providing school students transportation services within Hatay and as per the below table.

This RFP includes Instructions to Service Providers and administrative requirements that Service Providers will need to follow in order to prepare and submit their proposals for consideration by IOM.

IOM reserves the right to accept or reject any proposal, and to cancel the procurement process and reject all proposals at any time prior to award of the Contract, without thereby incurring any liability to the affected Service Provider/s or any obligation to inform the affected Service Provider/s of the ground for IOM’s action.

Very truly yours,

Procurement Unit

IOM Gaziantep

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

**GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIS)**

1. **Description of Services**

IOM request eligible and interested Transport Service Providers to submit proposals (as per below table) for providing School Transportation services within Hatay/Turkey, and as per the below table (Annex D).

The general conditions shall be of these in below:

* The Service Provider agrees to provide IOM the needed transportation services for the purpose of transporting school students as per the Annex D.
* The Service Provider will ensure to assign a responsible contact person from their respective company to deal with IOM transport file.
* IOM will not be responsible to the Service Provider for any loss. Apart from the agreed fee, IOM will bear no responsibility towards the Service Provider, in particular not for claims that maybe raised by third parties against the Service Provider.
* Each bus is covered by a Comprehensive Motor Vehicle Insurance issued by a reputable insurance company for the entire duration of the service to each and every seat in the bus (following the bus capacity). The Comprehensive Motor Vehicle Insurance of each Bus which is included in the rental fee shall cover all accidents and any damages caused to the Bus, its driver and all the passengers and even to a third party as well as to any property damages. IOM shall not, in any case, be held responsible for any damage to the Bus or to any third party (whether life or property) resulting from any accident in which one of the Bus may be involved. The Service Provider will furnish a certified copy of the certificate of insurance in force to IOM upon signature of this Agreement.
* The Service Provider shall be solely liable for any damage or injury suffered by IOM during any movement due to the fault, negligence or otherwise of the Service Provider.
* IOM has no single obligation to support the Service Provider’s staff during the works.
* The Prices shall be valid for the duration of 4 months.
* The transportation service prices shall include the cost of the salaries and allowances of drivers for each bus, co-driver, Comprehensive Motor Vehicle Insurance, buses’ maintenance, repair, spare parts, any taxes, tolls and levies and the fuel and any other costs related to the transportation services.
* The Service Provider shall invoice IOM by the end of each month.
* Payments shall become due within 10-15 working days after IOM’s receipt and approval of the invoice. No requests for advance payment can be made under this agreement.
* The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this Agreement.

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

IOM requires that all IOM Staff, manufacturers, Service Providers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Service Providers, 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 anything 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 Service Providers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Service Provider may be considered to have conflicting interest under any of the circumstances set forth below:

* A Service Provider has controlling shareholders in common with another Service Provider;
* A Service Provider receives or has received any direct or indirect subsidy from another Service Provider;
* A Service Provider has the same representative as that of another Service Provider for purposes of this proposal;
* A Service Provider has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the proposal of another or influence the decisions of the Mission/Procuring Entity regarding this proposal process;
* A Service Provider submits more than one proposal in this proposal process;
* A Service Provider who participated as a consultant in the preparation of the design or technical specifications of the Services that are subject of this proposal process.

**4. Eligible Service Providers for the Service**

Only Service Providers that are determined to be qualified shall be considered for award. In order to establish their eligibility, together with the proposal the Service Provider shall submit the following;

- Registration documents

- Taxation cards

- Past performance/experience of the same type of business

- Financial reports of the last three years

**5. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting proposals shall form part of the Contract; hence care should be taken in completing these documents.

Service Providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the proposal Documents.

Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address:

***Address: IOM Gaziantep Office, Güvenevler Mahallesi, 29069 Sokak, No:15 Şehitkamil, Gaziantep, TURKEY***

***Email: ProcurementGaziantep@iom.int***

IOM will respond to any request for clarification received. Copies of the response including description of the clarification will be given to all Service Providers who received this General Instruction, without identifying the source of the inquiry.

**6. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Service Provider in connection with this General Instruction is to be treated as strictly confidential. The Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful.

**7. IOM’s Right to accept any Quotation and to reject any and all Quotations**

IOM reserves the right to accept or reject any proposal, and to cancel the procurement process and reject all proposal, at any time prior to award of contract, without thereby incurring any liability to the affected Service Provider/s or any obligation to inform the affected Service Provider/s of the ground for IOM’s action.

**8. Requirements**

* 1. **Quotation Documents**

The following shall constitute the Quotation Documents to be submitted by the Service Providers:

a.) Quotation Form (Annex A)

b.) Prices Table Form (Annex B)

c.) Vendor Information Sheet (Annex C)

d.) Neighborhood List (Annex D)

Service Providers are required to use the same formats provided below as Annexes to this document but in their letterhead documents with their signature and stamp.

**8.2 Quotation Form**

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in English and prices shall be quoted in TRY.

Prices quoted by the Service Provider shall be fixed during Service Provider performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

**8.3 Validity of Quotation Price**

The submitted prices shall remain valid for a minimum period of 4 months, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of proposals, IOM may request that the Service Providers extend the period of validity for a specified additional period. The request and the response there shall be made in writing. A Service Provider agreeing to the request will not be required or permitted to modify its proposal.

**9. Submission of Quotation Documents**

Service Providers may only submit one proposal. If a Service Provider submits or participates in more than one proposal such proposal shall be disqualified.

The original Proposal shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.

The Service Providers shall submit one original and one copy of the Proposal. Each Proposal shall be marked “Original” or “Copy” as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.

The Service Provider shall seal the original and each copy of the proposal in separate envelopes, duly marking the envelopes as “ORIGINAL PROPOSAL” and “COPY OF PROPOSAL.” The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall be addressed to IOM Gaziantep Sub-Office, **Güvenevler Mahallesi, 29069 Sokak No:15 Şehitkamil/Gaziantep** and bear the Project name, the Request for Proposal (RFP) title and reference number, and a statement: “DO NOT OPEN BEFORE 13:00 27 MARCH 2017.

The inner and outer envelopes shall also indicate the name and address of the Service Provider to enable the bid to be returned unopened in case it is declared “late”.

Quotations shall be submitted on or before 1pm on the 27th of March, 2017. Late[[1]](#footnote-2) Quotations will not be accepted.

**10. Acceptance of Quotations.**

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

**11. Rejection of Quotations**

Quotation can be rejected for the following reasons:

(a) The Quotation is not presented in accordance with this General Instruction;

(b) The Quotation Form or any document which is part of it is not signed;

(d) The Service Provider is currently under list of blacklisted Service Providers;

1. The Service Provider offer imposes certain basic conditions unacceptable to IOM;
2. Sudden internal operational and administrative changes within IOM.

###### IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Service Providers.

**12. Evaluation of Quotations**

IOM shall evaluate and compare the Quotations on the basis of the following:

1. Completeness and responsiveness of the documents mentioned in 4 and 8.1
2. Compliance with the description listed above
3. Prices

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

**13. Delivery Sites and Period of Delivery**

The services should be rendered within Hatay.

**14. Liquidated Damages (not applicable)**

If the Service Provider fails to deliver any or all of the Services within the period specified in Annex B above, a penalty payment of 0.1% of the price of the undelivered services for every day of breach of the delivery schedule by the Service Provider will be applied.

##### **15. Payment**

Full payment shall be made within 10-15 working days upon IOM’s inspection and acceptance of the service, and upon IOM’s receipt of the valid original invoice describing the services delivered.

**16. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration ruleswill apply for any dispute, controversy or claim that will arise in relation to the procurement process.

**Annex A**

**QUOTATION FORM**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of *[insert description of Services]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested services in conformity with the General Instruction inaccordance with the Price Table (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the services in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[signature over printed name] [in the capacity of]*

Duly authorized to sign Quotation for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*name of company*]

**Annex B**

**Prices Table and Conditions**

|  |  |  |
| --- | --- | --- |
| **One Shift (one return trip transporting children to/from school)** | | |
| **No.** | **Type** | **Price per day** |
| 1 | 17+1 Seater Minibus |  |
| 2 | 27+1 Seater Midibus |  |
| 3 | 45+1 Seater Bus |  |
| 4 | Assistant (upon request) |  |
|  |  |  |
| **Two Shifts (two return trips transporting children to/from school on the same day)** | | |
| **No.** | **Type** | **Price per day** |
| 1 | 17+1 Seater Minibus |  |
| 2 | 27+1 Seater Midibus |  |
| 3 | 45+1 Seater Bus |  |
| 4 | Assistant (upon request) |  |
| **Conditions:** | | | | |
| \* Approx. number of students to be transported per day is 5778 pax (see Annex D). | | | | |
| \* Round trip transportation is needed. | | | | |
| \* Departure and Arrival time details will be provided by IOM Focal Point.  \* Transportation by buses (any type; mini, midi, and regular bus - not micro buses).  \* Service needed for 3 months (Mid of June to Mid of September).  \* Service needed for the regular working days (Monday through Friday - weekend days are excluded). | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| Prepared by: |  |  |
| Title: |  |  |
| Company: |  |  |
| Date: |  |  |

**Annex C**

*FPU.SF-19.6*

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Leased Owned Area: \_\_\_\_\_\_\_sqm

House No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

E mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Plant/Warehouse Leased Owned Area: \_\_\_\_\_\_sqm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Organization Corporation Partnership Sole Proprietorship

Business License No.: \_\_\_\_\_\_\_\_\_\_\_\_ Place/Date Issued:\_\_\_\_\_\_\_\_\_\_\_ Expiry Date \_\_\_\_\_\_\_\_\_\_

No. of Personnel \_\_\_\_\_\_\_\_\_\_\_\_ Regular \_\_\_\_\_\_\_\_\_\_\_ Contractual/Casual \_\_\_\_\_\_\_\_\_\_\_\_

Nature of Business/Trade

Manufacturer Authorized Dealer Information Services

Wholesaler Retailer Computer Hardware

Trader Importer Service Bureau

Site Development/ Consultancy Others \_\_\_\_\_\_\_\_\_\_\_\_\_

Construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years in business: \_\_\_\_\_\_\_\_\_

Complete Products & Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Details

Payment Method Cash Check Bank Transfer Others

Currency Loc.Currency USD EUR Others

Terms of Payment 30 days 15 days 7 days upon receipt of invoice

Advance Payment Yes No % of the Total PO/Contract

Bank Details:

Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bldg and Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swift Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Iban Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name Title/Position Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name Business Value Contact Person/Tel. No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Yes No

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

Name of Person Mission/Office Items Purchased

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade Reference

Company Contact Person Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banking Reference

Bank Contact Person Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**REQUIREMENTS CHECK LIST**

Please submit the following documents together with the Information Sheet:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Document | For IOM use only | |
| Submitted | Not Applicable |
| 1 | Company Profile (including the names of owners, key officers, technical personnel) |  |  |
| 2 | Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any. |  |  |
| 3 | Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry |  |  |
| 4 | Valid Government Permits/Licenses |  |  |
| 5 | Audited Financial Statements for the last 3 years\* |  |  |
| 6 | Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details) |  |  |
| 7 | Catalogues/Brochures |  |  |
| 8 | List of Plants/Warehouse/Service Facilities |  |  |
| 9 | List of Offices/Distribution Centers/Service Centers |  |  |
| 10 | Quality and Safety Standard Document / ISO 9001 |  |  |
| 11 | List of all contracts entered into for the last 3 years (indicate whether completed or ongoing ) \* |  |  |
| 12 | Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation |  |  |
| 13 | For Construction Projects: List of machines & equipment *(include brand, capacity and indication if the equipment are owned or leased by the Contractor)* |  |  |

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title Position/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annex D- List of Routes** | | | | |
| **ÖZGÜR SURİYE GEM (ANTAKYA)** | |  | **EL BEŞAİR GEM (ANTAKYA)** | |
| Neighborhood | Number |  | Neighborhood | Number |
| CUMHURİYET | 12 |  | ÜRGNPAŞA Mah | 48 |
| VALİ GÖBEĞİ | 15 |  | 75.YIL BULVARI | 46 |
| ESENTEPE | 14 |  | MEZARLIK KOMP.L | 58 |
| 600 KONUTLAR | 23 |  | EKİNCİ | 52 |
| ODABAŞI | 29 |  | ESENTEPE | 28 |
| DİKMECE HONDA SERVİSİ | 13 |  | CUMHURİYET Mah | 44 |
| KANATLI MAHALLESİ | 4 |  | DEVLET HAST. (YSE) | 41 |
| ALTINÇAY MAHALLESİ | 33 |  | BETONSAN | 35 |
| HABİB-İ NECCAR | 7 |  | ALTINÇAY | 28 |
| 75.YIL BULVARI | 12 |  | Total | 380 |
| KEMAL ÇİPE CAMİSİ | 6 |  |  |  |
| Total | 168 |  | **TÜRK KIZILAYI GEM (BELEN)** | |
|  |  |  | Neighborhood | Number |
| **BEKBELE İLKOKUL GEM (ISKENDERUN)** | |  | YENİ CAMİ SK | 46 |
| Neighborhood | Number |  | FATİH CD | 24 |
| DENİZCİLER | 138 |  | YILDIRIM BEYAZID CD | 39 |
| ÇAMLIK | 36 |  | ŞEVKET ÇALIŞKAN CD | 119 |
| BEKBELE | 127 |  | MUHLİS ALİ MH | 23 |
| GEDİKSARAY | 64 |  | BEREKET FIRINI CİVARI | 20 |
| ORHANGAZİ | 11 |  | FİRDEVS CAMİ CİVARI | 17 |
| BİTİŞİK | 4 |  | YAVUZ SULTAN SELİM CD | 0 |
| SARISEKİ | 33 |  | TOSYALI CAMİ CİVARI | 23 |
| Total | 413 |  | Total | 311 |
|  |  |  |  |  |
| **DÖRTYOL GEM (DÖRTYOL)** | |  | **AL AVDE GEM (ISKENDERUN)** | |
| Neighborhood | Number |  | Neighborhood | Number |
| YEŞİL MAH.TOKİ | 45 |  | ESENTEPE MAH | 14 |
| KARAKESE -KIŞLALAR | 34 |  | GÜLTEPE MAH. | 44 |
| KIŞLALAR- BİM | 40 |  | BULUTTEPE MAH. | 32 |
| SANAYI MAH.-GAZİ İLKOKULU | 45 |  | ÇANKAYA MAH. | 34 |
| KIŞLALAR MAH.-ATATÜRK ORTAOKULU | 44 |  | MODERN EVLER MAH | 45 |
| ÖZERLİ-PTT CİVARI | 36 |  | SAKARYA MAH. | 12 |
| DÖRTYOL SANAYİ | 57 |  | MUSTAFA KEMAL MAH. | 40 |
| KUZUCULU-İCADİYE | 46 |  | KARAAĞAÇ | 9 |
| YEŞİLKÖY | 38 |  | Total | 230 |
| SANAYİ-ÇAYLI-ABDULKADİR CAMİİ | 46 |  |  |  |
| ÇAYLI | 46 |  | **HÜDA GEM (KIRIKHAN)** | |
| ÖZERLİ MAH-DENİZ KENARI | 32 |  | Neighborhood | Number |
| TOKİ-ÖZERLİ | 38 |  | AYDINLI MAH. | 30 |
| NUMUNE EVLER-HASTANE | 45 |  | TOPAĞZI MAH. | 11 |
| Total | 592 |  | ALPARSLAN MAH. | 2 |
|  |  |  | ÖZYÖRÜK MAH. | 3 |
| **ŞEHİT ÇOCUKLARI GEM (ANTAKYA)** | |  | Total | 46 |
| Neighborhood | Number |  |  |  |
| NARLICA | 101 |  | **İNTERNATIONAL SCHOOL GEM (REYHANLI)** | |
| DAĞ MAHALLESİ | 43 |  | Neighborhood | Number |
| KURTULUŞ | 34 |  | BAĞLAR | 13 |
| CUMHURİYET | 52 |  | BAHÇELİEVLER | 20 |
| S.S.K | 30 |  | BAYIR | 9 |
| ESENTEPE | 34 |  | CUMHURİYET | 9 |
| Total | 294 |  | DEĞİRMENKAŞI | 4 |
|  |  |  | ESENTEPE | 50 |
| **AL SALAM GEM (REYHANLI)** | |  | FİDANLIK | 4 |
| Neighborhood | Number |  | GÜLTEPE | 32 |
| BAHÇELİEVLER | 90 |  | KURTULUŞ | 7 |
| BAYIR | 0 |  | MUSTAFA KEMAL | 39 |
| ESENTEPE | 61 |  | PINARBAŞI | 35 |
| FİDANLIK | 0 |  | YENİ MAHALLE | 10 |
| GÜLTEPE | 85 |  | Total | 232 |
| KURTULUŞ | 213 |  |  |  |
| MUSTAFA KEMAL | 68 |  | **SARIMAZI GEM (BELEN)** | |
| PINARBAŞI | 80 |  | Neighborhood | Number |
| YENİ MAHALLE | 311 |  | VADİ RESTAURANT CİVARI | 62 |
| YENİŞEHİR | 68 |  | ÇÖLBEYLER / ZAFER CD | 33 |
| BAĞLAR | 100 |  | ŞHT MAHMUT AÇIL | 55 |
| DEĞİRMEN KAŞI | 46 |  | ŞHT MAHMUT AÇIL(ÇAMLI SOK.-BAĞDATLI SOK.-EMRE SOK.) | 30 |
| Total | 1122 |  | ASLANLI / SEYRAN / SPOR SOKAKLAR | 16 |
|  |  |  | FATİH MH | 4 |
| **YETİM ÇOCUKLARI GEM (REYHANLI)** | |  | Total | 200 |
| Neighborhood | Number |  |  |  |
| BAHÇELİEVLER | 36 |  | **İSTİKLAL GEM (KIRIKHAN)** | |
| BAYIR | 21 |  | Neighborhood | Number |
| ESENTEPE | 17 |  | MİMAR SİNAN MAH. | 46 |
| FİDANLIK | 24 |  | CUMHURİYET MAH. | 10 |
| GÜLTEPE | 15 |  | YENİ MAHALLE | 4 |
| KURTULUŞ | 26 |  | ÖZYÖRÜK MAH. | 6 |
| MUSTAFA KEMAL | 20 |  | GÜNDÜZ MAH. | 2 |
| PINARBAŞI | 13 |  | ALSANCAK | 3 |
| YENİ MAHALLE | 93 |  | BAHÇELİEVLER MAH. | 5 |
| YENİŞEHİR | 34 |  | GAZİ MAH. | 2 |
| Total | 299 |  | Total | 78 |
|  |  |  |  |  |
| **GEDİK GEM (BELEN)** | |  | **ECYAL AL HADİS GEM (REYHANLI)** | |
| Neighborhood | Number |  | Neighborhood | Number |
| YENİ CAMİ SK | 40 |  | ADABUCAĞI | 24 |
| FATİH CD | 21 |  | BAĞLAR | 96 |
| YILDIRIM BETAZID CD | 20 |  | BAHÇELİEVLER | 82 |
| ŞEVKET ÇALIŞKAN CD | 28 |  | BAYIR | 36 |
| MUHLİS ALİ MH | 30 |  | CUMHURİYET | 112 |
| BEREKET FIRINI CİVARI | 6 |  | DEĞİRMENKAŞI | 49 |
| FİRDEVS CAMİ | 22 |  | ESENTEPE | 35 |
| YAVUZ SULTAN SELİM CD | 1 |  | FİDANLIK | 96 |
| TOSYALI CAMİ CİVARI | 5 |  | GÜLTEPE | 20 |
| VADİ RESTAURANT CİVARI | 30 |  | KURTULUŞ | 290 |
| ZAFER CAD./ESKİ BELEN YOLU | 34 |  | MUSTAFA KEMAL | 48 |
| ŞHT.MAHMUT AÇIL CD(1. KÖPRÜ-CAMİ ARASI) | 55 |  | PINARBAŞI | 29 |
| ŞHT MAHMUT AÇIL(ÇAMLI SOK.-BAĞDATLI SOK.-EMRE SOK.) | 18 |  | YENİ MAH | 362 |
| DEREBAHÇE MAH. | 41 |  | YENİŞEHİR | 19 |
| SARAYBURNU CİVARI | 25 |  | YEŞİLOVA | 28 |
| PETEK/İSSUME | 7 |  | Total | 1326 |
| GÜZELYAYLA YOLU | 3 |  |  |  |
| Total | 386 |  |  |  |
|  |  |  |  |  |
| **Total** | | | | **5778** |

|  |  |  |
| --- | --- | --- |
| Verified by: |  |  |
| Title: |  |  |
| Company: |  |  |
| Date: |  |  |

1. Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Service Provider unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose. [↑](#footnote-ref-2)