# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: 4200711125 | Date: 09 October 2024 |

* **SECTION 1: Request for Quotation (RFQ) for the** **Provision of MPA Providing technical and vocational skills training for 30 unemployed youth and migrant returnees in Bosaso.**
* International Organisation for Migration (IOM) kindly requests your quotation for the provision of works as detailed in Annex 1 of this RFQ.
* This Request for Quotation comprises the following documents:
* Section 1: This request letter
* Section 2: RFQ Instructions and Data
* Annex 1: Schedule of Requirements
* Annex 2: Quotation Submission Form
* Annex 3: Financial Offer
* When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.
* Thank you and we look forward to receiving your quotations.
* Procurement and Logistics Unit.
* IOM Somalia

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| * **Deadline for the Submission of Quotation** | * 15.10.2024 * If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| * **Method of Submission** | * Quotations must be submitted through below. * Email   Bid submission address: [procurement-tenderonly@iom.int](mailto:procurement-tenderonly@iom.int)  [Iomsomaliasupplychainofficers@iom.int](mailto:Iomsomaliasupplychainofficers@iom.int)   * File Format: PDF * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission: 5MB * Mandatory subject of email: **Request for Quotation (RFQ) for Provision of of MPA Providing technical and vocational skills training for 30 unemployed youth and migrant returnees in Bosaso.** * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. * It is recommended that the entire Quotation be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging email receipt. |
| * **Cost of preparation of quotation** | * IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| * **Supplier Code of Conduct** | * 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)](https://www.ungm.org/Public/CodeOfConduct). |
| * **Conflict of Interest** | * **UN encourages every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| * **General Conditions of Contract** | * Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement. |
| * **Eligibility** | * Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. |
| * **Currency of Quotation** | * Quotations shall be quoted in United States Dollars (USD) |
| * **Duties and taxes** | * 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: * All prices shall: * be inclusive of VAT and other applicable indirect taxes * be exclusive of VAT and other applicable indirect taxes |
| * **Language of quotation and documentation including catalogues, instructions and operating manuals** | * English |

* **ANNEX 2: QUOTATION SUBMISSION FORM**
* *Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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| * Name of Bidder: | * Click or tap here to enter text. | |
| * RFQ reference: | * 4200711125 | * Date: Click or tap to enter a date. |

* **VENDOR INFORMATION SHEET[[1]](#footnote-2)**
* Please submit the filled in and signed vendor information sheet
* **BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| * **Yes** | * **No** |  |
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|  |  | * 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. |
|  |  | * On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | * 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. |
|  |  | * On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | * On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | * 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. |
|  |  | * 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. |
|  |  | * 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. |
|  |  | * 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. |
|  |  | * 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. |
|  |  | * 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. |
|  |  | * 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>. |
|  |  | * It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | * 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. |
|  |  | * 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.
* Title: Click or tap here to enter text.

Date:

* VENDOR INFORMATION SHEET

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| * + - * + **VENDOR INFORMATION SHEET** |
| * **Vendor No.** * Internal to IOM * **Registered Vendor Name\*:** Company * **Other Names/Acronyms Address\***   + House No   + Street Name ZIP/Postal Code\* City\* * Region\* Country\* * **Contact Information**   + Company Tel/Mobile: Contact Person: Company Email: Contact Person Position: Company Website: * **Industry Category\*:** 0100 - Commercial Vendors 0500 - International Organizations - Non-UN 0200 - National CSOs 0600 - UN entities   + - * 0300 - National Government Entities 0005 - Individual Consultant/Non-Staff 0400 - International CSOs * **Notes** * **Business Type\*:** Direct Producer/Manufacturing **All fields marked with \* are mandatory.** The form may be returned if mandatory fields are missing/incorrect or in   + - * Reseller/Distributor/Service Provider the wrong format (esp, Zipcode). * **Vendor Name -** should match IDs or registration * **Provide Services/Goods Internationally\*** Yes No documents. * **Disability-inclusive\*** Yes Not applicable If there is insufficient space, please use **the Other Information section** * **Women-owned/controlled\*** At least 51% women-owned/controlled Less than 51% women-owned/controlled Not applicable * **Product Categories (check all applicable)\***   + Agriculture, Livestock and Fisheries Fuels and Derivatives Legal and Investigation Power Supply and Electric Chemicals Furniture Logistics and Warehousing Quality Control and Environment   + Clothing and Luggage Hospitality, Events Media and Printing Security   + Construction Insurances Medical, Drugs and Pharma Social and Humanitarian Services Consultancy and Contracted Services IT and Communications NFIs – Household and Camps Tickets   + Finance and Administration Land and Buildings Office Equipment and Supply Tools and Machinery Food and Beverage Learning, Training and Recreation Personal Care Vehicles and Accessories * **UNGM No.** https://[www.ungm.org/UNUser/Home](http://www.ungm.org/UNUser/Home) * **UN Partner Portal Reference** https://[www.unpartnerportal.org](http://www.unpartnerportal.org/) * **Registration Date** *Main Country of Operations (dd-mmm-yyyy)* * **Licensing Auth./Type License No.: Reg. Date: Expiry Date:** * *For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy* * **Partner Entities** (indicate if there are other relevant business partner accounts already registered in IOM. *Format: Account Number-Name* )   + Same entity registered in another office Parent company Subsidiaries/Branches * **Other Information:** |
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| **VENDOR INFORMATION SHEET** |
| **Section II: Payment and Banking Information** |
| **Payment Details**  Payment Method\* x Bank Transfer Check\*\* Cash\*\* Others\*\*  Justification for Non-Bank Payment Method\*\*  **Notes**  Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments. Non-bank payment methods require justification.  **Bank Details (mandatory if Payment Method is via Bank Transfer):**  Bank Name Bldg and Street City  Postal Code Country  Bank Account Name Bank Keys  Account Currency Bank Account No.  \*Depending on the country  Swift Code/BIC (accounts outside U.S.A.) IBAN Number (mandatory for banks in Europe) Clearing No. (CHF accounts in Switzerland) ABA No. for ACH (USD accounts in U.S.A.) Bank Branch Code  **Notes**  If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.  ***If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM*** |
| 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    Position/Title Date |
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**Annex 1 – Schedule of Requirement Terms of Reference**

**Background**

IOM’s Better Migration Management (BMM) program is designed to improve migration management and address trafficking in persons and the smuggling of migrants from and within the East and Horn of Africa region. More specifically, Somalia, being a main transit and departure country for thousands of Somali and Ethiopian migrants, remains critical on the eastern migratory corridor, hosting notorious smuggling networks that facilitate irregular journeys for these populations.

It is estimated that on average of 5,000 – 6,000 migrants transit in Somalia and a significant number of Somali youth embark on dangerous routes across Ethiopia, Sudan and Libya to reach Europe. It is evident that thousands of Somali migrants face human rights abuses, detention and torture in the hands of trafficking networks in Libya. As of February 2024, there were 1,764 Somali migrants in Libya and in need of protection support with hundreds in detention centres under the traffickers[[3]](#footnote-4). The human rights violations continue to lead grave concerns for the authorities and communities of origin in the absence of appropriate structures to discuss potential solutions addressing adverse drivers of irregular migration. IOM engaged with relevant stakeholders to provide relevant support bringing together key actors to discuss irregular migration in main areas of departure in Somalia.

Unsing the IOM Integrated Approach Towards Reintegration recommending intervention at individual, community and structural levels, IOM, under the BMM program supported the adaptation of Community-Based Planning (CBP) approach and developed Counter Trafficking-sensitive “Community Action Plans” (CAPs) through participatory consultations and focus on the community’s vision and priorities to attain durable solutions in Bossaso, Puntland. Following a successful delivery of community consultations assembling community groups ranging from youth, women association to community leaders and local authorities, IOM identified essential priorities aimed at fighting trafficking in persons through impowering the Somali youth vulnerable to traffickers and smugglers risking their lives along the eastern and central Mediterranean route attempting to reach to Gulf Cooperation Council (GCC) including the Kingdom of Saudi Arabia (KSA) and Europe respectively.

Supporting youth in accessing Technical, Vocational Education and Training (TVET) is a key priority with purpose of equipping youth with necessary skills and tools on demand in the labour market and generating income to meet basic individual and household needs in Bossaso. To meet this priority, IOM is proposing a Community-Based Project benefiting youth members to learn vocational skills, business management skills and receive necessary tools to contribute to the labour market.

**Objectives**

IOM is seeking to recruit an experienced service provider**to provide technical and vocational skills training in Somali language including small cash-grant and in-kind support to 30 unemployed youth and migrant returnees in Bosasso, Puntland.**

The deliverables include:

1. Providing training, including training materials, in the following high-demand skills:

1. Electrical Installation.
2. Tailoring/dressmaking.
3. Solar PVC technology.
4. Henna and beauty salon.
5. Metal work.
6. Tie and dye.

2. Teach ILO’s “Start and Improve Your Business” (SIYB) or similar business management curriculum to a total of 30 beneficiaries.

3. Provide TVET certificate to beneficiaries upon successful completion of the respective courses.

4. Provide cash-grant (value of 25%) and in-kind support (75%) to beneficiaries who have successfully completed the skills training.

The specific responsibilities of the consultancy include:

1. **Skills training of beneficiaries:** To enroll the beneficiaries in their preferred skills trainings (selection of the above) and train them in accordance with the curricula and provide all training materials / access to machinery needed for training, as needed.
2. **Business management training of beneficiaries:** Teach ILO’s “Start and Improve Your Business” (SIYB) or similar business management curriculum to a total of 30 beneficiaries.
3. **Provision of monthly allowance to beneficiaries**: provide USD 110 per month to beneficiaries who have an attendance of 80% in the trainings.
4. **Provide cash-grant and in-kind support to beneficiaries who have successfully completed the course:**

**Responsibilities of the service provider**

The Service provideris expected to carry out the tasks in consultation with IOM.

Adopt existing curricula and develop a training programme tailored to the capacity and needs of the target trainees in selected skills (mentioned above) that were assessed to be in demand and the proposed training duration;

1. Provide and manage training venue with adequate learning equipment and teaching materials to facilitate both theory and practical lessons as per the training and employment service requirements;
2. Organize training facilities as per occupation standard;
3. Engagement of qualified and practically experienced TVET instructors/trainers for each group of trainees in selected trades by the target trainees;
4. Conduct sessions on career guidance and counselling to the trainees including a clear oriented session on training activities, career opportunities, training duration and training modalities;
5. Organize and deliver in-house technical skills training program for selected trainees including complementary modules in entrepreneurship development and work readiness skills training ensuring the use of learner-cantered competency-based methodologies having adequate practical work;
6. Organize raw materials and other training consumables for the selected occupation/s;
7. Ensure adequate practical involvement of the trainees as per the curriculum;
8. Ensure health and safety issues are identified and addressed, and maintain this role throughout the learning program;
9. Prior to their graduation, provide post-training support information, orientation, and counselling service to graduating trainees and guide them in making informed decisions on the type of post-training support/employment options (i.e. Job placement);
10. Through effective monitoring and evaluation procedures, track effectiveness of the training instructors and progress of students, identify challenges and come up with solutions for addressing these challenges;
11. Manage assessment and certification for the trainees;
12. Submit weekly and monthly reports on the trainees’ progress and the overall project status to the M&E officer and IOM field staff along with relevant means of verification.
13. Where possible, act as linkage of the trainees/graduates with the potential employers and opportunities;
14. Based on the business plans developed during the business training. Provide support to beneficiaries to set-up individual businesses, or in groups as per their preference.
15. Ensure to keep solid financial record.
16. Provide guidance, motivation and overall advice to the youth;
17. Support the project beneficiaries in addressing challenges to livelihood goals and troubleshooting problems that arise;
18. Coordinate closely with IOM and provide necessary updates and information;
19. Support to undertake project endline assessment.

1. **Responsibilities of IOM:**
2. IOM will coordinate the selection of trainees and will refer trainees to the training facility on agreed date;
3. IOM will rigorously be conducting the project activity monitoring and supervision independently while providing the necessary advisory support;
4. IOM will consistently ensure timely payment by disbursing the agreed training cost to the institution through the designated bank accounts on monthly basis;
5. **Duration**

The proposed assignment should be completed within a period of approximately 3 months.

1. **Quality Assurance and Monitoring and Evaluation**

In order to facilitate both internal and external quality assurance and monitoring mechanisms, the Service provider will be expected to regularly track and monitor day-to-day activities, such as attendance sheets and monthly observations. This regular activity and project reporting data will ensure all stakeholders are transparently informed of the project progress and enable effective and efficient programme learning, management and decision making by proactively flagging any bottlenecks that need resolution or successes. This data will doubly be used to facilitate future project and programme evaluations of effectiveness, efficiency and coverage of the overall response and its contribution to IOM outcomes and impact. Service provider will be expected to have or establish sufficient mechanisms and capacity to satisfy this requirement, as well as working together with IOM’s M&E team and external third-party monitors.

**Technical Expertise and Experience:** Applications from Service provider will be graded by the following technical requirements. Failure to specify the expertise and experience will result in low score of the bidder in the tender evaluation process:

1. Contextual knowledge and experience of working in Puntland.
2. Experience in service provision of livelihoods including business development and vocational training.
3. Strong Operational presence in Bosasso, with demonstrated experience on a similar project management and implementation with humanitarian and/or development organizations based in Somalia.
4. Experience working with a similar target population (i.e. vulnerable youth, returning migrants and vulnerable hosting communities);
5. Relevant qualified and experienced personnel to manage, coordinate and deliver the tasks and responsibilities, outlined in this ToR, in an effective and timely manner.
6. Experience working with government stakeholders, UN and other INGOs.
7. **Reporting Requirements**

Reporting will be essential for IOM and relevant line ministries to monitor project progress, contractual obligations and disburse funds for implementation. Successful Service provider will therefore be expected to submit timely and accurate narrative reports to the Programme Manager, and National Programme Officer in Mogadishu and the IOM Field Coordinators in Bosasso.

Notably, it will provide monthly activity progress reports using standardized and agreed-upon reporting templates and submit any associated documentation, data or evidence that was collected as part of the activity implementation. Monthly reports will outline achievements, challenges/solutions, support required, and other qualitative information requested by IOM.

These requirements will also be set out in the Implementation Agreement. IOM will provide templates for financial and narrative reporting.

**Method of Application**

Interested and qualified applicants should submit the following documents as part of their application:

1. Technical Proposal detailing the organizational capacity and relevant experience to undertake the service as listed in section III, which can be reflected through your proposed approach, methodology and implementation plan, as well as qualifications and experience of the proposed personnel to implement the service.
2. Financial Proposal (including a cost breakdown of material and other relevant costs)
3. Submission of all eligibility requirement documents listed in section VII.
4. Short-listing will be conducted based on IOM verification of the validity of documents outlined in the Minimum Qualification Requirements, including certificates, the past and current contracts, and letters of recommendations. Applicants with forged documents will be disqualified.
5. The short-listed applicants will be graded by a Bid Analysis and Evaluation Committee (BEAC), using the Grading Criteria in Section XII.
6. The BEAC will call/contact the short-listed applicants IF 50% (simple majority) of the BEAC agreed to seek further clarifications on information provided in the technical proposals.
7. The score of the short-listed applicants shall be determined after IOM receiving the requested clarification by the agreed due date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - WORKS**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | 4200711125 | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.(Schedule of requirements)
* a brief methodology, approach and implementation plan.
* Team composition and CVs of key personnel

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services.

All daily rates shall be based on an eight-hour working day.

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| **Description of Works** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| 1. Providing technical and vocational skills training in Somali language including small cash-grant and in-kind support to 30 unemployed youth and migrant returnees in Bossaso, Puntland'' | EA | 1 |  |  |
| **Total** |  |  |  |  |
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**Compliance with Requirements**

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|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

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| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/:x:/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)