



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

**REQUEST FOR QUOTATIONS (RFQ)  
 AND  
 GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

To :

Project: **IOM**

Ref. No.: **IOMSKP 095/16**

Date : **28.07.2016**

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.

IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of the following goods:

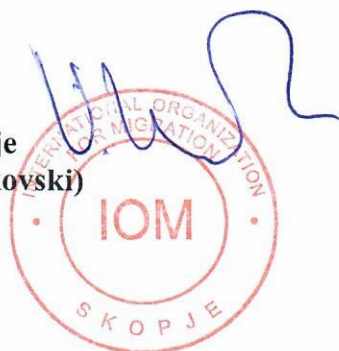
Item No.	Item Description	Quantity	Unit
1.	Handheld radio terminals as per the requested technical specification	100	pieces
2.	Programming tool for parameterization of the radio terminals as per the requested technical specification	2	pieces

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,

**Sonja Bozinovska**  
 Head of Office, IOM Skopje  
 (On behalf of: Vanja Mirkovski)



## GENERAL INSTRUCTION TO SUPPLIERS (GIS)

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### 1. Description of Goods

IOM request prospective suppliers to submit quotation for the supply and delivery of the following goods:

Item No.	Item Description	Quantity	Unit
1.	Handheld radio terminals as per the requested technical specification	100	pieces
2.	Programming tool for parameterization of the radio terminals as per the requested technical specification	2	pieces

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

IOM requires that all IOM Staff, 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 Suppliers, 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 Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;



- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

#### **4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

#### **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

#### **6. Errors, omissions, inaccuracies and clarifications**

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

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

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

**[procurement.iomskopje@iom.int](mailto:procurement.iomskopje@iom.int)**

IOM will respond to any request for clarification received on or before ***19 August 2016 by 16:00 Hours local time (GMT +2)***. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier 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 Supplier is successful.

## **8. IOM's Right to Accept any Quotation and to Reject any and all Quotations**

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

## **9. Requirements**

### **9.1 Quotation Documents**

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

- a.) Quotation Form (Annex A)
- b.) Price Schedule Form (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D) supported with the following documents:
  1. Company Profile (including the names of owners, key officers, technical personnel);
  2. Registration Documents presented as:
    - a. Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any or
    - b. Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry or
    - c. Valid Government Permits/Licenses;
  3. Financial Statements for the last 3 closed financial years (2013, 2014 and 2015) (audited or issued from relevant Government agency);
  4. 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);
  5. Catalogues/Brochures;
  6. List of Plants/Warehouse/Service Facilities;
  7. List of Offices/Distribution Centers/Service Centers;
  8. Quality and Safety Standard Document / ISO 9001;
  9. List of all contracts entered into for the last 3 years (indicate whether completed or ongoing);
  10. 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.

Suppliers are required to use the forms provided as Annexes in this document.

### **9.2 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 Euro (EUR) or United States Dollar (USD), exclusive of VAT. The applicable exchange rate will be the official IOM exchange rate rate at the time of the evaluation).

Prices quoted by the Supplier shall be fixed during Supplier 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.

### **9.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of 60 calendar days, after the deadline for submission.

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

### **9.4 Documents Establishing Supplier's Eligibility and Qualification**

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

In the case of a Supplier not doing business within the Mission's country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## **10. Submission of Quotation Documents**

Quotation must be submitted in a sealed envelope containing one original, marked 'ORIGINAL' and one copy signed in the same way as the original and marked 'COPY'.

The outer envelope should provide the following information:

- a) the address for submitting bids indicated below;
- b) the Reference Number: **IOMSKP 095/16;**
- c) the words '**Not to be opened before the tender-opening session**' and "**Да не се отвора до сесијата за отварање на понудите**";

The Supplier must seal the original and one copy of the Quotation Documents as stated in item 9.1 (Quotation Documents) and shall be addressed to:

**International Organization for Migration (IOM),**  
St. Banjalucka 4,  
1000 Skopje, Republic of Macedonia

Quotation shall be submitted by *hand delivery or via international express mail services* to the above address on or before *30 August 2016 by 16:00 local time (GMT +2)*. Late Quotations will not be accepted.

#### **11. Opening of Quotations.**

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

#### **12. 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.

#### **13. 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 the Quotation Document is not signed;
- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to IOM;
- (f) the offered price is above the approved budget.

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 Suppliers.

#### **14. Evaluation of Quotations**

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

- (a) Completeness and responsiveness of the documents mentioned in 9.1;
- (b) Compliance with technical specifications including delivery requirement;
- (c) Price.

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 Supplier 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.

#### **15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.



## **16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

## **17. Delivery Site and Period of Delivery**

The goods should be delivered at the following delivery sites:

Ministry of Interior (MoI)  
Dimce Mircev no.9,  
1000 Skopje,  
Republic of Macedonia

Supplier shall supply, deliver, unload, test and putt into operation all goods in the Ministry of Interior (MoI) of the Republic of Macedonia at the above mentioned address.

The applicable INCOTERMS will be DAP<sup>1</sup>.

Delivery period shall be within **60 calendar days** upon signing of the Purchase Order or Contract.

## **18. Liquidated Damages**

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

## **19. Payment**

Payment shall be made only upon IOM's acceptance of the goods, in 1 (one) installment, after satisfactory delivery of the requested goods, and upon IOM's receipt of invoice describing the goods delivered.

## **20. Warranty**

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

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<sup>1</sup> DAP (Delivered At Place) - Incoterms 2010 International Chamber of Commerce  
<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>

## **21. Settlement of Dispute**

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



QUOTATION FORM

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

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

Having examined the General Instruction for the Supply and Delivery of *[insert description of goods]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods 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.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature over printed name]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*

**PRICE SCHEDULE FORM**

**PROJECT TITLE :** \_\_\_\_\_  
**LOCATION :** \_\_\_\_\_  
**REF NO. :** \_\_\_\_\_

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COUNTRY OF ORIGIN</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	<b>DELIVERY SCHEDULE</b>	<b>DELIVERY SITE /FINAL DESTINATION</b>
<b>TOTAL</b>								

\_\_\_\_\_ Suppliers authorized signature over printed name



## TECHNICAL SPECIFICATION

### General requirements

All offered TETRA radio terminals must have full and proven functionality with the existing TETRA system in Republic of Macedonia, owned and operated by the Ministry of Interior. Interoperability can be proven by detailed testing or valid Certificate for TETRA interoperability. The bidder must provide appropriate documents for interoperability in its offer.

System components	Quantity
Handheld radio terminal, each with belt clip, protective cover with rotating clip, additional battery and battery charger	100
Programming tool for parameterization of the radio terminals	2

### 1. Training

	IOM'S Technical specification	BIDDER'S SPECIFICATIONS
1.1	The supplier must provide two types of training: <ul style="list-style-type: none"> <li>- User training for 10 people</li> <li>- Technical training for 10 people</li> </ul>	
1.2	User training must be delivered as "train the trainer"	
1.3	User training must include theoretical lectures and practical exercises to educate the participants in all aspects of using the delivered terminal	

1.4	Technical training must cover the operational capacities, tuning, maintenance, programing, calibration, technical service and installation of all devices	
1.5	All participants of user training must receive complete documentation and materials for training in Macedonian language	
1.6	All participants of technical training must receive complete documentation and materials for training in Macedonian and/or English language	
1.7	All trainings must be delivered in Skopje	
1.8	All trainings must be on Macedonian language	
1.9	Expenses for the training will be completely covered by the supplier, including expenses for the venue, transport, translator (if needed), accommodation and food.	

## 2. Documents

	<b>IOM'S Technical specification</b>	<b>BIDDER'S SPECIFICATIONS</b>
2.1	All devices must have complete supporting documents. It needs to have all necessary information for programing, operation and maintenance of delivered equipment.	



2.2	Documents should be on Macedonian or English language	
2.3	Complete documentation must be provided in a brochure form and in electronic version as PDF (CD or DVD) including at least two sets for each type of device	
2.4	User documentation must provide complete explanation and description of all functions of delivered equipment suitable for usage by the end user	
2.5	Documents for setup and technical maintenance should contain technical documentation for separate components	
2.6	The supplier must provide all permits for standard or customized software obtained with this contract	
2.7	All licenses delivered according to the contract should be permanent, without any additional expenses to use the software	

**TECHNICAL SPECIFICATIONS  
FOR ITEM 1  
HANDHELD RADIO TERMINALS**

Ref No. : _____ Item No. : _____ Item Description : _____	
Manufacturer : _____ Origin : _____ Model : _____	
<b>IOM'S SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATIONS</b>
As per the requested technical specification below	
<b>Quantity: 100 pieces</b>	
<b>Delivery site: Ministry of Interior (MoI)</b>	
<b>Delivery period: 60 calendar days</b>	
<b>Warranty: At least 12 months after provisional acceptance supported with document describing the conditions of the warranty.</b>	

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*Supplier's authorized signature over printed name*




## 1. Handheld radio terminals

	<b>IOM'S Technical specification</b>	<b>BIDDER'S SPECIFICATIONS</b>
1.1	Radio terminal must operate by using voice and data services	
1.2	Radio terminal must support individual and group call in the TETRA network	
1.3	Radio terminal must support phone calls to public network using the existing PBX/PABX interface	
1.4	Radio terminal must support emergency individual and group calls	
1.5	Radio terminal must support preemptive priority calls	
1.6	Radio terminal must support at least 1000 programmable TMO talk groups, managed by folders	
1.7	Radio terminal must have at least 20 scan lists of talk groups	
1.8	Radio terminal must support setting of talk groups for scanning with option for priority scanning	
1.9	Delivered terminals must support mutual authentication of the terminal with the infrastructure	
1.10	Radio terminal must support encryption (ETSI TETRA Class 1, 2 and 3 - Air Interface Encryption)	
1.11	All offered terminals must be delivered with TEA2 AIE encryption algorithm	

1.12	Support for smart card based End-To-End encryption	
1.13	During ambience listening, the TETRA terminal shall behave as THE terminal not in use i.e. it shall not indicate in any visible or audible way that it is transmitting.	
1.14	The radio terminal must support a mechanism to disable/ enable temporary or permanent usage by the TETRA infrastructure.	
1.15	The radio terminal must provide programming of displayed talk group name (at least 8 characters).	
1.16	The radio terminal offered must implement a user interface that includes Latin and Macedonian Cyrillic (ISO 8859-5 or equivalent) Character sets	
1.17	The radio terminal offered must feature the possibility to choose a talk group by pressing a single button, or rotating a rotary switch or equivalent.	
1.18	The radio terminal must provide Volume Control - by potentiometer, rotary, slider, rocker switch or functional equivalent, using dedicated keys.	
1.19	Volume control and talk group changing must be separate functions, accessible through special control (or combination of controls	
1.20	Operating frequency band for radio terminals shall be: 380 - 385 / 390 - 395 MHz.	
1.21	Carrier spacing for radio terminals offered shall be: 25 kHz.	

1.22	Operation modes for radio terminals offered shall include: TMO / DMO.	
1.23	The minimum operating temperature range for radio terminals offered shall be -20°C to +55°C	
1.24	The minimum storage temperature range for radio terminals offered shall be -40°C to +80°C.	
1.25	Offered terminals must support half and full duplex individual voice calls	
1.26	Offered terminals must support half duplex group voice calls	
1.27	Offered terminals must have dedicated ON/OFF button	
1.28	Offered terminals must have single press emergency button	
1.29	Offered terminals must have button to activate scanning	
1.30	Offered terminals must support connection of audio and data accessories	
1.31	Offered terminals must have high resolution color display.	
1.32	Offered terminals must have programmable function buttons	
1.33	Offered terminals must have alphanumeric keyboard with large backlighted keys	
1.34	Offered terminals must have alphanumeric keyboard with Latin and Macedonian Cyrillic letters	



1.35	<p>The Macedonian Cyrillic characters must be arranged on the keypad as follows:</p> 	
1.36	<p>Offered terminals must support receiving and sending of status messages and receiving and sending of SDS messages type 4</p>	
1.37	<p>Offered terminals must have visual indicators (icons, LED lights or messages on the display) that highlight service requests to be served or responses made to service requests</p>	
1.38	<p>Offered terminals must have PEI (Peripheral Equipment Interface), for data communication using the data terminal feature</p>	
1.39	<p>Offered terminals must support DMO in order to provide communication with other TETRA terminals in order to allow communication between radio terminals within transmission range without the intervention of the system infrastructure</p>	
1.40	<p>Offered terminals must provide manual selection of DMO or TMO mode by the user</p>	

1.41	Offered terminals must be with at least 60 pre-programmed DMO channels/ frequencies	
1.42	Offered terminals must have transmit power of 1 W with adaptive power control	
1.43	Offered terminals must provide visual indication of the battery level	
1.44	Offered terminals should work with rechargeable battery with minimum capacity of 1800 mAh Li-Ion technology	
1.45	The offer must include 2 batteries of the same type for each terminal	
1.46	Offered terminals must have integrated GPS module	
1.47	Offered terminals must support GPS protocol ETSI Location Information Protocol (LIP)	
1.48	Offered terminals must provide IP packet data transfer.	
1.49	Offered terminals must have at least IP67 ingress protection or equivalent	
1.50	Single charger on 230 V $\pm$ 10% that will provide: - Charging of batteries of the handheld terminal separate - Signalization of the working cycle	
1.51	Offered terminals must comply with the following standards: ETSI EN 300 019 and IP67	

1.52	Each device must be delivered with belt clip	
1.53	Each device must be delivered with protective cover and rotary clip	
1.54	Each device must be delivered with a system for remote control: external microphone, earpiece and PTT button	
1.55	<p>WARRANTY:</p> <p>The bidder must guarantee functionality of all delivered equipment for at least 12 months form the date of signing of the technical acceptance</p> <p>Warranty must cover:</p> <ol style="list-style-type: none"> <li>1. All functions of the delivered equipment according to the Contract (requested and /or offered)</li> <li>2. Repair of all malfunctions of components of the equipment including replacement of damaged parts with new ones</li> <li>3. Correction of all discovered errors and functional defects in the equipment and software</li> <li>4. Software repair and firmware errors including the errors on the new software and firmware</li> <li>5. Upgrade on new system software and firmware versions free of charge</li> </ol> <p>In the warranty period all new software versions will be delivered and installed free of charge</p>	



**TECHNICAL SPECIFICATIONS  
FOR ITEM 2  
PROGRAMMING TOOL FOR PARAMETERIZATION OF THE RADIO  
TERMINALS**

Ref No. : _____ Item No. : _____ Item Description : _____	
Manufacturer : _____ Origin : _____ Model : _____	
<b>IOM'S SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATIONS</b>
As per the requested technical specification below	
<b>Quantity: 2 pieces</b>	
<b>Delivery site: Ministry of Interior (MoI)</b>	
<b>Delivery period: 60 calendar days</b>	
<b>Warranty: At least 12 months after provisional acceptance supported with document describing the conditions of the warranty.</b>	

\_\_\_\_\_  
*Supplier's authorized signature over printed name*

## 2. Programming tool for parameterization of the radio terminals

Programming tool for parameterization of the radio terminals has to possess the following functionalities:		
<b>IOM'S Technical specification</b>		<b>BIDDER'S SPECIFICATIONS</b>
2.1	Portable device for programming the radios must be provided, including parameterisation software and the necessary data cables and adapters for all types of terminals.	
2.2	The bidder shall propose the latest commercial release of the software and equipment necessary for programming and tuning operations. That shall be updated to the latest version at the time of delivery/installation.	
2.3	Programming of any part of equipment from the complete stored set, including the connection and disconnection of the programming set and any other necessary operations, shall be maximum 30 minutes	
2.4	Database support with reporting features.	
2.5	Multi terminal programming shall be possible.	
2.6	The programming tool shall be provided for all types of delivered terminals.	
2.7	The bidder shall clearly describe the licensing conditions of the proposed programming tools.	
2.8	Unlimited time license for key encryption.	
2.9	The bidder shall offer necessary number of programming tools and / or licenses for programming of the total quantity of the terminals	
2.10	Training for the technical personnel in the radio communication and power supply unit of the MoI, for 3 working days	

**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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Manufacturer                      | <input type="checkbox"/> Authorized Dealer | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Wholesaler                        | <input type="checkbox"/> Retailer          | <input type="checkbox"/> Computer Hardware    |
| <input type="checkbox"/> Trader                            | <input type="checkbox"/> Importer          | <input type="checkbox"/> Service Bureau       |
| <input type="checkbox"/> Site Development/<br>Construction | <input type="checkbox"/> Consultancy       | <input type="checkbox"/> Others _____         |

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



Complete Products & Services

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