

REQUEST FOR QUOTATION (RFQ)

Date: 15 May 2024

RFQ Reference:

RFQPROC# 2024-0144 - Lab Waste Management - MHD

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of infectious waste management services on a Long-Term Agreement basis (2024-2026).

International Organization for Migration (IOM) kindly requests your quotation for the provision of services 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: Terms of Reference (TOR)
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Vendor Information Sheet (enclosed separately)
- Annex 5: General Contract Conditions (enclosed separately)

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.

Approved by:


Name: Mathieu LUCIANO

Title: Head of Office

Date: 15 May 2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Scope</p>	<p>The reference number of this Request for Quotations (RFQ) is RFQPROC# 2024-0144 - Lab Waste Management - MHD</p> <p>Based on the results of this RFQ, IOM intends to enter into non-exclusive Long-Term Agreement (LTA) with the successful bidder for the supply of an indefinite quantity of the specified products/services in support of IOM's operations.</p> <p>The successful bidder shall accord the same terms and conditions to any other organisation within the United Nations that wishes to avail of such terms, after written consent from IOM.</p> <p>The expected duration of the LTA is: one (1) year with the possibility of extension for another year subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>The estimated volume of products/services to be purchased is: USD 10,000 (Ten thousand US Dollars). This contract is considered non-exclusive, and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>IOM reserves the right to enter into LTAs with more than one supplier and the right to split the award of contracts among the LTA holders if it is in the best interests of IOM.</p>
<p>Deadline for the Submission of Quotation</p>	<p>24 May 2024, 17:00PM Beirut time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>SUBMISSION BY EMAIL: Proposal submission address: iombidslebanon@iom.int PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ul style="list-style-type: none"> ▪ 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: RFQPROC# 2024-0144 - Lab Waste Management - MHD <p>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".</p> <ul style="list-style-type: none"> ▪ It is recommended that the entire quotation be consolidated into as few attachments as possible. <p>The bidder should receive an email acknowledging email receipt.</p>
<p>Cost of preparation of quotation</p>	<p>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.</p>
<p>Supplier Code of Conduct</p>	<p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org).</p>

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 services available at https://www.iom.int/do-business-us-procurement .
Eligibility	<p>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.</p> <p>Legal Eligibility</p> <ul style="list-style-type: none"> • Latest and valid government permits, licenses and company registration <p>Submit any of the following whichever is applicable in the country of business of operation:</p> <ul style="list-style-type: none"> • Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any. • License to operate. • Company Profile (including the names of owners, key officers, technical personnel) showing minimum three (3) years of operation supplying similar items as per IOM requirements. <p>Technical Eligibility</p> <p>Experience and References</p> <ul style="list-style-type: none"> • Provide summary of past projects providing similar goods and services. • Provide list of three clients, (UN, NGO or private companies) wherein you are currently providing similar goods and services. <p>Financial Eligibility</p> <ul style="list-style-type: none"> • List of all contracts entered for the last three (3) years (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements. • Duly Filled Out Vendor Information Sheet and UN Code of Conduct
Currency of Quotation	Quotations shall be quoted in USD (US Dollars)
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of Reference in Annex 1 <input checked="" type="checkbox"/> Company/Organization's business license, registration and other institutional documents allowing the Company/Organization to legally operate in Lebanon <input checked="" type="checkbox"/> Documentation of certifications, permits, and regulatory compliance (MOPH Accreditation, Certificate of Compliance/Quality or any equivalent document as proof that they are authorized to provide infectious/hazardous waste management services)
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Price validity period	Prices offered under this RFQ should remain valid for the period of at least one-year, initial duration of the LTA.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
Contact Person for correspondence, notifications and clarifications	Focal Person: RAYDAN Adham E-mail address: <araydan@iom.int> copying beyproc@iom.int Attention: Quotations shall NOT be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders must be submitted from 16-19 May 2024. Responses to request for clarification will be communicated by email on or before 22 May 2024.
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Documentation of certifications, permits, and regulatory compliance (MOPH Accreditation, Certificate of Compliance/Quality or any equivalent document as proof that they are authorized to provide infectious/hazardous waste management services) <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others
Post-qualification	IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: <ol style="list-style-type: none"> Verification of accuracy, correctness and authenticity of the information provided by the bidder; Validation of the extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team; Inquiry and reference checking with Government entities with jurisdiction over the bidder, or with previous clients, or any other entity that may have done business with the bidder. Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary. Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder. Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
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 .

Type of Contract to be awarded	LONG-TERM AGREEMENT FOR PROVISION OF SERVICES
Expected date for contract award	10 June 2024
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For Service Providers who do not have the technical means to register in UNGM, the UNGM has implemented an assisted Service Provider registration functionality that allows IOM procurement personnel to add local Service Providers to the UNGM.

ANNEX 1: TERMS OF REFERENCE

Background

Migration Health Assessments (MHAs) are among the most well-established migration management services offered by IOM. The Migration Health Assessment and Travel Assistance Programmes (HAPs) represent the largest activity of IOM's Migration Health Division (MHD).

The MHD, under IOM Lebanon, has its Migration Health Assessment Center (MHAC) located in Beirut for providing quality health assessment and travel assistance services to the refugee and migrant population in Lebanon.

The MHAC, operated by specialized and experienced personnel, conducts the migration health assessment activities, including complete medical assessment (physical examination, chest x-ray, laboratory testing, etc.), pre-departure/embarkation check-ups and ensures fitness to travel.

The laboratory services at Beirut IOM MHAC are currently outsourced. The MHD intends to bring the laboratory services to in-house management which will take it to the best operational standards and efficiency.

IOM Lebanon laboratory will produce various types of waste, from non-infectious general waste to hazardous infectious materials.

Infectious waste represents a risk of infection. They may include microorganisms (bacteria, viruses, non-conventional transmissible agents, fungus, endoparasites...) being able to infect patients, staff, and the public. The risk of infection also includes dissemination of resistant microorganisms issued from healthcare establishments in the environment. In addition, the contact with sharp and cutting wastes (needles, scalpel blades...) can cause lesions and injuries. The exposure to microorganisms which are present inside Infectious Healthcare Waste can happen all along the management network (conditioning, collection and transportation, treatment, and elimination).

The appropriate management of laboratory waste is important to ensure the safety of the laboratory personnel, prevent contamination of the environment, and eliminate the risk of exposing the community to harmful materials.

Proper management and disposal of infectious waste is crucial to ensure compliance with regulatory requirements and environmental standards.

Objective:

The purpose of this Terms of Reference (TOR) is to secure an agreement with a reputable company for the collection, transportation, treatment, and disposal of infectious waste generated by the IOM laboratory.

Location of Services:

MHAC Beirut.

Scope of Services:

1. Collection and Transportation:

- Frequency and volume of infectious waste to be specified once we start our operations.
- Provision of secure collection containers and safe transportation.

- Provision of the pickup schedule and logistics for waste collection.

2. Treatment and Disposal:

- Outline the methods for treating infectious waste in compliance with Lebanese regulations.
- Address any specialized requirements for certain types of infectious waste (e.g., sharps, biological samples).
- Proper documentation and tracking of waste from collection to disposal.
- Include a provision for regular maintenance and calibration of treatment equipment to ensure efficacy and compliance.

Emergency Response

- Detail the procedures for handling spills, leaks, or other emergency situations related to infectious waste.
- Specify communication protocols and responsibilities during emergencies.

Quality and Compliance:

- Provision of the required certifications and licenses for the waste management company.
- Provision of the quality assurance measures to ensure the safe and proper handling of infectious waste at every stage.

Training:

- Training for the personnel handling infectious healthcare waste in the MHAC.

Additional Information:

- Details of the company's experience and expertise in infectious waste management.
- Documentation of certifications, permits, and regulatory compliance.
- Any additional information relevant to the proposed partnership.

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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQPROC# 2024-0144 - Lab Waste Management - MHD	Date: Click or tap to enter a date.

We, the undersigned, offer to provide services required for IOM in accordance with your RFQ dated 15 May 2024. We hereby submit our bid, which includes this Technical and Financial Offer.

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

The discounts offered and the methodology of their application are:

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

Our Bid is valid for the duration of 60 days.

COMPANY PROFILE¹

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. Click or tap here to enter text.
Legal structure	Choose an item.
Business type/industry category*	<input checked="" type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered Service Provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text. Company Website: Click or tap here to enter text. Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ For the selected Service Provider the Service Provider Information Sheet with bank details should signed and submitted

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

² This form is mandatory to fill in and sign by every Service Provider who submits quotation

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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.

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

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise, proposed methodology, approach and implementation plan that is relevant to the Terms of Reference.

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. The Bidder should make sure that the price-list of all Services (including those not covered in the table below) is provided. The Bidder may use its own template.

Currency of Quotation: US Dollars

Ref	Description of Services	Price
1.		
2.		
3.		
4.		
5.		
	Total Price	

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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.	
<i>Exact name and address of company</i> Company Name: Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Title of Authorised Signatory: Email Address: