

# BIDDING DOCUMENTS

*(PROCUREMENT OF GOODS)*

***IOM WARSAW, POLAND***

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## **SUPPLY AND DELIVERY OF**

*Winterization of kits*

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Prepared by



International Organization for Migration (IOM)  
The UN Migration Agency

*Międzynarodowa Organizacja ds. Imigracji (IOM)*

*Address: Wiejska 12, 00-490 Warszawa*

*October 12, 2022*



GPSU.SF-19.1

International Organization for Migration (IOM)  
The UN Migration Agency

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Ref No: RFQ-PL10/01/22/Winter

Date: October 12, 2022

### REQUEST FOR QUOTATION (RFQ)<sup>1</sup>

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 *delivering winterization kits* the IOM now invites interested Bidders to submit “Bid” for the supply and delivery of *Winterization kits as per the table provided below*

No	Item Description	Quantity	Delivery Location
1	Warm blanket (M size) 140x200	12,800	Przemysl st. Lwowska 36, Tesco, warehouse
2	Gloves (M size) 20-30% of wool, M size	12,800	Przemysl st. Lwowska 36, Tesco, warehouse
3	Beanie (M size)	12,800	Przemysl st. Lwowska 36, Tesco, warehouse
4	Scarf M size	12,800	Przemysl st. Lwowska 36, Tesco, warehouse
5	Winter socks (pairs) 20-30% of wool, M size	12,800	Przemysl st. Lwowska 36, Tesco, warehouse

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<sup>1</sup> For use in procurement of very simple goods, works and services.

6	Chemical hand heater Dimension 10X6.5 CM Weight 0.01 KG Navy Blue Material Plastic	12,800	Przemysl st. Lwowska 36, Tesco, warehouse
7	Cereal bar 35 - 40g Crunchy bar with nuts and almonds, a cereal product based on oat flakes with the addition of corn grits. Provides complex carbohydrates derived from cereals. High in fiber. white sugar was replaced with aromatic cane sugar	26,000	Przemysl st. Lwowska 36, Tesco, warehouse
8	Protein bar 50g MPI milk protein isolate and WPC 80 whey protein concentrate - in total as much as 33% of milk protein composition: MPI milk protein isolates WPC 80 whey protein concentrate high content: vitamin C, niacin, vitamin E, pantothenic acid, vitamin B6, thiamine and vitamin B12 high magnesium content high fiber content no added sugar (contains naturally occurring sugars)	26,000	Przemysl st. Lwowska 36, Tesco, warehouse
9	Dark chocolate 70% cocoa	26,000	Przemysl st. Lwowska 36, Tesco, warehouse
10	Crackers 180g	26,000	Przemysl st. Lwowska 36, Tesco, warehouse
11	Thermos 500 ml Maximum heat retention up to 12 hours	8,000	Przemysl st. Lwowska 36, Tesco, warehouse
12	Trolley wheel bags 73 x 30 x 31 cm	2,000	Przemysl st. Lwowska 36, Tesco, warehouse
13	Kettle (10 liters) -The cooker is adjustable in the range of 30 ~ 110 ° C. - There is a water level indicator on the outside of the container. -There are comfortable, cool-touch handles on both sides -The device uses a tap with a special -design that prevents dripping. - Drip tray included.		Przemysl st. Lwowska 36, Tesco, warehouse
14	Mini tea bags 100 items a package	4,000	Przemysl st. Lwowska 36, Tesco, warehouse

15	Mini coffe bags 100 items a package	4,000	Przemysl st. Lwowska 36, Tesco, warehouse
16	Paper cups (50i) 50 items a package material: paper	8,000	Przemysl st. Lwowska 36, Tesco, warehouse
17	Sugar sachets (1kg - 200 x 5g) 1kg - 200 x 5g	10,000	Przemysl st. Lwowska 36, Tesco, warehouse
18	Plastic bag with handles 100i 40x50cm, 100i with printed IOM logo approx. 13cmx 10cm Type of foil: LDPE - polyethylene Thickness: 0.06 my (60 microns) White color Endurance: up to 12 kg and with IOM logo sticker, add stickers,	38,800	Przemysl st. Lwowska 36, Tesco, warehouse
19	Plastic bag with handles 100i 30x40cm, 100i with printed IOM logo approx. 11cmx 9 cm Type of foil: LDPE - polyethylene Thickness: 0.06 my (60 microns) White color Endurance: up to 12 kg and with IOM logo sticker, add stickers,	14,000	Przemysl st. Lwowska 36, Tesco, warehouse

Offer shall be submitted in consideration of the below terms and conditions of an offer

- Price quoted must be valid at least for Ninety (90) calendar days from the date of quotation received;
- Partial quote accepted
- IOM will apply liquidated damage of 0.1% penalty charged for each delayed delivery date . such charges might not be applicable if the seller provides prior notice to IOM for any unfortunate events and IOM accepted the reason
- Delivery place: Przemysl st. Lwowska 36, Tesco, warehouse
- Please mention the Delivery lead time required to deliver full quantity
- IOM wishes if all the items are delivered within 10 days after PO)
- Payment Term: 100% upon complete delivery of goods within 5 days after delivery and inspection issuance of IOM delivery note;
- IOM is not obliged to award the least price Offer
- Where applicable a minimum of 1-year expiry dates (shelf life is required)

- Suppliers encouraged to submit alternative brands
- Sample is required to be submitted, sample can also be a product link or pictures
- Evaluation and award - Technically Compliant Lowest price offered
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- Suppliers are responsible for transportation ,Loading cost to Przemysl st. Lwowska 36, Tesco, warehouse
- Vendor Information Form; Declaration of Conformity form annexed with this RFQ. The vendor is required to submit the signed copy and its requirement along with the Financial offer
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- Annex A – Vendor Information form
- Annex B - Declaration of Conformity form
- Annex C- Product Link

The application must be submitted either by hand -in sealed envelope to IOM's office procurement and logistics unit  
Międzynarodowa Organizacja ds. Imigracji (IOM)

[Address: Wiejska 12, 00-490 Warszawa](#)

[or via email to: IOMPolandProcurement@iom.int](mailto:IOMPolandProcurement@iom.int)

no later than **October 18, 2022, at 5:00 PM**. Late applications will not be considered. Further clarification requests can be sent to [IOMPolandProcurement@iom.int](mailto:IOMPolandProcurement@iom.int) before 5:00 PM October 17,2022

A complete set of Bidding Documents is available for Interested

Bidders at the UNGM Portal website- <https://www.ungm.org/Public/Notice> and

IOM Poland website <https://poland.iom.int/pl> in person from IOM Office address

at [Wiejska 12, 00-490 Warszawa](#) on [October 12,2022](#) .

Bids shall be valid for a period of [90 Calendar day](#),

Late bids shall be rejected.

IOM reserves the right to accept or reject any bids, and to cancel the procurement process and reject all bids at any time prior to award of Contract, without obligation to inform the affected Bidder/s of the ground for IOM action.

Very truly yours,

Procurement Staff/Focal Point



**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
<input type="checkbox"/> Site Development/ 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
_____	_____	_____



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 <i>(include brand, capacity and indication if the equipment are owned or leased by the Contractor)</i>		

\* 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

## DECLARATION OF CONFORMITY

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:

- a) bankruptcy, insolvency, or winding-up procedures.
- b) breach of obligations relating to the payment of taxes or social security contributions.
- c) grave professional misconduct, including misrepresentation.
- d) fraud.
- e) corruption.
- f) conduct related to a criminal organisation.
- g) money laundering or terrorist financing.
- h) terrorist offences or offences linked to terrorist activities.
- i) 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.
- j) irregularity.
- k) creating or being a shell company.

On behalf of the Supplier, I further represent and warrant that:

- a) The Supplier is financially sound and duly licensed.
- b) 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.
- c) The Supplier complies with all applicable laws, ordinances, rules and regulations.
- d) The Supplier will in all circumstances act in the best interests of IOM.
- e) 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.
- f) The Supplier has not misrepresented or concealed any material facts during the contracting process.
- g) The Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

h) 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.

i) 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.

j) 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.

k) The Supplier undertakes to comply with the Code of Conduct, available at [www.iom.int/procurement](http://www.iom.int/procurement).

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.

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

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

Duly authorized to sign for and on behalf of

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

## Annex C

### Product Link Information

NO	Goods Description	Product Link
1	Warm blanket (M size) 140x200	<a href="https://jysk.pl/do-domu/koce/koce-z-polaru/koc-dragehode-polar-140x200-szary">https://jysk.pl/do-domu/koce/koce-z-polaru/koc-dragehode-polar-140x200-szary</a>
2	Gloves (M size) 20-30% of wool, M size	<a href="https://allegro.pl/oferta/rekawiczki-universalne-campus-kami-biale-11870848096">https://allegro.pl/oferta/rekawiczki-universalne-campus-kami-biale-11870848096</a>
3	Beanie (M size)	<a href="https://optimumbhp.pl/CZAPKA-OCIEPLANA-OCHRONNA-CZBAW-REIS-p100222">https://optimumbhp.pl/CZAPKA-OCIEPLANA-OCHRONNA-CZBAW-REIS-p100222</a>
4	Scarf M size	<a href="https://quala.pl/product-pol-3039-UNISEX-Szalik-z-polaru-cieply-nie-mechaci-sie-jesienno-zimowy-MALFINI-SCARF-NEW-granatowy.html">https://quala.pl/product-pol-3039-UNISEX-Szalik-z-polaru-cieply-nie-mechaci-sie-jesienno-zimowy-MALFINI-SCARF-NEW-granatowy.html</a>
5	Winter socks (pairs) 20-30% of wool, M size	https://Skarpety 43-46 WEŁNIANE BARDZO CIEPŁE Beżowe 11775111603 - Allegro.pl
6	Chemical hand heater Dimension 10X6.5 CM Weight 0.01 KG Navy Blue Material Plastic	<a href="https://www.opengift.pl/4012/6532/torebka-zelowa-do-masazu/granatowy/?utm_term=&amp;utm_campaign=&amp;utm_source=adwords&amp;utm_medium=ppc&amp;hsa_acc=2726839060&amp;has_cam=18137140015&amp;hsa_grp=&amp;hsa_ad=&amp;hsa_src=x&amp;has_tgt=&amp;hsa_kw=&amp;hsa_mt=&amp;hsa_net=adwords&amp;hsa_ver=3&amp;gclid=EAlaIqobChMInefC_emb-gIV-kWRBR39AAFhEAQYASABEgI3AvD_BwE">https://www.opengift.pl/4012/6532/torebka-zelowa-do-masazu/granatowy/?utm_term=&amp;utm_campaign=&amp;utm_source=adwords&amp;utm_medium=ppc&amp;hsa_acc=2726839060&amp;has_cam=18137140015&amp;hsa_grp=&amp;hsa_ad=&amp;hsa_src=x&amp;has_tgt=&amp;hsa_kw=&amp;hsa_mt=&amp;hsa_net=adwords&amp;hsa_ver=3&amp;gclid=EAlaIqobChMInefC_emb-gIV-kWRBR39AAFhEAQYASABEgI3AvD_BwE</a>
7	Cereal bar 35 - 40g Crunchy bar with nuts and almonds, a cereal product based on oat flakes with the addition of corn grits. Provides complex carbohydrates derived from cereals. High in fiber. white sugar was replaced with aromatic cane sugar	Baton Crunchy z orzechami i migdałami 35g   Sklep Internetowy Sante.pl

8	Protein bar 50g MPI milk protein isolate and WPC 80 whey protein concentrate - in total as much as 33% of milk protein composition: MPI milk protein isolates WPC 80 whey protein concentrate high content: vitamin C, niacin, vitamin E, pantothenic acid, vitamin B6, thiamine and vitamin B12 high magnesium content high fiber content no added sugar (contains naturally occurring sugars)	Baton proteinowy 33% wanilia & malina 50g   Sklep Internetowy Sante.pl
9	Dark chocolate 70% cocoa	<a href="https://slodkiwawel.pl/pl/p/Czekolada-Gorzka-70-cocoa-100g/38320?gclid=CjwKCAjwpqCZBhAbEiwAa7pXeWYI1ksatoAIndmM9UTS3omf2PsZcNiZwOzmFo6uDITrzy2Xasw1IRoCZ_gQAvD_BwE">https://slodkiwawel.pl/pl/p/Czekolada-Gorzka-70-cocoa-100g/38320?gclid=CjwKCAjwpqCZBhAbEiwAa7pXeWYI1ksatoAIndmM9UTS3omf2PsZcNiZwOzmFo6uDITrzy2Xasw1IRoCZ_gQAvD_BwE</a>
10	Crackers 180g	Lajkonik Krakery Super 180g 12455064592 - Allegro.pl
11	Thermos 500 ml Maximum heat retention up to 12 hours	POJEMNY KUBEK TERMICZNY TERMOS Z USTNIKIEM ZAMKIEM - brak - 12584824983 - Allegro.pl
12	Trolley wheel bags 73 x 30 x 31 cm	<a href="https://www.lidl.pl/p/topmove-torba-podrozna-na-kolkach/p100345771003?mktc=shopping&amp;gclid=EAlaIqobChMI8tv3m-ib-gIVh9GyCh28WgrYEAQYCiABEgLi_vD_BwE">https://www.lidl.pl/p/topmove-torba-podrozna-na-kolkach/p100345771003?mktc=shopping&amp;gclid=EAlaIqobChMI8tv3m-ib-gIVh9GyCh28WgrYEAQYCiABEgLi_vD_BwE</a>
13	Kettle (10 liters) -The cooker is adjustable in the range of 30 ~ 110 ° C. -There is a water level indicator on the outside of the container. -There are comfortable, cool-touch handles on both sides -The device uses a tap with a special -design that prevents dripping. -Drip tray included.	<a href="https://termosy.com.pl/Warnik-10-do-wody-z-tacka-ociekowa-p5846/?ref=Google+Merchant+Center&amp;gclid=CjwKCAjwpqCZBhAbEiwAa7pXeTVR9AIXEoOoao1j8WQWI3UY60zMI2oMaCsqkVADHnAMCnsLJ2KIAhoCmxsQAvD_BwE">https://termosy.com.pl/Warnik-10-do-wody-z-tacka-ociekowa-p5846/?ref=Google+Merchant+Center&amp;gclid=CjwKCAjwpqCZBhAbEiwAa7pXeTVR9AIXEoOoao1j8WQWI3UY60zMI2oMaCsqkVADHnAMCnsLJ2KIAhoCmxsQAvD_BwE</a>
14	Mini tea bags 100 items a package	LIPTON HERBATA YELLOW LABEL 100T KOPERTA 12473216885 - Allegro.pl
15	Mini coffe bags 100 items a package	Nescafé - Rozpuszczalny napój kawowy   Auchan zakupy online
16	Paper cups (50i) 50 items a package material: paper	Kubek papierowy na kawę 250 ml brązowy (80) - 50 szt./opak. DIS-PACK - OPAKOWANIA JEDNORAZOWE GASTRONOMIA OPAKOWANIA EKOLOGICZNE (opakowaniakrakow.pl)
17	Sugar sachets (1kg - 200 x 5g) 1kg - 200 x 5g	CUKIER BIAŁY W SASZETKACH 200x5g Diamant saszetki 11754928756 - Allegro.pl

18	<p>Plastic bag with handles 100i 40x50cm, 100i with printed IOM logo approx. 13cmx 10cm Type of foil: LDPE - polyethylene Thickness: 0.06 my (60 microns) White color Endurance: up to 12 kg and with IOM logo sticker, add stickers,</p>	<p><a href="https://allegro.pl/oferta/torby-reklamowe-z-raczka-biale-400x500-40x50-50szt-6407580436">https://allegro.pl/oferta/torby-reklamowe-z-raczka-biale-400x500-40x50-50szt-6407580436</a></p>
19	<p>Plastic bag with handles 100i 30x40cm, 100i with printed IOM logo approx. 11cmx 9 cm Type of foil: LDPE - polyethylene Thickness: 0.06 my (60 microns) White color Endurance: up to 12 kg and with IOM logo sticker, add stickers,</p>	<p>TORBY REKLAMOWE Z RĄCZKĄ BIAŁE 30x40 0,06 100szt 7128942649 - Allegro.pl</p>