

# **BIDDING DOCUMENTS**

*(PROCUREMENT OF GOODS)*

**Regional Cooperation Agreement (RCA)**

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**SUPPLY AND DELIVERY OF**  
*[Drinking Water]*

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Prepared by



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

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**Table of Contents**

Section I. Instructions to Bidders.....5

Section II. Schedule of Requirements..... 19

Section III. Technical Specifications .....20

Section IV. Contract for Supply and Delivery of Goods . .....21

Section V. Sample Forms ..... 35

**INVITATION FOR BIDS**  
 IFB No. : 018/G/Surabaya/2016

Date: November 16<sup>th</sup>, 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.

In the framework of *RCA – Regional Cooperative Agreement*, the IOM Bids Evaluation and Awards Committee (“BEAC”) now invites interested Bidders to submit “Bid” for the supply and delivery of *Drinking Water at IDC Surabaya, under a Long Term Agreement (LTA)*.

Item No.	Item Description	Quantity	Unit
1	Daily drinking water	1	Gallon (19 liter)

A complete set of Bidding Documents is available for issuance to Interested Bidders at *IOM Surabaya Office, Perumahan Delta Sari Indah, Jl. Raya Delta Sari Indah Blok V No. 10 Sidoarjo Jawa Timur, 61256 on November 21<sup>st</sup> until December 2<sup>nd</sup> 2016.*

A pre-bidding conference will be held on *24 November 2016 09.30 WIB at IOM Office Surabaya*

Bids shall be valid for a period of *60 days* after submission of Bids and must be accompanied by a Bid Security equivalent to not less than *IDR 2,538,000, -* in the form of “*cash, certified check, bank guarantee, letter of credit from a reputable commercial banking institution or bid securing declaration*” and shall be delivered to the BEAC at *IOM Jakarta Office, Jakarta Procurement, Sampoerna Strategic Square, North Tower 12A floor, Jl. Jend. Sudirman Kav 45-46 South Jakarta 12930 on November, 9<sup>th</sup> 2016 10:00 WIB.*

Late bids shall be rejected. Bids will be opened at the above address, date and time in the presence of the Bidders who wish to attend.

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,




*Walaipan Giatmolee*  
 BEAC Chairperson

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

## Table of Clauses

A. General.....	5
1. Scope of Bid .....	5
2. Eligible Bidders .....	5
3. Corrupt, Fraud .....	5
4. Eligible Goods and Services.....	6
B. The Bidding Documents .....	7
5. Content of Bidding Documents .....	7
6. Clarification of Bidding Documents.....	7
7. Amendment of Bidding Documents .....	7
C. Preparation of Bids .....	8
8. Cost of Bidding.....	8
9. Language of Bid.....	8
10. Documents Comprising the Bid.....	8
11. Bid Form.....	8
12. Bid Prices .....	8
13. Bid Currencies .....	9
14. Documents Establishing Bidder’s Eligibility and Qualification .....	10
15. Documents Establishing Goods’ Eligibility and Conformity to Bidding Documents.....	10
16. Period of Validity of Bids .....	11
17. Bid Security .....	12
18. Format and Signing of Bid .....	12
D. Submission of Bids.....	13
19. Sealing and Marking of Bids.....	13
20. Deadline for Submission of Bids.....	13
21. Late Bids.....	13
22. Modification and Withdrawal of Bids.....	13
E. Opening and Evaluation of Bids.....	14
23. Opening of Bids .....	14
24. Clarification of Bids and Contacting IOM.....	14
25. Preliminary .....	15
26. Conversion to Single Currency (if applicable) .....	15
27. Evaluation and Comparison of Bids .....	15
28. Clarification of Bids and Contacting IOM.....	16
29. Post-qualification .....	16
30. Purchaser’s Right to Accept any Bid and to Reject any or All Bids .....	17
F. Award of Contract.....	17
31. Award Criteria .....	17
32. Purchaser’s Right to Vary Quantities at Time of Award .....	17
33. Notification of Award .....	17
34. Performance Security .....	18
35. Signing of Contract .....	18

## Section I. Instructions to Bidders

### A. General

- 1. Scope of Bid**
  - 1.1 IOM invites bids for the supply and delivery of “ *Daily drinking water at IDC Surabaya*” hereto referred as Goods under a Long Term Agreement. The Goods is specified in greater details in the Sub Section of the Bid Documents.
  - 1.2 The Long Term Agreement refers to a contract where the vendor agrees to sell the Goods and Services as Specified in the bidding documents at agreed upon unit prices for the duration of the contract.
  - 1.3 The successful Bidder is expected to complete the delivery by the Intended Completion Date which is *one (1) year* after signature of Contract.
- 2. Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all Bidders from Indonesia
  - 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by IOM to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
  - 2.3 Government-owned enterprises in IOM’s Mission country Mission may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a beneficiary of IOM.
  - 2.4 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by IOM in accordance with ITB Clause 3
  - 2.5 Bidders shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities. For this purpose, Bidders shall not be included in the proscribed list of individuals and/or entities as contained in the 1267 Committee of the UN Security Council Counter Terrorism Committee (CTC)
- 3. Corrupt, Fraudulent, Collusive and Coercive Practices**
  - 3.1 IOM requires that all IOM Staff, Bidders, Manufacturers, suppliers or distributors, observe the highest standard of ethics during procurement and execution of all contracts. IOM shall reject any Bids put forward by Bidders 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 :

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting directly or indirectly any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
  - (ii) “fraudulent practice” is any acts 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;
  - (iii) “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 benefit;
  - (iv) “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 after the execution of a contract.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an IOM financed contract if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, an IOM financed contract.

**4. Eligible Goods and Services**

- 4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services.
- 4.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which

the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

- 4.3 The origin of goods and services is distinct from the nationality of the Bidder.

## **B. The Bidding Documents**

- 5. Content of Bidding Documents** 5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- a) Instructions to Bidders (ITB)
- b) Contract for Supply and Delivery of Goods
- c) Schedule of Requirements
- d) Technical Specifications
- e) Sample Forms

- 5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

- 6. Clarification of Bidding Documents** 6.1 A prospective Bidder requiring any clarification of the bidding documents may notify IOM in writing at IOM's address indicated in ITB Clause 19.2a. IOM will respond in writing to any request for clarification of the bidding documents, which it receives no later than *10 days* prior to the deadline for the submission of bids. Written copies of IOM's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.

- 7. Pre-bid Conference and Amendment of Bidding Documents** 7.1 At least 14 calendar days prior to the deadline for submission of bids, IOM may conduct a pre-bid conference with interested prospective bidders to clarify contents of the bidding documents. As a result of the agreements made during the pre-bid conference, or at its own initiative, or in response to a clarification requested by a prospective Bidder, IOM may modify the bidding documents by amendment through a Bid Bulletin.

- 7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.

- 7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, IOM, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

- 8. Cost Bidding** of 8.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and IOM will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 9. Language Bid** of 9.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and IOM, shall be written in *English or Bahasa Indonesia*. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the required language, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 10. Documents Comprising the Bid** 10.1 The bid prepared by the Bidder shall comprise the following components:
- (a) Financial Proposal comprised of a Bid Form and a Price Schedule completed in accordance with ITB Clauses 11, 12, and 13;
  - (b) Eligibility Documents established in accordance with ITB Clause 14.1;
  - (c) Technical proposal established in accordance with ITB Clause 15.3; and
  - (d) Bid security furnished in accordance with ITB Clause 17.
- 11. Bid Form** 11.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and their country of origin, quantity, and prices.
- 12. Bid Prices** 12.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods it proposes to supply under the contract.
- 12.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (a) For goods offered from within IOM's Mission country:



- (i) the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
  - a. on the components and raw material used in the manufacture or assembly of goods quoted ex works or ex factory;
  - or**
  - b. on the previously imported goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf.
- (ii) any sales and other taxes which will be payable on the goods if the contract is awarded.
- (iii) the price for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination
- (iv) the price of other (incidental) services, if any

12.3 The Bidder's separation of price components in accordance with ITB Clause 12.2 above will be solely for the purpose of facilitating the comparison of bids by IOM and will not in any way limit IOM's right to contract on any of the terms offered.

12.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified.

12.5 In view of the long term nature of this procurement, contract price adjustments can be made with prior notice and agreement by both parties under the following instances:

- a. Government mandated increase or decrease in fuel and related products.
- b. Other similar justifiable reasons.

12.6 Any agreed price adjustment will take effect on the immediately succeeding order.

**13. Bid Currencies** 13.1 Prices shall be quoted in the following currencies:

For goods and services that the Bidder will supply from within or outside IOM's Mission country, the prices shall be quoted in *Indonesian Rupiah (IDR)* currency.

**14. Documents Establishing Bidder's Eligibility and Qualification**

14.1 Pursuant to ITB Clause 10.1b, the Bidder shall furnish the following documents to establish the prospective Bidder's eligibility.

(a) Legal Eligibility

- a. Latest and valid government permits and licenses (SIUP, SITU, TDP, NPWP)
- b. Company Profile (IOM VIS Form)
- c. Signed Code of Conduct (IOM template)
- d. SNI and/or BPOM certificate

(b) Technical Eligibility

- a. Statement of On-going and Completed Single Similar Contract within the relevant period.

(c) Financial Eligibility

- a. Latest applicable Audited Income Statement and Balance Sheet.
- b. Working Capital of at least IDR 25,380,000,- computed as (Current Assets – Current Liabilities)
- c. Or, Bank Letter of Credit in the amount of at least IDR 25,380,000,-

14.2 If the Bidder wishes to use the existing VIS or Company Profile on file to establish their eligibility, the Bidders should submit with their bids the required additional information to comply with section 14.1 or, alternatively, confirm in their bids that the originally submitted information remains essentially correct and as of the date of bid submission and are in compliance with all the requirements in 14.1.

14.3 For purposes of this procurement a single similar contract is defined as “Daily Drinking Water Supply”. The acceptable Relevant Period is three (3) years from the deadline for submission of bids. The acceptable contract amount is IDR 12,690,000,-. Where the single similar contract requirement will defeat competition as determined by IOM, at the most four similar contracts with an aggregate amount of IDR 12,690,000,- within the same relevant period may be accepted.

**15. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

15.1 Pursuant to ITB Clause 10, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract.

15.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered, which shall be confirmed by a certificate of origin issued at the time of

shipment.

15.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

(a) a detailed description of the minimum or essential technical and performance characteristics of the goods;

(c) An item-by-item commentary on IOM's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications. If responsive, bidder shall state "COMPLIANT". Otherwise, a statement of deviations and exceptions to the provisions of the Technical Specifications and the reason therefore shall be made.

15.4 For purposes of the commentary to be furnished pursuant to ITB Clause 15.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by IOM in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to IOM's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15.5 The prospective bidder further certifies that all equipment, facilities and manpower requirement that are required as provided in the Scope of Services shall be complied with. Manpower required are at the employ of the bidder and that the equipment and facilities are owned or rented by the prospective bidder.

**16. Period of  
Validity of  
Bids**

Bids shall remain valid for the period of *60 days* after the date of bid opening prescribed by IOM, pursuant to ITB Clause 20. A bid valid for a shorter period shall be rejected by IOM as non-responsive.

In exceptional circumstances, prior to expiry of the bid validity, IOM may request that the bidders extend the period of validity for a specified additional period *30 days*. The request and the bidders' responses shall be made in writing.

A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required nor permitted to modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with Clause 17 in all respects.

## **17. Bid Security**

- 17.1 Pursuant to ITB Clause 10, the Bidder shall furnish, as part of its bid, a bid security in the amount *IDR 2,538,000,-*.
- 17.2 Bid security shall be valid for 60 days extendable for period of 30 days.
- 17.3 The bid security is required to protect IOM against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to ITB Clause 17.6. The bid security shall be denominated in *IDR*.
- 17.4 In lieu of Bid Security as provided in 17.1 and 17.2, Prospective Bidders may also submit a Bid Securing Declaration as a form of Bid Security with the same validity period.
- 17.5 Any bid not secured in accordance with ITB Clauses 17.1 will be rejected by IOM as non-responsive, pursuant to ITB Clause 25.
- 17.6 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by IOM pursuant to ITB Clause 16.
- 17.7 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 35, and furnishing the performance security, pursuant to ITB Clause 34.
- 17.8 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance with ITB Clause 35;
    - or**
    - (ii) to furnish performance security in accordance with ITB Clause 34.

## **18 Format and Signing of Bid**

- 18.1 The Bidder shall prepare an Original and 2<sup>nd</sup> Copy of the bid, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 18.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid shall be initialed by the person or

persons signing the bid.

- 18.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

#### **D. Submission of Bids**

- 19. Sealing and Marking of Bids**
- 19.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL BID” and “COPY OF BID.” The envelopes shall then be sealed in a single outer envelope.
- 19.2 The inner and outer envelopes shall:
- (a) be addressed to IOM at the address given below  
*IOM Jakarta Office, Jakarta Procurement, Sampoerna Strategic Square, North Tower 12A floor, JL Jend Sudirman Kav 45-46 South Jakarta, 12930* ; and
  - (b) bear the Project name, the Invitation for Bids (IFB) title and reference number, and a statement: “DO NOT OPEN BEFORE *December 2<sup>nd</sup>, 2016 10:00 WIB*”.
- 19.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.
- 19.4 If the outer envelope is not sealed and marked as required by ITB Clause 19.2, the bid will still be considered, however, IOM will assume no responsibility for the bid’s misplacement or premature opening.
- 20. Deadline for Submission of Bids**
- 20.1 Bids must be received by IOM at the address specified under ITB Clause 19.2.a no later than *December 2<sup>nd</sup>, 2016 at 10:00 WIB*.
- 20.2 IOM may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of IOM and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 21. Late Bids**
- 21.1 Any bid received by IOM after the deadline for submission of bids prescribed by IOM pursuant to ITB Clause 20 will be rejected and returned unopened to the Bidder.
- 21.2 The Bidder will assume the responsibility and expenses for the re-possession of the returned bid documents.
- 22. Modification**
- 22.1 The Bidder may modify or withdraw its bid after the bid’s

**and  
Withdrawal of  
Bids**

submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by IOM prior to the deadline prescribed for submission of bids. Where bids are substituted, the original bid is kept for possible comparison with the new bid. New bid is marked “Modification” and is reference to the original bid.

- 22.2 The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notices will be in writing and should be received by IOM not later than the deadline for submission of bids.
- 22.3 No bid may be modified after the deadline for submission of bids.
- 22.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security, pursuant to the ITB Clause 17.6.

**E. Opening and Evaluation of Bids**

**23. Opening of  
Bids**

- 23.1 IOM will open all bids in the presence of bidders’ representatives who choose to attend, at the time, on the date, and at the place specified herein *December 2<sup>nd</sup> 2016 @ 10:00 WIB*. The bidders’ representatives who are present shall sign a register evidencing their attendance.
- 23.2 The bidders’ names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details that IOM at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 21.
- 23.3 Bids (and modifications sent pursuant to ITB Clause 22.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 23.4 IOM will prepare minutes of the bid opening.

**24. Clarification of  
Bids**

During evaluation of the bids, IOM may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

Failure of the bidder to respond to a valid request for clarification can result in disqualification.

**25. Preliminary Examination**

IOM will examine the bids to determine whether they are complete. In this regard, a checklist of all the required documents shall be prepared and used in determining the presence or absence of the document.

25.1 The first envelope containing the Eligibility Documents and Technical proposal shall be opened first. A non-discretionary PASS or FAIL process will be used during the preliminary examination to determine completeness of the Bid. Absence of any of the required document will render the bid as “FAILED”. A complete submission of the required documents in accordance with the required form and substance will render the opened documents as “PASSED”.

25.2 Only those offers whose first envelopes were rated as “PASSED” will qualify for the opening of the second envelope containing the Financial proposal.

25.3 IOM may waive any minor informality, nonconformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

25.4 Deviation from, or objection or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 17), Price Schedule (ITB Clause 15.2), Technical Specifications (Section III) and Scope of Services (Form 3) will be deemed to be a material deviation. IOM’s determination of a bid’s compliance is to be based on the contents of the bid itself without recourse to extrinsic evidence.

25.5 If a bid is not substantially compliant, it will be rejected by IOM and may not subsequently be made compliant by the Bidder by correction of the nonconformity.

**26. Conversion to Single Currency (if applicable)**

26.1 To facilitate evaluation and comparison, IOM will convert all bid prices expressed in the amounts in various currencies in *[NOT APPLICABLE]* according to IOM exchange rate for the current month and year.

**27. Detailed Evaluation and Comparison of Bids**

27.1 IOM will evaluate and compare the bids, to determine whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Arithmetical errors will be rectified 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 bid will be rejected, and its bid security may be forfeited.** If there is a discrepancy between words and figures, the amount in words will prevail.

27.3 The comparison shall be between the EXW price of the goods offered from within IOM's Mission country, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

27.4 IOM's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 12.2, one or more of the following factors:

- (a) cost of inland transportation, insurance, and other costs within IOM's Mission country incidental to delivery of the goods to their final destination.
- (b) delivery schedule offered in the bid;
- (c) deviations in payment schedule from that specified in the Conditions of Contract;
- d) other specific criteria indicated and/or in the Technical Specifications

**28. Contacting IOM**

28.1 Subject to ITB Clause 24, no Bidder shall contact IOM on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information in response to a request for clarification it should do so in writing.

28.2 **Any effort by a Bidder to influence IOM in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.**

**29. Abstract of Bids**

29.1 Immediately after the Preliminary Examination of the Bids an Abstract of Bids (as Read) shall be prepared and signed. Likewise, after the Financial Evaluation is completed, the BEAC shall prepare an Abstract of Bid (as Evaluated) with the offers arranged in Ascending Order. The first on the list will be the Lowest Evaluated Bid and will be subject to Post Qualification.

**30. Post-qualification**

29.2 the Abstract of Bids shall be signed by the BEAC

30.1 IOM will determine to its satisfaction whether the Bidder that is selected as having submitted the **Lowest Evaluated Bid** is qualified to perform the contract satisfactorily, in accordance



with the criteria listed in ITB Clause 14.

- 30.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 14, as well as such other information as IOM deems necessary and appropriate.
- 30.3 Prior to award, IOM shall verify and validate any document and information submitted and if necessary shall conduct ocular inspection of the Bidder office, plant/warehouse equipment and facilities.
- 30.4 An affirmative determination means that the bidders offer is Responsive to the requirements and will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event IOM will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**31. Purchaser's Right to Accept any Bid and to Reject any or All Bids**

- 31.1 IOM reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for IOM's action.

**F. Award of Contract**

**32. Award Criteria**

- 32.1 IOM will award the contract to the successful Bidder whose bid has been determined to be the [Lowest Evaluated and Responsive Bid, at its submitted or evaluated price, whichever is lower.](#)

**33. Purchaser's Right to determine actual Quantity Requirement**

- 33.1 This being a Long Term Agreement, IOM reserves the right to determine the actual quantity requirements which will be stated in the periodic Confirmation Order without any change in unit price or other terms and conditions except as provided herein.
- 33.2 The Confirmation Order will trigger the implementation of the LTA.

**34. Notification of Award**

- 34.1 Prior to the expiration of the period of bid validity, IOM will notify the successful Bidder in writing, that its bid has been accepted.
- 34.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 35, IOM will promptly notify each unsuccessful Bidder and will discharge its bid security,

pursuant to ITB Clause17.

**35. Performance Security**

- 35.1 Within five (5) days of the receipt of notification of award from IOM, the successful Bidder shall furnish a performance security equivalent to *IDR 1,057,500,-* in accordance with the Conditions of Contract, in the form provided in the bidding documents, or in another form acceptable to IOM.
- 35.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 33 or ITB Clause 34.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event IOM may make the award to the next lowest evaluated Bidder or call for new bids.

**36. Signing of Contract**

- 36.1 At the same time as IOM notifies the successful Bidder that its bid has been accepted, IOM will send the Bidder the Contract provided in the bidding documents, incorporating all agreements between the parties.
- 36.2 Within five (5) days of receipt of the Contract, the successful Bidder shall sign and date the contract and return it to IOM.

## Section II. Schedule of Requirements

### Schedule of Requirements

*[insert here schedule of requirements; the item description, quantity, unit, delivery site and schedule, see sample below]*

PROJECT TITLE : RCA – Daily Drinking Water at IDC Surabaya

Item No.	Description of Goods	Quantity	Unit	Related Services Required	Reference Drawing /Specifications	Delivery Schedule	Delivery Place
1	Daily drinking water	1	Gallon (19 liter)	<ul style="list-style-type: none"> <li>• 1 delivery van</li> <li>• 2 assistants</li> </ul>	Refer to Technical specifications	As per needed	Immigration Detention Centre (IDC)/Rumah Detensi Imigrasi (Rudenim) Surabaya, Jl. Raya Raci Kec.Bangil, Kab.Pasuruan, Jawa Timur

### Section III. Technical Specifications

#### Technical Specifications

PROJECT TITLE : _____	
Item Code : _____	
Item Description : _____	
Manufacturer : _____	
Origin : _____	
Model : _____	
Cat./Page : _____	
<b>PURCHASER'S SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATIONS</b>
<b>Daily drinking water in Gallon (19litre)</b>	<b>(vendor to type: "compliant" or "not compliant")</b>

Name of Bidder : \_\_\_\_\_

Signature: \_\_\_\_\_

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

Section IV. Contract for Supply and Delivery of Goods

*\*\*This is a template Contract for Supply and Delivery of Goods and may need to be modified according to the specific requirements of the Mission. As per IOM policy, all Contracts must be reviewed/approved by Legal Services prior to signing.*

*\*\*If subcontracting, please check the donor agreement for any donor requirement regarding a subcontract. (i.e. use of donor’s logo, reporting requirements, anti-corruption clause or any particular provision to be inserted in a subcontract etc.)*

IOM Office-specific Ref. No.: XXXXXX
IOM Project code: XXXXXX
LEG Approval/Checklist Code: XXXXXX

**CONTRACT FOR THE SUPPLY AND DELIVERY OF GOODS**

**Between**

**The International Organization for Migration**

**And**

**[Name of the Other Party]**

This Contract for the Supply and Delivery of Goods (“Contract”) is entered into between the International Organization for Migration (“IOM”) of [insert address] represented by [insert Name, Title of Chief of Mission ], hereinafter referred to as IOM, and [Name of the Other Party] of [insert address], represented by [insert Name, Title of the representative of the Other Party], hereinafter referred to as the the Supplier on [insert date].

**1. Introduction and Integral Documents**

The Supplier agrees to provide IOM with [insert description of goods] in accordance with the terms and conditions of this Contract and its Annexes, if any.

The following documents form an integral part of this Contract: [add or delete as required]

- Bid/Quotation Form
- Price Schedule
- Delivery Schedule and Technical Specifications
- Accepted Notice of Award (NOA)
- Performance Security

## 2. Goods/Services Supplied

2.1. The Supplier agrees to supply to IOM the Goods in strict accordance with the specifications, and at the price stated for each item outlined below:

No.	Description	Project budget line/ WBS	Qty	Unit	Unit Price	Total

2.2 The Supplier agrees to supply the following incidental services: *[add or delete as required]*

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance, supervision, maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of IOM's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

## 3. Charges and Payment

3.1 The total Price for the supply and delivery of the Goods and any Incidental Services under this Contract is *XXX [write in figures and then in words, including currency]*

3.2 The Supplier shall invoice IOM on delivery of the Goods in accordance with this Contract and payment shall become due 30 calendar days after acceptance by IOM of the Goods.

3.3 The invoice will be accompanied by the following documents: Air Way Bill number, shipping invoice, packing list, certificate of origin *[add or delete as required]*

3.4 Payments shall be made in *[currency]* by bank transfer to the following bank account of the Supplier: *[bank account details]*.

3.5 The Price specified in clause 3.1 is the total charge to IOM. The Supplier shall be responsible for the payment of all taxes, duties, levies and charges assessed on it in connection with this Contract.

3.6 IOM shall be entitled, without derogating from any other right it may have, to defer payment of part or all of the Price until the Supplier has completed, to the satisfaction of

IOM, the delivery of the Goods and the incidental services to which those payments relate.

#### **4. Delivery**

4.1 The Goods shall be delivered to: *[insert place of delivery]* on *[insert delivery schedule]* by *[insert method of delivery or refer to Delivery Schedule annexed]*. Cost of delivery is deemed included in the Price specified in clause 3.1 of this Contract. The incidental services as described in clause 2.2 shall be performed at the place of delivery and completed by the same delivery date, unless otherwise stated in clause 2.2 of this Contract.

4.2 In the event of breach of this clause IOM reserves the right to:

- (a) Terminate this Contract without liability by giving an immediate notice and to charge the Supplier with any loss incurred as a result of the Supplier's failure to make the delivery within the time specified; or
- (b) Charge a penalty of 0.1% of the total contract price for every day of delay or breach of the delivery schedule by the Supplier.

#### **5. Performance Security (applicable for contracts over USD250,000)**

5.1 The Supplier shall furnish IOM with a Performance Security in the amount equivalent to *[ten (10)]* percent of the Contract Price, to be issued by a reputable bank or company, and in the format acceptable to IOM.

5.2 The Performance Security shall serve as the guarantee for the Supplier's faithful performance and compliance with the terms and conditions of this Contract. The amount of the Performance Security shall not be construed as the limit of the Supplier's liability to IOM, in the event of breach of this Contract by the Supplier. The Performance Security shall be effective until *[insert a date 30 days from the completion of Supplier's obligations]* following which it will be discharged by IOM.

#### **6. Inspection and Acceptance**

6.1 Where any annexed Technical Specifications state what inspections and tests are required and where they will be carried out, those terms will prevail in the event of any inconsistency with the provisions in this clause.

6.2 IOM or its representative shall have the right to inspect and/or test the goods at no extra cost to IOM at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.

6.3 IOM shall have 30 calendar days after proper receipt of the Goods purchased to inspect them and either accept or reject them as non-conforming with this Contract. Based on an inspection of a valid sample, IOM may reject the entire delivery. IOM may also charge the cost of inspecting rejected Goods to the Supplier. All rejected Goods will be returned to the Supplier, transportation charges collect, or held by IOM for disposition at Supplier's risk and expense. IOM's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by IOM prior to delivery.

6.4 The Supplier agrees that IOM's payment under this Contract shall not be deemed acceptance of any Goods delivered hereunder.

6.5 The Supplier agrees that any acceptance by IOM does not release the Supplier from any warranty or other obligations under this Contract.

6.6 Title to the Goods shall pass to IOM when they are delivered and accepted by IOM. Risk of loss, injury, or destruction of the Goods shall be borne by the Supplier until title passes to IOM.

## **7. Adjustments**

7.1 IOM reserves the right to change at any time the quantities, packaging, unit size, place, method and/or time of delivery or the ancillary services to be provided. Where Goods are being specifically produced for IOM, IOM may also make changes to the drawings, designs or specifications.

7.2 The Supplier agrees to proceed with this Contract in accordance with any such change(s) and to submit a claim request for an equitable adjustment in the Price or delivery terms caused by such change(s).

7.3 IOM may deem any claim by the Supplier for equitable adjustments under this clause waived unless asserted in writing within 10 days from the date of receipt by the Supplier of IOM's change(s).

7.4 No change in, modification of, or revision to this Contract shall be valid unless made in writing and signed by an authorized representative of IOM.

## **8. Packaging**

8.1 The Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the Goods being delivered to IOM will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. IOM reserves the right to reject any delivery that is deemed not to have been packaged adequately.

8.2 Packing, marking and documentation shall comply with any requirements or instructions notified by IOM.

## **9. Warranties**

9.1 The Supplier warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. This warranty shall remain valid for twelve (12) months after the Goods have been delivered to and accepted at the final destination indicated in the Contract.

9.2 The Supplier warrants that all Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in this Contract. All Goods/Services delivered under this Contract will conform to the specifications, drawings, samples, or other descriptions furnished or specified by IOM.

9.3 IOM shall promptly notify the Supplier in writing of any claims arising under this warranty.

9.4 Upon receipt of such notice, the Supplier shall, within the time period specified in the notice, repair or replace the defective Goods or parts thereof, without cost to IOM.

9.5 IOM's continued use of such Goods after notifying the Supplier of their defect or failure to conform or breach of warranty will not be considered a waiver of the Supplier's warranty.



9.6 The Supplier further represents and warrants that:

- (a) It has full title to the Goods, is fully qualified to sell the Goods to IOM, and is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to carry out fully and satisfactorily, within the stipulated completion period, the delivery of the Goods in accordance with this Contract;
- (b) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this Contract;
- (c) In all circumstances it shall act in the best interests of IOM;
- (d) No official of IOM or any third party has received or will be offered by the Supplier any direct or indirect benefit arising from this Contract or award thereof;
- (e) It has not misrepresented or concealed any material facts in the procuring of this Contract;
- (f) The Supplier, its staff or shareholders have not previously been declared by IOM ineligible to be awarded contracts by IOM;
- (g) It shall abide by the highest ethical standards in the performance of this Contract, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;
- (h) The prices for the Goods under this Contract do not exceed those offered for similar goods to Supplier's other customers;
- (i) The Price specified in clause 2.1 of this Contract shall constitute the sole remuneration of the Supplier in connection with this Contract. The Supplier shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or the discharge of its obligations hereunder. The Supplier shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any additional remuneration.

9.7 The Supplier further warrants that:

- (a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to perform any activities under this Agreement. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, or services at their disposal under this Agreement, for sexual favours or activities.
- (b) It shall strongly discourage sexual relationships between its employees and IOM beneficiaries, and between any other person engaged and controlled by it to perform activities under this Agreement and IOM beneficiaries.
- (c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this Agreement is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.
- (d) It shall report all and any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel; and it shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform

any activities under this Agreement shall report to IOM and/or the Supplier any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel.

- (e) It shall take all necessary measures to investigate allegations or suspicions of SEA and take appropriate corrective action, including disciplinary action, against its employee or any other person engaged and controlled by it to perform any activities under this Agreement who is found to have committed SEA.
- (f) Its failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to IOM, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of this Agreement.
- (g) In the event of subcontracting approved by IOM in accordance with this Agreement, it shall receive a written confirmation from subcontractors that they accept the standards above and shall include them in all subcontracts.

## **10. Termination and Re-procurement**

- 10.1 IOM may terminate this Contract, in whole or in part, at any time with written notice to the Supplier. Any monies paid in advance by IOM shall be refunded on or before the date of termination.
- 10.2 If IOM terminates this Contract in whole or in part for default on the part of the Supplier, it may acquire elsewhere goods similar to those terminated and the Supplier shall be liable for any excess costs to IOM for the re-procurement of those Goods as well as the removal of any or all of the Supplier's product or equipment from IOM's premise or other places of delivery. The Supplier shall not be liable for any excess costs if the failure to perform under this Contract arises from causes beyond its control and without fault or negligence of the Supplier.
- 10.3 Upon any such termination, the Supplier shall waive any claims for damages including loss of anticipated profits on account thereof.

## **11. Force Majeure**

Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Contract if such delay or failure is caused by force majeure, such as civil disorder, military action, natural disaster and other circumstances which are beyond the control of the Party in question. In such event, the party will give immediate notice in writing to the other Party of the existence of such cause or event and of the likelihood of delay.

## **12. Indemnification and Insurance**

- 12.1 The Supplier shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Supplier or its employees, officers, agents or subcontractors, in the performance of this Contract. IOM shall promptly notify the Supplier of any written claim, loss, or demand for which the Supplier is responsible under this clause.

- 12.2 This indemnity shall survive the expiration or termination of this Contract.
- 12.3 The Goods supplied under this Contract shall be fully insured in a freely convertible currency against loss or damage resulting from or related to manufacture or acquisition, transportation, storage, and delivery. Further insurance requirements may be specified in the Technical Specifications.

**13. Independent Contractor**

The Supplier shall provide the Goods under this Contract as an independent contractor and not as an employee, partner, or agent of IOM.

**14. Audit**

The Supplier agrees to maintain financial records, supporting documents, statistical records and all other records in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the supply and delivery of Goods and incidental services under this Contract. The Supplier shall make all such records available to IOM or its designated representative at all reasonable times until the expiration of seven (7) years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Supplier shall be available for interview.

**15. Dispute Resolution**

Any dispute, controversy or claim arising out of or in relation to this Contract, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to arbitration. The arbitration will be carried out in accordance with the UNCITRAL arbitration rules. The arbitral award will be final and binding.

**16. Confidentiality**

All information which comes into the Supplier's possession or knowledge in connection with this Contract is to be treated as strictly confidential. The Supplier should not communicate such information to any third party without the prior written approval of IOM. The Supplier shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Contract. These obligations shall survive the expiration or termination of this Contract.

**17. Notices**

Any notice given pursuant to this Contract will be sufficiently given if it is in writing and delivered, or sent by prepaid post or facsimile to the other Party at the following address:

*[Insert IOM address]*

*[Insert Supplier's address]*

**18. Use of IOM's Name**

The official logo and name of IOM may only be used by the Supplier in connection with this Contract and with the prior written approval of IOM.

## **19. Status of IOM**

Nothing in this Contract affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

## **20. Assignment and Subcontracting**

- 20.1 The Supplier shall not assign or subcontract the Contract or any work under this Contract in part or all, unless agreed upon in writing in advance by IOM. Any subcontract entered into by the Supplier without approval in writing by IOM may be cause for termination of the Contract.
- 20.2 In certain exceptional circumstances by prior written approval of IOM, specific jobs and portions of the Contract may be assigned to a subcontractor. Notwithstanding the said written approval, the Supplier shall not be relieved of any liability or obligation under this Contract nor shall it create any contractual relation between the subcontractor and IOM. The Supplier remains bound and liable there under and it shall be directly responsible to IOM for any faulty performance under the subcontract. The subcontractor shall have no cause of action against IOM for any breach of the subcontract.

## **21. Waiver**

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this Contract shall not constitute a waiver or relinquishment of the right to enforce the provisions of this Contract in future instances, but this right shall continue and remain in full force and effect.

## **22. Severability**

If any part of this Contract is found to be invalid or unenforceable, that part will be severed from this Contract and the remainder of the Contract shall remain in full force.

## **23. Entirety**

This Contract and any Annexes embody the entire agreement between the Parties and supersede all prior agreements and understandings, if any, relating to the subject matter of this Contract.

## **24. Final Clauses**

- 24.1 This Contract will enter into force upon signature by both Parties and shall remain in force until completion of all obligations of the Parties under this Contract.
- 24.2 Amendments to this Contract may be made by mutual agreement in writing between the Parties.

Signed in two copies in English , on *(date)* at *(place)*.

For: The International Organization  
for Migration

\_\_\_\_\_ *(name)*  
\_\_\_\_\_ *(title)*

For: *(Name of Supplier)*

\_\_\_\_\_ *(name)*  
\_\_\_\_\_ *(title)*

## Section V. Sample Forms

### Table of Forms

1. Suppliers Bid Form .....	33
2. Price Schedule Form .....	34
3. Scope of Services Form.....	37
4. Manufacturers Authorization Form .....	38
5. Bid Security Form (Bank Guarantee).....	39
6. Bid Securing Declaration .....	40
7. Performance Security Form (Bank Guarantee ).....	41
8. Advance Payment Security Form (Bank Guarantee) .....	42

**BID FORM**

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

To: **The Chairperson**  
Bids Evaluation and Award Committee (BEAC)  
International Organization for Migration  
[\[insert Mission address\]](#)

We, the undersigned, declare that;

Having examined the Bidding Document for the [\[insert project name and IFB No.\]](#), issued on [\[insert date\]](#), the receipt of which is hereby duly acknowledge, I, representing [\[insert name of company\]](#) offer to complete the Supply and Deliver the GOODS in conformity with the Bidding Document for the total fixed lump sum price of [\[insert total bid amount in words and figures and currency\]](#).

I undertake, if my Bid is accepted, to deliver and supply the Goods in accordance with the Price Schedule and Goods specifications set out in the Bidding Document.

If my Bid is accepted, I will obtain the guarantee of a bank in a sum equivalent to 10% of the total amount of the Contract Price for the due performance of the Contract, in the form prescribed by IOM .

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

Until a formal contract is prepared and executed, the Bid, together with your written acceptance thereof and the Notice of Award, shall constitute a binding agreement between us.

I hereby certify that the Bid complies with the requirements stipulated in the Bidding Document.

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

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

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

Duly authorized to sign Bid for and on behalf of *[name of company]*

**PRICE SCHEDULE**

Item No.	Description of Goods	Country of Origin	Qty/Unit	Unit Price (EXW/CIF/DDU) Please specify	Transportation/ Handling Cost	Taxes if Applicable	Total Price per Item
1	Aqua gallon		1 gallon (19 liter)				

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

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



**SCOPE OF SERVICES FORM**

(For Services other than Consultancy)

Scope of Service (s) Required	Manpower Requirement (s)	Equipment Requirement	Facilities Requirement	Schedule of Services	Delivery Place	BIDDER'S REMARKS

**MANUFACTURER'S AUTHORIZATION FORM**

To:

WHEREAS [name of the Manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory]

do hereby authorize [name and address of Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. [reference of the Invitation to Bid] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 16 of the Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

---

[signature for and on behalf of Manufacturer]

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

**BID SECURITY (Bank Guarantee)**

WHEREAS, *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Bid dated *[date]* for the construction of *[name of Contract]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We *[name of Bank]* of *[name of country]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound unto name of IOM] (hereinafter called “the Employer”) in the sum of *[amount]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this *[day]* day of *[month], [year]*.

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
  - (c) does not accept the correction of the Bid Price pursuant to ITB Clause 25,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 28 days after the date of the expiration of the Bid Validity, as stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

*[signature, name, and address]*

BID-SECURING DECLARATION

Invitation to Bid/Request No. [Insert reference number]

To: IOM International Organization For Migration

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I accept that: (a) My company will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Letter; if I have committed any of the following actions:
  - (i) Withdrawn my Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right;
  - (c) I am declared as the bidder with the Lowest Evaluated and Responsive Bid/Highest Rated and Responsive Bid, and I have furnished the performance security and signed the Contract.

\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]

**PERFORMANCE SECURITY (Bank Guarantee)**

To: *[name and address of Employer]*

WHEREAS *[name and address of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Goods]* (hereinafter called “the Contract”);

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods to be performed thereunder or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor \_\_\_\_\_

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

Address \_\_\_\_\_

Date \_\_\_\_\_

**ADVANCE PAYMENT SECURITY (Bank Guarantee)**

To: [name and address of IOM Mission]

Contract : [name of Contract]

**Gentlemen:**

We have been informed that [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [reference number of the contract] dated [insert date] with you, for the supply of [brief description of goods & related services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in figures & in words] is to be made against an advance payment guarantee

At the request of the Supplier, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures and in words]<sup>1</sup> upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier are in breach of their obligation under the Contract because the Supplier have used the advance payment for purposes other than toward providing the required Goods and Services under the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of Goods to be supplied thereunder or of any of the Contract documents which may be made between [name of IOM Mission] and the Supplier, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until [name of IOM Mission] receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal: \_\_\_\_\_

Name of Bank/Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

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

<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to IOM.



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**VENDOR INFORMATION SHEET**

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

Address  Leased  Owned Area: \_\_\_\_\_ sqm

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

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

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

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_ 0

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

email Address \_\_\_\_\_ Website: \_\_\_\_\_

Business Organization  Corporation  Partnership  Sole Proprietorship

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

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

Additional Services Offered (if any)

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

Terms of Sale: \_\_\_\_\_



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**VENDOR INFORMATION SHEET**

Trade Reference

Company	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Banking Reference

Bank	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Key Personnel & Contacts (*Authorized to accept PO's, 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 services or products to any mission of IOM.?

Yes       No

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

Name of Person	Mission	Items Purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have relatives who worked with us at one time or another, or are presently employed with International Organization for Migration? If yes, kindly state name and relationship.

_____	_____	_____
_____	_____	_____





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**VENDOR INFORMATION SHEET**

**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		
2	Bank Reference/Latest Audited Financial Statements		
3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry		
5	Registered Company By Laws, Incorporation papers and registered Articles of Incorporation		
6	For Construction Contractors: List of machineries & equipment <i>(include brand, capacity and indication if the equipment are owned or leased)</i>		
7	Names & Brief Bio-Data of Officers		
8	Name of principals (Complete Name & Address)		

I hereby certify that the information above are true and correct.

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(company seal/stamp)  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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# Vendor Code of Conduct

Logistics Department  
IOM Indonesia

## TABLE OF CONTENTS

1. Foreword
2. IOM Indonesia policy on corruption and position on conflicts of interest
3. Representations from the vendors
4. Applicability of the procurement ethics
5. Requirements for vendors
6. Monitoring compliance to the procurement ethics
7. Secure communication channels
8. Disciplinary actions

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### 1. Foreword

The following guidelines aim to provide clear summary of IOM's expectation from the vendors in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Moreover, with IOM's strict policy on transparency and accountability in all procurement transactions, this document aims to and urges all vendors to adhere to the highest ethical procurement standards.

IOM procurement ethics focuses on **zero tolerance on corruption, avoiding any form conflict of interest and honest representation of vendor's capabilities.**

Vendors are strongly urged to familiarize themselves with this Code of Conduct which will ensure successful working relations with IOM.

### 2. IOM Indonesia Policy on Corruption and Position on Conflict of Interest

IOM expects all contracted vendors and those companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Vendors or potential vendors must strictly comply with all laws and regulations on bribery, corruption and prohibited business practices.

IOM requires that vendors maintain and observe the highest ethical standards. Vendors or potential vendors:

- Shall not, directly or indirectly, offer to any IOM officer or employee money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favoritism which qualifies as corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff member any gratuity for the benefit of/or at the direction or request of any officer or employee of IOM;
- To immediately inform the IOM Head of Office (or any other member of IOM Indonesia's senior management) in the event that any employee or manager of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of their staff and/or officers had or have any relative employed with IOM in Indonesia. Failure to make such declaration shall be construed as conflict of interest and might result in the exclusion of the vendor from present and future procurement processes and other legal action as deemed fit by the Organization.



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## Vendor Code of Conduct

Logistics Department  
IOM Indonesia

### 3. Representation from Vendors

IOM expects all its vendors to honestly declare and warrant that:

- it will comply with all legislation, regulations and statutory requirements relating to the provision of the products/ services to IOM;
- it will not act in concert with other vendors or agents when participating in a bid;
- it is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- it will only supply products that are certified to be of merchantable and satisfactory quality;
- the vendor possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- the vendor utilizes its capabilities, equipment and suitable place of business to perform its obligations;
- it shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- it shall maintain the highest standards of integrity and quality of work at all times.

### 4. Applicability of the Code of Conduct

It is IOM's expectation that all vendors, their employees, sub-contractor or any other entity acting on behalf of them when dealing with IOM, comprehensively understand and adhere to the Code of Conduct at all times.

### 5. Requirements for Vendors

All vendors are expected to adhere to the principles and policies prescribed in this Vendor Code of Conduct. In fulfilling these responsibilities, all vendors, their employees dealing with IOM, their sub-contractors and any other representatives dealing on their behalf with IOM must:

- Read and understand the Vendor Code of Conduct;
- Report possible violations of the Vendor Code of Conduct by informing the Head of the Procurement Unit or IOM's Head of Office of any situation causing the vendor to operate in violation of the Code of Conduct; and
- Cooperate fully in any investigation.

IOM will do its utmost to deal only with vendors who themselves adopt and adhere to the Vendor Code of Conduct and/or any other policy or code of conduct that aims to promote similar principles as described in the Vendor Code of Conduct. In this respect, IOM will closely monitor the performance of its vendors and will take necessary action in cases where is in breach or is believed to be in breach with this Code of Conduct or any other contractual obligation.

### 6. Monitoring compliance to the Code of Conduct

To facilitate the monitoring of vendors' compliance with this Code of Conduct, IOM expects vendors to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the vendor's employees and with management separately;



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## Vendor Code of Conduct

Logistics Department

IOM Indonesia

- Allow IOM's representatives to conduct announced and unannounced site visits of vendor locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

### 7. Secure Communication Channels

To encourage self-policing of the Code of Conduct, IOM has established a secure communication channel to enable the vendors to raise their concerns confidentially and responsibly.

If the vendor has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Concerned Individual ("Vendor") is encouraged and should contact IOM by sending an e-mail to [IndonesiaTenderAwards@iom.int](mailto:IndonesiaTenderAwards@iom.int)

IOM will not tolerate any retribution or retaliation by anyone against a concerned individual who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated STRICTLY CONFIDENTIAL AND SECURE.

### 8. DISCIPLINARY ACTIONS

Breaches of the Code of Conduct may result in actions being invoked against that vendor, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the vendor in breach to its obligations under the Code of Conduct. The range of action available to be imposed on vendor include but are not restricted to:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Penalties;
- Disclosure of nature of breach to all IOM subsidiaries and associate companies;
- Immediate termination of contract, without recourse; and/or
- Preclusion from tendering or any other form of contracting for any work in the supply chain, for a specified period. These preclusion actions may be restricted to tender opportunities associated with IOM for lesser breaches, or in more severe cases, may be applied for IOM and all its subsidiaries and associate companies.



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## Vendor Code of Conduct

Logistics Department

IOM Indonesia

Issued by

IOM Procurement Staff: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Acknowledgment and Acceptance:

This is to certify that I have fully read the Vendor Code of Conduct attached. Having fully read and understood the completed requirement of this Vendor Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Vendor: \_\_\_\_\_ Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

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