# **REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| RFQ Reference: GE10-4200567612 | Date: 15 November 2023 |
| Subject of RFQ: Production and Delivery of Photo and Video Material for Promotion, Information Provision and Awareness Raising of IOM’s Activities under the EU-funded SAFE Project | |

International Organization for Migration kindly requests your quotation for the provision of the services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

## **RFQ INFORMATION**

|  |  |
| --- | --- |
| **Deadline for the submission of quotation** | 29 November 2023, 16:00, GMT +4  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of submission** | Quotation must be submitted as follows:  Email |
| **Cost of preparation of quotation** | IOM shall not be responsible for any costs associated with a vendor’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Contractual Terms** | Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at <https://www.iom.int/do-business-us-procurement> or IOM standard contract templates. |
| **Documents to be submitted** | Bidders shall submit and sign the-bid submission form below. |
| **Quotation validity period** | The quotation shall remain valid for 14 days from the deadline for the submission. |
| **Price** | Quotations shall be for the goods stated in the Specification |
| **Partial quotations** | Not allowed |
| **Clarifications** | Contact person for correspondence, notifications and clarifications  Contact person: Yulia Bajelidze, E-mail address: ybajelidze@iom.int |
| **Evaluation method** | Other: IOM will evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance with the requirements and by using the following criteria and sub-criteria:   |  |  |  | | --- | --- | --- | | № | Criteria | Max. score | | 1. | Overall response |  | | 1.1 | Completeness of response | 15 | | 1.2 | Overall concord between requirements and proposal | 15 | | 2. | Quality of the Proposal |  | | 2.1 | Correspondence of the methodology to ToR | 30 | | 2.2 | Work plan / time schedule | 20 | | 3. | Qualification, experience and correspondence of professional staff for the assignment |  | | 3.1 | Experience of technical personnel (description of previously implemented projects) | 20 | |  | Total: | 100 |   The minimum technical score St required to pass is: 80 Points.  The Financial evaluation of Service Providers who passed the qualifying score, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:  Sf = 100 x Fl / F  Where:  Sf - is the financial score of the Financial Proposal under consideration,  Fl - is the price of the lowest Financial Proposal, and  F - is the price of the Financial Proposal under consideration.  The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)  Sc = St x T% + Sf x F%  The firm achieving the highest combined technical and financial score will be invited for negotiations. |
| **Right not to accept any quotation** | IOM is not bound to accept any quotations, nor award a contract or purchase order |
| **Expected date for contract/PO award.** | 05 December 2023 |

Thank you and we look forward to receiving your quotation.

Issued by:

Procurement Unit of IOM Georgia

Date: 15 November 2023

## **QUOTATION SUBMISSION FORM**

|  |  |
| --- | --- |
| RFQ Reference: GE10- 4200567612 | Date: Click or tap to enter a date. |
| RFQ ref no: GE10 - 4200567612 | |

## **TERMS OF REFERENCE**

**Production and Delivery of Photo and Video Material for Promotion, Information Provision and Awareness Raising of IOM’s Activities under the EU-funded SAFE Project**

The service provider will produce a 1 video and a teaser to promote the activities implemented by IOM for the benefit of the Government of Georgia under the EU-funded SAFE project. All EU and IOM visibility guidelines will be taken into account. The developed material will be approved by the EU through Digitool before publication on IOM’s web and social media channels and sharing among the project stakeholders.

**Tangible and measurable outputs**

Video material:

* With support of IOM, compilation of all photo and video material available on the training courses and donation ceremonies conducted by IOM under the EU-funded SAFE project.
* Filming of additional material as needed (throughout Georgia at project sites).
* Filming of interviews with Government of Georgia representatives, EU officials, and IOM staff.
* Production of high quality final 5-minute video and maximum 1 minute teaser with Geo/Eng subtitles (as needed), in line with EU and IOM visibility requirements, reflecting the joint border management efforts of EU, IOM and Government under the EU-funded SAFE project.

Photo material

* Production of quality photo material during the below listed training courses and donation ceremonies to take place from November 2023 until the end of the project (5 March 2024)

Training Courses/Meetings:

* Document Verification and Profiling training (date: December/January 2023/2024; Location: Probably in Kakheti)
* Risk Analysis cascade trainings (date: TBD; Location: Tbilisi)
* IBM Donor Coordination Meeting (date: TBD; Location: Tbilisi)
* SAFE Steering Committee Meeting (date: TBD; Location: Tbilisi)

Donation:

X-Rays (date: TBD; Probably Sadakhlo or Red Bridge BCP)

Metal Analysers (date: TBD; the same as above))

Field activity:

* Border Crossing Satisfaction Survey (date: period of November 2023 – January 2024; Location: Sadakhlo Border Crossing Point

As a result, the service provider will produce:

* One video with subtitles; duration: no more than 5 minutes
* One teaser with subtitles; duration: no longer than 1 minute
* Photo and video material of training courses and meetings

**Realistic delivery dates and details as to how the work must be delivered**

* Filming dates: TBD
* Final product submission deadline: 10 February 2024

**Performance indicators for the evaluation of results**

* The final product will have been delivered on time and endorsed by EU and IOM.

## **Delivery Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: GEL**  **INCOTERMS:** Click or tap here to enter text. | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1 | Click or tap here to enter text. |  |  |  |  |
| 2 | Click or tap here to enter text. |  |  |  |  |
| 3 | Click or tap here to enter text. |  |  |  |  |
| 4 | Click or tap here to enter text. |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

**The quotation should be accompanied with the following documents:**

1. Description of the implementation, including methodology and work plan / time schedule.
2. The list and description of the of previously implemented projects for assesment of the qualification, experience and correspondence of professional staff for the assignment.

**COMPANY PROFILE (Vendor Information Form)[[1]](#footnote-2)**

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

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

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

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

1. If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)