**REQUEST FOR PROPOSAL (RFP)**

# Develop Information Education Communications (IEC) Materials to counter Trafficking in Person (TIP) and Smuggling of Migrants (SOM) in Pakistan

RFP Reference No: **RFQ/PAK/December/2022/77**

Country: Pakistan

Issued on: 20-Dec-22

# SECTION 1: LETTER OF INVITATION

International Organisation for Migration (IOM), hereinafter referred to as IOM hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Proposal Forms

* Form A: Proposal Confirmation
* Form B: Checklist
* Form C: Technical Proposal Submission
* Form D: Proposer Information
* Form E: Joint Venture/Consortium/Association Information
* Form F: Eligibility and Qualification
* Form G: Format for Technical Proposal
* Form H: Format for CV of proposed key personnel
* Form I: Statement of Exclusivity and Availability
* Form J: Financial Proposal Submission
* Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Please acknowledge receipt of this RFP completing and returning the attached Form A: Proposal Confirmation by email to **pakbids@iom.int** no later than **26/12/2022**, indicating whether you intend to submit a proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this RFP.

We look forward to receiving your proposal.

Approved by:

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| Name: Abeer Alami  Title: Procurement & Logistics Officer  Date: 20-Dec-22 |  |

# SECTION 2: INSTRUCTIONS TO PROPOSERS

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| GENERAL | |
| Scope | Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.  Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by IOM. This RFP is conducted in accordance with Policies and Procedures of IOM. |
| Interpretation of the RFP | Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by IOM. IOM is under no obligation to award a contract to any proposer as a result of this RFP. |
| Service Provider Code of Conduct | All proposers must read the United Nations Service Provider Code of Conduct and acknowledge that it provides the minimum standards expected of Service Providers to the IOM. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.ungm.org/Public/CodeOfConduct>. |
| Eligible proposers | Proposers shall have the legal capacity to enter into a binding contract with IOM.  A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.  All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IOM to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process.  Proposers shall not be eligible to submit a proposal if at the time of proposal submission:   * is included in the Ineligibility List, hosted by [UNGM](https://www.ungm.org/), that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list), including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list) * is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals](http://web.worldbank.org/external/default/main?theSitePK=84266&contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984). * Other sanctions lists, if applicable, as per the discretion of the IOM. |
| Proprietary information | The RFP documents and any Terms of Reference or information issued or furnished by IOM are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of IOM. All documents which may form part of the proposal will become the property of IOM, who will not be required to return them to your firm. |
| Publicity | During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP. |
| SOLICITATION DOCUMENTS | |
| Clarification of solicitation documents | Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.  IOM will provide the responses to clarifications through the method specified in Section 3: Data Sheet.  IOM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IOM. to extend the submission date of the proposals, unless IOM deems that such an extension is justified and necessary. |
| Amendment of solicitation documents | At any time prior to the deadline for proposal submission, IOM may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.  If the amendment is substantial, IOM may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal. |
| PREPARATION OF PROPOSALS | |
| Cost of preparation of proposal | The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. IOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | The proposal, as well as any and all related correspondence, exchanged by the proposer and IOM, shall be written in the language(s) specified in Section 3: Data Sheet. |
| Documents establishing eligibility and qualifications of the proposer | The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 6 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to IOM’s satisfaction. |
| Technical proposal format and content | The proposer is required to submit a technical proposal using the forms provided in Section 6 and taking into consideration the requirements in the RFP.  The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive. |
| Financial proposal | The financial proposal shall be prepared using the form provided in Section 6 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.  Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.  Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Currencies | All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:   * IOM will convert the currency quoted in the proposal into the IOM preferred currency, in accordance with the IOM Operational Rate of Exchange on the date of the bid closure. * In the event that IOM selects a proposal for an award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, IOM shall reserve the right to award the contract in the currency of IOM’s preference, using the conversion method specified above. |
| Duties and taxes | The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties. All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified in Section 3: Data Sheet |
| Proposal validity period | Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by IOM and rendered non-responsive.  During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.  In exceptional circumstances, prior to the expiration of the proposal validity period, IOM may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.  If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.  The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated. |
| Proposal security | Proposal security, **if required by Section 3**: Data Sheet, shall be provided in the amount and form indicated in Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.  The proposal security shall be included along with the proposal. If proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.  If the proposal security amount, or its validity period, is found to be less than is required by IOM, IOM shall reject the proposal.  In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.  Unsuccessful proposers’ proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by IOM. pursuant to Article 16 (Proposal Validity Period).  The Proposal security may be forfeited by IOM., and the proposal rejected, in the event of any, or combination, of the following conditions:   * If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; * In the event the successful Proposer fails:   + to sign the contract after IOM. has issued an award; or   + to furnish the performance security, insurances, or other documents that IOM. may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer. |
| Joint Venture, Consortium or Association | If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:   * they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and * if they are awarded the contract, the contract shall be entered into by and between IOM. and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.   After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IOM.  If a JV, Consortium or Association’s proposal is the proposal selected for award, IOM. will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.  The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.  The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IOM..  A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:   * Those that were undertaken together by the JV, Consortium or Association; and * Those that were undertaken by the individual entities of the JV, Consortium or Association.   Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.  JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only one proposal | The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.  Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:   * they have at least one controlling partner, director, or shareholder in common; or * any one of them receive or have received any direct or indirect subsidy from the other/s; or * they have the same legal representative for purposes of this RFP; or * they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence the proposal of another proposer regarding this RFP process; * they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer, or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal. |
| Alternative proposals | Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IOM reserves the right to award a contract based on an alternative proposal.  If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”. If no indication is provided as to which proposal is the main proposal and which is/are the alternative proposal(s), then all proposals will be rejected. |
| Pre-proposal conference | A pre-proposal conference will be conducted on **02 January 2023 at 10:00 AM (online**) and according to any instructions specified in Section 3: Data Sheet. Please send your interest to attend the conference to [rnadeem@iom.int](mailto:rnadeem@iom.int) so that IOM can share a meeting invitation to you.  If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.  If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.  IOM will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).  The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by IOM in writing.  Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP. |
| Site inspection | When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.  If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.  If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.  Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.  Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing IOM in respect of any liability that may arise from:   * 1. loss of or damage to any real or personal property;   2. personal injury, disease or illness to, or death of, any person;   3. financial loss or expense, arising out of the carrying out of that site inspection; and   4. transportation by IOM to the site (if provided) as a result of any accidents or malicious acts by third parties.   IOM will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).  A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by IOM in writing. |
| Errors or omissions | Proposers shall immediately notify IOM in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.  Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. |
| Proposers responsibility to inform themselves | Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:   * examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; * review the RFP to ensure that they have a complete copy of all documents; * obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry; * verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site Inspection or any discussion with IOM, its employees or agents; * attend any pre-proposal conference if it is mandatory under this RFP; * fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and * form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.   Proposers acknowledge that IOM, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers. |
| No material change(s) in circumstances | The proposer shall inform IOM of any change(s) of circumstances arising during the RFP process, including but not limited to:   * a change affecting any declaration, accreditation, license or approval; * major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; * a change to any information on which IOM may rely in assessing proposals. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Instruction for proposal submission | The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.  The proposal shall be signed by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.  Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the IOM General Conditions of Contract. |
| Deadline for proposal submission | Complete proposals must be received by IOM in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <http://www.timeanddate.com/worldclock/>. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. IOM shall accept no responsibility for proposals that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the proposal was received by IOM.  IOM may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of IOM and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended. |
| Withdrawal, substitution and modification of proposals | A proposer may withdraw, substitute or modify its proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to IOM, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL”, “SUBSTITUTION” OR “MODIFICATION”.  However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by IOM for the entire proposal validity period, as may be extended.  Proposals requested to be withdrawn prior to the deadline for submission of the proposals shall be made available for collection by the proposer that submitted it within 15 days of its withdrawal. Otherwise, IOM shall have the right to discard such proposal unopened without further notice to the proposer. IOM shall not be responsible to return the proposal to the proposer at IOM’s cost. |
| Storage of proposals | Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the proposal opening date stated in Section 3: Data Sheet. No responsibility shall be attached to IOM for prematurely opening an improperly addressed and/or identified proposal. |
| Proposal opening | Proposals will be opened by an ad-hoc panel consisting of at least two staff members and where at least one individual is not involved in the subsequent stages of the procurement process.  There will be separate proposal openings for technical and financial proposals. Proposers may attend the opening of the proposals if stated in Section 3: Data Sheet.  The proposers’ names and submitted documents shall be announced and recorded on the technical proposal opening report, which will be available for viewing only to proposers who have submitted a proposal for a period of thirty days from the date of opening. Information not included in the proposal opening report will not be provided to proposers.  Once the technical evaluation has been completed, the financial proposals will be opened. During the financial proposal opening, the proposers’ names and the prices stated in the financial proposal shall be announced and recorded on the financial proposal opening report.  No proposal shall be rejected during proposal opening, except for late proposals. |
| Late proposals | Any proposal received by IOM after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.  In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposed closing and the delay could not be reasonably foreseen by the proposer or was due to force majeure. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.  Any effort by a proposer or anyone on behalf of the proposer to influence IOM in the examination, evaluation and comparison of the proposals or contract award decisions may, at IOM’s decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing IOM’s vendor sanctions procedures. |
| Evaluation of proposals | IOM shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.  IOM shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.  Evaluation of proposals shall be undertaken in the following steps:   * 1. Preliminary examination   2. Evaluation of minimum eligibility and qualification (if pre-qualification is not done)   3. Evaluation of technical proposals   4. Evaluation of financial proposals.   5. In person meeting with shortlisted firms |
| Preliminary examination | IOM shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any proposal at this stage. |
| Evaluation of eligibility and qualification | The eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers). |
| Evaluation of technical and financial proposals | The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, IOM may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.  In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.  The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which will be as follows: the combined scoring method which will be based on a combination of the technical and financial score.  When the Data Sheet specifies a **combined scoring method**, the formula for the rating of the proposals will be as follows:  Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Post-qualification | IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:   * 1. Verification of accuracy, correctness and authenticity of information provided by the proposer;   2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;   3. Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;   4. Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;   5. Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer;   6. Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of proposals | IOM may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).  IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.  Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by IOM, shall not be considered during the review and evaluation of the proposals. |
| Responsiveness of proposal | IOM’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:   1. affects in any substantial way the scope, quality, or performance of the services specified in the contract; or 2. limits in any substantial way, inconsistent with the solicitation documents, IOM’s rights or the proposer’s obligations under the contract; or 3. if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.   If a proposal is not substantially responsive, it shall be rejected by IOM. and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission. |
| Nonconformities, reparable errors and omission | Provided that a proposal is substantially responsive, IOM may waive any non-conformities or omissions in the proposal that, in the opinion of IOM., do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.  Provided that a proposal is substantially responsive IOM may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.  For financial proposals that have been opened, IOM shall check and correct arithmetical errors as follows:   1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IOM there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.   If the proposer does not accept the correction of errors, its proposal shall be rejected and its proposal security may be forfeited. |
| Right to accept any proposal and to reject any or all proposals | IOM reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for IOM.’s action. IOM shall not be obliged to award the contract to the lowest-priced offer. |
| AWARD OF CONTRACT | |
| Award criteria | Prior to expiration of the proposal validity, IOM shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet. |
| Right to vary requirement at time of award | At the time the contract is awarded, IOM reserves the right to increase or decrease the quantity of services originally specified in Section 5: Terms of Reference, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document. |
| Notification of award | Prior to the expiration of the period of proposal validity, IOM will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract. |
| Debriefing | In the event that a proposer is unsuccessful, the proposer may request a debriefing from IOM. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer’s submission, in order to assist the proposer in improving its future proposals for IOM procurement opportunities. The content of other proposals and how they compare to the proposer’s submission shall not be discussed. |
| Performance security | The successful Proposer, if so specified in Section 3: Data Sheetshall furnish a Performance Security in the amount and form specified therein, within the specified number of days after receipt of the Contract from IOM. Banks issuing performance securities must be acceptable to the IOM comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. IOM shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).  Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposed security. In that event IOM may award the contract to the next lowest ranked proposer. |
| Bank guarantee for advance payment | Except when the interests of IOM so require, it is IOM’s standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the IOM comptroller, i.e., banks certified by the central bank of the country to operate as a commercial bank. |
| Liquidated Damages | If specified in Section 3: Data Sheet, IOM shall apply Liquidated Damages for the damages and/or risks caused to IOM resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order. |
| Proposal protest | Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to [mscu@iom.int](mailto:mscu@iom.int) |

# SECTION 3: DATA SHEET

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

|  |  |  |
| --- | --- | --- |
| **Ref. Article in Section 2** |  | **Specific Instructions / Requirements** |
| 1. | Scope | The reference number of this Request for Proposal (RFP) is **RFQ/PAK/December/2022/77**  Development of Information Education Communication (IEC) Materials to counter Trafficking in Person (TIP) and Smuggling of Migrants (SOM) in Pakistan as further described in Section 5 of this RFP. |
| 4. | Eligible proposers | Only bidders from the attached list of eligible countries are eligible to participate in this bidding process [attach list]. |
| 7. | Clarification of solicitation documents | Contact details for clarification of solicitation documents:  Focal Person: Abeer Alami  E-mail address: aalalami@iom.int  **ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).** |
| Deadline for submitting requests for clarifications / questions:  **26-Dec-22** |
| Manner of disseminating supplemental information to the RFP and responses / clarifications to queries:  Posting on the website. |
| 10. | Language | All proposals, information, documents and correspondence exchanged between IOM and the proposers in relation to this solicitation process shall be in English. |
|  | Partial proposals | Submitting proposals for parts or sub-parts of the TOR is:  Not allowed |
| 14. | Currencies | PKR |
| 15. | Duties and taxes | All prices shall:  Be inclusive of VAT and other applicable indirect taxes. |
| 16. | Proposal validity period | Choose an item.  120 Days |
| 17. | Proposal security | Not Required |
| 20. | Alternative proposals | Shall not be considered.. |
| 21. | Pre-proposal conference | Will be conducted  **To facilitate the process of applications, an orientation session for interested applicants will be organized on 02 January 2023 at 10:00 AM (online) via MS teams. Please confirm your participation via email to** [**rnadeem@iom.int**](mailto:rnadeem@iom.int) **so that you can be invited to this meeting.** |
| 22. | Site inspection | A site inspection will not be held. |
| 26. | Instructions for proposal submission | Allowable manner of submitting proposals:  ☐ e-tendering  Email  ☐ Courier / hand delivery  **SUBMISSION BY EMAIL:**  The Technical Proposal shall be sent in a separate email with the mandatory subject line: **Technical - RFQ/PAK/December/2022/77** IEC Material to counter TIP and SOM in Pakistan (Company/ Name)  The Financial Proposal shall be sent in a separate email with the mandatory subject line: **Financial - RFQ/PAK/December/2022/77** IEC Material to counter TIP and SOM in Pakistan (Company/ Name)  **Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.**  Proposal submission address: **pakbids@iom.int** **PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).**   * File Format: pdf * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission: 4MB. * Mandatory subject of email: **Mentioned above.** * If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. * It is recommended that the entire Proposal be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging email receipt. |
| 27. | Deadline for proposal submission | Date **10-Jan-2023**  Time: 17:00  Time zone: Pakistan Standard Time |
| 30. | Proposal Opening | Public proposal opening will not be held  ☐ Public opening of technical proposals will be held as per below details.  Date and Time: Click or tap here to enter text.  Venue: Click or tap here to enter text.  ☐ Public opening of financial proposals will be held as per below details.  Date and Time: Click or tap here to enter text.  Venue: Click or tap here to enter text. |
| 36. | Evaluation of technical and financial proposals | Evaluation will be based on:  ☐ Lowest price method (selects the lowest evaluated financial proposal of the technically responsive Proposers)  Combined scoring method using a distribution of 70%-30%. Technical proposal - financial proposal  ☐ Other Click or tap here to enter text.  The maximum number of technical points is detailed in Section 4: Evaluation Criteria  To be substantially compliant, Proposers must obtain a minimum threshold of 70 % of maximum points. |
| 43. | Right to vary requirement at time of award | N/A |
|  | Contract award to one or more proposer | One will award a contract to:  One Bidder Only |
|  | Type of contract to be awarded | Service Contract |
|  | Expected date for commencement of contract | 01-Mar-23 |
|  | Conditions of contract to apply | Will be shared |
| 47. | Performance Security | Not required |
| 48. | Advance payment | Not allowed  If allowed, Bank Guarantee Choose an item. |
| 49. | Liquidated damages | Will be imposed as follows:  Percentage of contract price per week of delay: 2% up to a maximum of 10% of the Contract value, after which IOM may terminate the contract. |
|  | Other information related to the RFP | *[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]* |

# SECTION 4: EVALUATION CRITERIA

**Preliminary Examination Criteria**

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance** |
| Completeness of the Proposal | All documents requested in Section 2: Instruction to Proposers have been provided and are complete. |
| Proposal Validity |  |

**Minimum Eligibility and Qualification Criteria**

The applicant must meet the following minimum criteria:

* Be registered under the relevant laws of Pakistan and be able to provide proof of registration.
* Have minimum of 05 years of experience in conducting similar assignments such as development of IEC materials and 2D/3D video animations. Previous experience on migration related assignments will be favourably considered.
* Individual(s) engaged on the assignment on behalf of the organization must have required technical knowledge, academic background, and relevant experience of working on similar assignments.
* Have strong knowledge and understanding of local culture and context, to be adequately able `to incorporate assignment sensitivities in implementation
* The service provider must provide details of at least three similar projects/ assignments
* Must have experience of working with international organisations, UN agencies and government counterparts in Pakistan for similar assignments.

**Technical Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of technical proposal evaluation sections** | | **Points obtainable** | |
| 1 | Organization’s profile and overall experience, qualification and donor/client history | 10 | |
| 2 | Experience of developing IEC materials and 2D/3D videos | 15 | |
|  |  |  | |
| 3 | Relevant experience of working in the field of migration or with victims of trafficking and smuggling (will be determined through samples of previous work submitted) | 10 | |
| 4 | Experience and qualifications of staff proposed (will be determined through CVs) | 15 | |
| 5 | Proposed methodology, workplan and timelines | 20 | |
| **Total Section 1** | | **70** | |
|  |  |  |  | |

# SECTION 5: TERMS OF REFERENCE

International Organization for Migration (IOM) Pakistan is looking to engage a consulting firm to develop Information, Education and Communication (IEC) materials to counter Trafficking in Person (TIP) and Smuggling of Migrants (SOM) in Pakistan.

1. **Background Information**

The Strengthening Government of Pakistan’s Capacities for Countering Trafficking in Persons (TIP) and Smuggling of Migrants (SOM) is a project, funded by the Government of Denmark, that aims to support efforts of the Government of Pakistan, specifically the Federal Investigation Agency to combat Smuggling of Migrants and Trafficking in Persons, by adopting a rights-based and gender-sensitive approach.

IOM is supporting the Government of Pakistan to address critical gaps with regards to prevention and protection, which are crucial for coordinated responses in order to combat TIP and SOM.  Outcomes relating to prevention emphasize the need to create awareness on migration pathways and risks posed by TIP and SOM, amongst local communities. IOM is devising appropriate measures to educate and enhance awareness in the communities along with tailor-made awareness activities. The proposed project activities are also closely aligned with the priorities of the Federal Investigation Agency (FIA), as highlighted through the strategic objectives of their National Action Plan (NAP) (2021-2025).

As part of Objective 3 of its NAP, FIA has specifically requested IOM to emphasize educating and enhancing awareness in targeted areas where victims of human trafficking and vulnerable smuggled migrants continue to persist. The critical need for awareness-raising measures has also been highlighted by the FIA in the context of COVID-19, which is viewed as another potential enabler of migration.

To achieve the objective, IOM is looking for a service provider firm to use Behavior Change Communications (BCC) tools to sensitize the migrant community and other stakeholders on human trafficking and safe migration to protect the vulnerable migrants from getting trafficked. The service provider firm is expected to develop IEC materials addressing specific vulnerabilities while ensuring gender inclusivity and diversity in messages and scripts. All materials produced will be thoroughly tested to ensure that content is well understood and relevant to its audience and that it will also contribute towards positive behavior change.

1. **Objective**

The objective of the assignment is to develop awareness raising materials including a series of animated videos, brochures, posters, and standees focused on safe migration, risks of TIP and SOM in Pakistan and information available on protection mechanisms for victims. The materials developed will focus on:

* discouraging migration that involves a risk of TIP and SOM
* promoting safe migration alternatives
* promoting reporting of trafficking cases to through available reporting channels such as hotline, digital platforms or at the designated centres/offices
* highlighting the harmful traditional practices in society and other human rights/ gender issues that increase vulnerability to TIP and SOM

1. **Key Deliverables**

Develop and produce the IEC materials with appropriate messages on safe migration, prevention of TIP and SOM and protection of victims in Pakistan. The service provider will work closely with IOM to brainstorm, develop and finalize the key messages to be printed on IEC material. The four key messages to be developed will be different from each other, however for each type of IEC material, there will be consistency. Key messages will be developed initially in English and these messages will be translated into Urdu language for wider understanding among communities and stakeholders. Details of the products are;

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Type of Materials** | **Content and Specification** | **Duration/Unit** |
| 1 | Short Animated Video Series (2D/3D) | Safe migration, risks of TIP and SOM in Pakistan and protection mechanisms available for victims | 5 videos (90 seconds each) |
| 2 | Key messages to be used across the materials | Text and visual of 4 different key messages in English and translation of these messages to Urdu language | 4 key messages |
| 3 | Posters | Design of posters with 4 different key messages | 500 posters for each key message, 2,000 in total |
| 4 | Standees | Design of standees with 4 different key messages | 50 standees for each key message, 200 in total |
| 5 | Brochures | Design of brochures with 4 different key messages | 1,000 brochures for each key message, 4,000 in total |

1. **Target Audience**

* Community members including the vulnerable migrants and victims of trafficking and smuggling, aspirant migrants, returned migrants
* Female members of migrants’ families/communities and potential female migrants
* National and local-level stakeholders including FIA officials, TIP committees, Child protection committees, National and provincial commissions on status of women, Ministry of Interior
* Deportees and returning migrants at Pakistan’s international airports
* Students at the high school/college levels (including girls’ school and madrasas at remote places of the migrant communities)

**V. Duration of the Assignment**

The total duration for this assignment is **182 calendar days**. The assignment will tentatively begin **on 01 March 2023** and should be completed before **30 August 2023**. In case of a change in the assignment’s start date, the firm will be expected to complete all the deliverables within 182 calendar days from start date.

**VI. Way of Work/Methodology**

In all their work, the service provider will consult with IOM in all stages of development and modification; incorporate feedback from IOM and ensure adherence to IOM and guidelines; coordinate with IOM throughout the development and finalization of contents. They will be responsible for all aspects of editing, including design and development, copyright, and submission of the final version of all deliverables, ensuring they meet IOM’s and donor’s communication, visibility and branding criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ANIMATED VIDEO SERIES** | | | | |
| **Sr. No** | **Methodology** | | **Delivery Date** | |
| **1** | Develop script for five animated videos | | 1 month after signing the contract | |
| **2** | Create the storyboard, record voice over and Illustrate characters, animation, and other elements | | 2 months after signing the contract | |
| **3** | Post-production (editing, music, sound effects and subtitles) | | 3 months after signing the contract | |
| **4** | English version ready for dissemination | | 4 months after signing the contract | |
| **5** | Finalized script and animation translated into Urdu and Pashto | | 5 months after signing the contract | |
| **IEC MATERIAL** | | | |
| **Sr. No** | **Methodology** | **Delivery Date** | |
| **1** | Develop key messages and design for IEC materials listed above | 1 month after signing the contract | |
| **2** | Submission of draft IEC materials | 2 months after signing the contract | |
| **3** | Submission of final drafts, ready for printing | 3 months after signing the contract | |
| **4** | Printing and delivery of materials | 4 months after signing the contract | |

**VII. Remuneration and Terms of Payment**

Payment will be made to the consultant firm in three instalments, based on the deliverables, as below:

|  |  |
| --- | --- |
| **Instalments** | **Percentage Amount** |
| 1st Instalment | 30% (thirty percent) of the agreed amount will be paid to the service provider after the submission and approval of scripts for animated videos and design of the IEC material. |
| 2nd Instalment | 50% (fifty percent) of the agreed amount will be paid upon submission of final English version of the videos and final draft of IEC materials (both approved from IOM) |
| 3rd and Final Instalment | 20% (twenty percent) of the agreed amount will be paid after translation of all videos and completed printing of IEC material approved from IOM. |

**VIII. Qualifications of the Successful Service Provider**

* Clear understanding of Information Education & Communication (IEC), Social and Behaviour Change Communication (SBCC) and Communication for Development (C4D).
* At least 5 years of demonstrated experience in developing IEC and BCC materials development and dissemination, particularly in the development context.
* At least 5 years of demonstrated experience in producing documentaries and animated video series on social issues, for international organizations with the aim of reaching both local and international audiences.
* Sound knowledge on safe migration, human trafficking, and migrant smuggling.
* In house capacity to develop the materials with designer, video editor, visual artists etc.
* Excellent communication skills, including ability to draft/edit texts and to articulate ideas in a clear, concise style to a variety of audiences, as well as excellent written and verbal communication skills in English/Urdu and Pashto
* Capacity to arrange all logistical and security arrangements independently for fieldwork (if required) Excellent in knowledge of the relevant design and desktop publishing skills and software such as Corel Draw, Illustrator, In Design, Photoshop etc.

**IX. Important Considerations**

* The process will require significant initial joint planning with IOM staff and regular updates should be shared through email.
* The assignment requires professional expertise and ability to address IOM’s feedback in a professional manner.
* The details regarding content of IEC materials will be decided after consultation with IOM.

**X. Performance Indicators**

* Developing quality IEC materials.
* The effectiveness of engagement, communication, and coordination with all relevant project-affiliated staff.
* Satisfactory completion of tasks indicated as mentioned in the TORs.
* Timely delivery of deliverables.
* Compliance with IOM House style Guidelines.

**XI. IOM’s Roles and Responsibilities**

To facilitate the process, IOM will be responsible for the following:

* Manage the process and its progress on a regular basis, in accordance with the signed agreement.
* Ensure quality assurance of the services delivered by the consultancy firm by providing timely feedback on deliverables.

**XII. Application Process**

All applicants are required to submit a proposal containing:

* Cover Letter (1-2 page) with Introduction and overview of the service provider firm as part of the Technical Narrative Proposal.
* Technical Narrative proposal focused on the understanding of the assignment and deliverables, proposed methodology, concepts with proposed work plan and timelines.
* Samples of relevant work experience (at least 3 for each item) produced as part of similar assignments to highlight experience in developing IEC material and 2D animations.
* CVs of person(s) who will be actively engaged in this assignment.
* Financial proposal clearly outlining consultancy fee/staff costs, travel, and logistics, detailed activity breakdown and taxes.
* Any other relevant information the applicant/firm may wish to share.

To facilitate the process of applications, an orientation session for interested applicants will be organized on **02 January 2023**. Please confirm your participation via email to **rnadeem@iom.int** with **pakbids@iom.int** in copy.

**XIII. Selection Process**

After the initial review and scoring of technical evaluation, IOM team will meet the shortlisted service provider firms for a brief presentation and evaluation of their capacity to undertake the assignment. This meeting will be scheduled before selection of the final service provider firm.

# SECTION 6: PROPOSAL FORMS

**Form A: Proposal Confirmation**

**Form B: Checklist**

**Form C: Technical Proposal Submission**

**Form D: Proposer Information**

**Form G: Format for Technical Proposal**

**Form H: Format for CV of proposed key personnel**

**Form I: Statement of Exclusivity and Availability**

**Form J: Financial Proposal Submission**

**Form K: Format for Financial Proposal**

## FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

|  |  |  |
| --- | --- | --- |
| To: | Insert name of contact person | Email: Insert contact person’s email - do not enter secure proposal email address |
| From: | Insert name of proposer |  |
| Subject | RFP reference **RFQ/PAK/December/2022/77** | |

|  |  |
| --- | --- |
| **Check the appropriate box** | **Description** |
| **☐** | **YES**, we intend to submit a proposal. |
| **☐** | **NO**. We are unable to submit a competitive proposal for the requested services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
| **☐** | The requested services are not within our range of supply |
| **☐** | We are unable to submit a competitive proposal for the requested services at the moment |
| **☐** | The requested services are not available at the moment |
| **☐** | We cannot meet the requested terms of reference |
| **☐** | The information provided for proposal purposes is insufficient |
| **☐** | Your RFP is too complicated |
| **☐** | Insufficient time is allowed to prepare a proposal |
| **☐** | We cannot meet the delivery requirements |
| **☐** | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below. |
| **☐** | Sustainability criteria/requirements are too stringent (if applicable) |
| **☐** | We do not export |
| **☐** | We do not sell to the UN |
| **☐** | Your requirement is too small |
| **☐** | Our capacity is currently full |
| **☐** | We are closed during the holiday season |
| **☐** | We had to give priority to other clients’ requests |
| **☐** | The person handling proposals is away from the office |
| **☐** | Other (please provide reasons below): |
| Further information: Click or tap here to enter text. | |
| **☐** | We would like to receive future RFPs for this type of services |
| **☐** | We don’t want to receive RFPs for this type of services |

Questions to the Service Provider concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

## FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

**Technical Proposal:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Proposal Forms?** |  |
| * Form C: Technical Proposal Submission | ☐ |
| * Form D: Proposer information/Vendor Information Sheet | ☐ |
| * Form E: Joint Venture/Consortium/Association Information | ☐Attached ☐ N/A |
| * Form F: Eligibility and Qualification | ☐ |
| * Form G: Technical Proposal | ☐ |
| * Form H: CVs of proposed key personnel | ☐ |
| * Form I: Statements of exclusivity and availability for key personnel | ☐ |
|  |  |
|  |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** | ☐ |
| **Have you provided the required documents in support of Form D: Proposer Information?** | ☐ |

**Financial Proposal:**

|  |  |
| --- | --- |
| * Form J: Financial Proposal Submission | ☐ |
| * Form K: Financial Proposal | ☐ |

## FORM C: TECHNICAL PROPOSAL SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RFQ/PAK/December/2022/77** | | |

We, the undersigned, offer to supply the services required for Click or tap here to enter text. in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

**BIDDER’S DECLARATION OF CONFORMITY[[1]](#footnote-2)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Service Provider, I hereby represent and warrant that neither the Service Provider, 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 Service Provider, I further represent and warrant that the Service Provider is financially sound and duly licensed. |
|  |  | On behalf of the Service Provider, I further represent and warrant that the Service Provider 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 Service Provider, I further represent and warrant that the Service Provider complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Service Provider, I further represent and warrant that the Service Provider will in all circumstances act in the best interests of IOM. |
|  |  | On behalf of the Service Provider, 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 Service Provider any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Service Provider, I further represent and warrant that the Service Provider has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Service Provider, I further represent and warrant that the Service Provider will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|  |  | On behalf of the Service Provider, I further represent and warrant that neither the Service Provider nor any persons having powers of representation, decision-making or control over the Service Provider 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 Service Provider will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Service Provider, I further represent and warrant that the Service Provider 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 Service Provider, I further represent and warrant that, the Service Provider 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 Service Provider, I further represent and warrant that the Service Provider undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Service Provider to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Service Provider, I certify that I am duly authorized to sign this Declaration and on behalf of the Service Provider I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Service Provider and IOM. |
|  |  | IOM reserves the right to terminate any contract between IOM and the Service Provider, with immediate effect and without liability, in the event of any misrepresentation made by the Service Provider 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.

## FORM D: PROPOSER INFORMATION (Vendor Information Sheet) [Attached separately]

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RFQ/PAK/December/2022/77** | | |

The proposer’s proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**Section 1: Proposer’s qualification, capacity, and expertise**

1.1 Brief description of the organisation, management structure, including the year and country of incorporation, and types of activities undertaken.

1.2 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.3 Quality assurance procedures and risk mitigation measures.

**Section 2: Proposed Methodology, Approach, and Implementation Plan**

This section should demonstrate the proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A brief description of the approach and methodology for how the Proposer will carry out the assignment as per the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Briefly detail how the different elements of the assignment shall be organised, controlled, and delivered.

2.2 Clearly demonstrate your plan and approach to develop data collection tools, training on data collection, data management, and engage with stakeholders in performing this assignment to the extent possible at this stage.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used in implementation of this assignment.

2.5 Activity workplan indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**Section 3: Management Structure and Key Personnel**

3.1 Describe the overall management approach toward planning and implementing the assignment. Include details of key personnel including their name and nationality, and their role in delivering this assignment.

3.2 Build a team of experts with a team leader and indicate the required number of team members in the technical proposal along with their technical skills and qualifications.

3.3 For each of the key personnel provide their CV. A sample format is available (Form H) but the CV(s) may be submitted in any format not exceeding 2 pages, and the statement of availability using the format in Form I.

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RFQ/PAK/December/2022/77** | | |

|  |  |  |
| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
|  | Nationality: | Date of birth: |
|  | Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
|  | Address of employer: | |
|  | Telephone: | Email: |
|  | Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

## FORM J: FINANCIAL PROPOSAL SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RFQ/PAK/December/2022/77** | | |

We, the undersigned, offer to provide the services for Click or tap here to enter text. in accordance with your Request for Proposal No. Click or tap here to enter text. and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and this Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of Click or tap here to enter text..

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*[Stamp with official stamp of the Proposer]*

## FORM K: FORMAT FOR FINANCIAL PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RFQ/PAK/December/2022/77** | | |

The proposer is required to prepare the Financial Proposal following the below format and submit it in an email separate from the Technical Proposal as indicated in the Instruction to Proposers. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

**Currency of the proposal: PKR**

**Financial Proposal Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit** | **# of Units**  **(A)** | **Per Unit Cost in USD (B)** | **Total in USD (A X B)** |
| **Staff Costs**  This is an inclusive cost catering to engagement of staff/individuals in the assignment. Please provide a breakdown of costs. |  |  |  |  |
| **Office Costs**  This shall cover building rent, materials, stationary etc. |  |  |  |  |
| **Operational Costs** This section shall include detailed breakdown of all costs incurred for conducting any field visits/meetings etc including all travel, food and accommodation. |  |  |  |  |
|  |  |  |  |  |
| **Total Costs** |  |  |  | **-** |

1. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-2)