

## Request For Quotation

**RFQ Reference :** 30000004718

**Issuing/Publishing Date:** 03/04/2025 3:10 PM

**Subject of RFQ:** Mini RFQ Provision of laptops for IOM Italy

**Open for Response Date =**

**Open Date value :** 03/04/2025 3:10 PM

**Description:**

**Close Date:** 11/04/2025 3:00 PM

**Contact Name:** IOM Italy Procurement Unit

**Contact Email:** aciuro@iom.int

**Expected date for contract/PO award:**

**Timezone:** Coordinated Universal Time

If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>

International Organization for Migration kindly requests your quotation for the provision of laptops as 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.

**Deadline for the Submission of Quotation: 11 April 2025 3:00 PM CET**

Quotations must be submitted as follows: E-tendering or Email at the following address: [iomromeprourement@iom.int](mailto:iomromeprourement@iom.int)

- 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: 30 MB
- Mandatory subject of email: Mini Request for Quotation 30000004718

- 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 Quotation be consolidated into as few attachments as possible.

**Documents to be submitted:**

- Responses to Requirements listed in the RFQ (to be duly filled from page 5). Signature is required if the offer is submitted by e-mail.
- Provide Copy of Valid Government Permit/License/Certificate applicable for the line of business in which the vendor operates.

**RFQ INFORMATION**

<b>Method of submission</b>	<p>Quotation must be submitted as follows: E-tendering or email</p> <p><i>Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.</i></p>
<b>Cost of preparation of quotation</b>	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.
<b>Contractual Terms</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> or IOM standard contract templates.
<b>Documents to be submitted</b>	Bidders shall submit and sign the-bid submission form below.
<b>Quotation validity period (days)</b>	<p>The vendor quotation should remain valid for the following number of days from the deadline for the submission.</p> <p>14</p>
<b>Price</b>	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
<b>Clarifications</b>	<p>Contact details for correspondence, notifications and clarifications</p> <p>Click or tap here to enter text.</p> <p>Contact Name: IOM Italy Procurement Unit</p> <p>E-mail address: <a href="mailto:aciuro@iom.int">aciuro@iom.int</a></p>
<b>Evaluation method</b>	The contract will be awarded to the lowest price substantially compliant offer
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotations, nor award a contract or purchase order

## Response Rules

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line

Thank you and we look forward to receiving your quotation.

Issued by: Route des Morillons, 17 Geneva Switzerland

Name:

Title:

Date: 2025-04-03 15:10:56.0

**Requirements**

*\*Response is required*

**Exact Address(es) of Delivery Location(s): Via Luigi Giuseppe Faravelli snc, 00195 Roma, IT**

**Section 1. Technical evaluation**

\*1. Copy of Valid Government Permit/License/Certificate applicable for the line of business in which the vendor operates.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

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\*2.

Product Description	Equivalent to Dell Latitude 5440 - 14" - Core i7 1135G7 - 16 GB RAM - 256 GB SSD
Type	Notebook
OS	Win 11 Pro 64 bit - Multilingual User Interface (MUI)
Processor	Intel Core i5 (12 gen) 1135G7 / 2.4 GHz (4.2 GHz) / 8 MB Cache
Memory	16GB DDR4 (2 x 8 GB)
Disk	256 GB SSD – NVMe
Optical Unit	No
Screen	14"1920 x 1080 / Full HD @ 60 Hz - 157 ppi

Graphic card	Intel Iris Xe Graphics
Backlit Keyboard	Yes
Integrated Webcam	Yes
Networking	802.11a/b/g/n/ac/ax,Bluetooth 5.1,Gigabit Ethernet
Battery	4 cells
Security	Trusted Platform Module (TPM 2.0) Security Chip, Fingerprint
Color	Grey
Dimension (LxPxH)	32.135 cm x 21.2 cm x 2.09 cm
Weight	1.4 kg
Price Category	Build To Stock (BTS)
Services included	3 warranty with onsite intervention within 24 hours
Italian Keyboard	Yes

Select one of the following:-

- a. Yes(*Response attachments are required*)  
 b. No

Comments:

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**Lines**

**Delivery Requirements:**

<b>Currency of the Quotation:</b> EUR					
<b>INCOTERMS:</b> DAP					
<b>Item No</b>	<b>Description</b>	<b>UOM</b>	<b>Qty</b>	<b>Unit price</b>	<b>Total price</b>
100000 48	laptops	Each	10		
<b>Total Price</b>					

**COMPANY PROFILE (Vendor Information Form)**
**For New Suppliers Only**

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Item Description	Detail
Legal name of bidder*	
Legal Address (house no, street name, zip code, city*, region*, country*)	
Website	
Registration date* and VAT number*	
Legal structure	
Business type/industry category*	
Are you a UNGM registered vendor?	
Do you provide services/goods internationally?	
Contact information*	Company Tel/Mobile: Company Email: Contact Person 1: Contact Person 2:
Disability inclusive business*	
Women-owned/controlled*	
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number: Other relevant information:

<sup>1</sup> 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



### BIDDER'S DECLARATION OF CONFORMITY

*Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.*

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

Name:

Title:

Date: 2025-04-03 15:10:56.0

**Note: Contract terms are associated with this RFQ. If you received this RFQ by email, the contract terms document is attached. Otherwise, the contract terms document is faxed or mailed separately. The contract terms document is an inseparable part of this RFQ.**