

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ IT10/006/2023 Selection of Legal expert  
for A.L.T. Caporalato D.U.E. Project

Date: 29 March 2023

**SECTION 1: REQUEST FOR QUOTATION (RFQ) for selection of a Legal expert in charge of verifying the correct application of all procedures used for the implementation of project activities related to the “A.L.T. Caporalato D.U.E. project - Actions for Legality and Labour Protection - Dignity, Equality and Equity”( hereinafter A.L.T. Caporalato D.U.E.)**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 2 bis: Vendor Information Sheet

Annex 3: Technical and Financial Offer

Annex 4: Contract template for “Service agreement” or “Purchase Order”

Annex 5: IOM Data Protection Principles

Annex 6: UN Code of Conduct to be initialled on each page for acknowledgement

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. 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.

Thank you and we look forward to receiving your quotations.

Approved by: Natasa Gjorgjievska

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

Name: Natasa Gjorgjievska

Title: Procurement Associate

Date: 29/03/2023

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	14 April 2023, 3.00 PM If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomromeurement@iom.int">iomromeurement@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>30 MB</b></li> <li>▪ Mandatory subject of email: <b>RFQ IT10/006/2023 Selection of Legal expert for A.L.T. Caporalato D.U.E. Project</b></li> <li>▪ 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".</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract 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> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted <b>in Euro</b>
<b>Duties and taxes</b>	<p>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, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 2 bis: Vendor information sheet duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Annex 4: A copy of the contract template "Service agreement" or "Purchase Order" (not to be signed) to be initialled on each page for acknowledgement</li> <li><input checked="" type="checkbox"/> Annex 5: IOM Data Protection Principles</li> <li><input checked="" type="checkbox"/> Annex 6: UN Code of Conduct initialled on each page for acknowledgement</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid <b>for 30 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not permitted</li> <li><input type="checkbox"/> Permitted (<i>please specify, i.e. by LOTs only or by line item, etc</i>)</li> </ul>
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</li> <li><input checked="" type="checkbox"/> Within 30 days after receipt of works and/or services and submission of payment documentation</li> </ul>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Veronica Lentini  E-mail address: <a href="mailto:vlentini@iom.int">vlentini@iom.int</a>  <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated <b>via e-mail</b> by 12 April 2023
<b>Evaluation method</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</li> <li><input checked="" type="checkbox"/> The call will be awarded to the competitor who has scored the highest overall score given by the sum of the points obtained with "offer with services included" and the points obtained with "the economic offer". The results will be rounded to the nearest hundredth of a point</li> </ul>
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</li> <li><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</li> <li><input type="checkbox"/> Comprehensiveness of after-sales services</li> <li><input type="checkbox"/> Earliest Delivery /shortest lead time</li> <li><input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)</li> </ul>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Service agreement or Purchase Order
<b>Expected date for contract award.</b>	<b>02 May 2023</b>
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM

<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
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## ANNEX 1: SCHEDULE OF REQUIREMENTS

Through the following call for quotation, the International Organization for Migration (IOM) - Rome Mission - plans to select a legal expert to ensure that the principles of transparency, adequate notification, and equal treatment are correctly applied in the selection processes for the contractors, either natural or legal persons, who will carry out all project activities related to the A.L.T. Caporalato D.U.E. project, funded by the Ministry of Labour and Social Policies under the Migration Policy Fund, for the period 1 December 2022 - 30 November 2024.

In particular, according to the art. 12 of the partnership agreement between National Labour Inspectorate (INL) and IOM aimed at the implementation of the project, IOM undertakes to identify, through a specific selection procedures, an external subject qualified and authorized to carry out administrative and accounting audits in Italy, in charge of the monitoring and the half-yearly verification of the expenses incurred by IOM.

The legal expert will be responsible of the following main activities:

- a) review all necessary documents proving the procedures followed to entrust third parties with the implementation of certain project's activities;
- b) request and provide IOM with clarifications on the documentation as per point a) as needed;
- c) issue 3 interim legal reviews and reports and 1 final legal review and report according to the following deadlines:

1° IOM interim financial report: 1December 2022 – 31 May 2023	<b>1° legal review and report by 30 July 2023</b>
2° IOM interim financial report: 1 June – 30 November 2023	<b>2° legal review and report by 29 January 2024</b>
3° IOM interim financial report: 1 December 2023 – 31 May 2024	<b>3° legal review and report by 30 July 2024</b>
IOM final financial report: 1 December 2022 – 30 November 2024	<b>Final legal review and report by 31 January 2025</b>

- d) Submit IOM the final report in English on the activities carried out.

**Requirement for participation is the enrollment in the register of lawyers for at least 5 years.**

The financial offer's maximum tender amount has been established at **€10.000.00** (ten thousand/00).

#### Technical Specifications for Legal Expert:

Item No	Minimum technical requirements	Maximum score	Scoring (60/100)
1	Proven experience in auditing of national and European funds	30	5 points for each commission on a fund
2	Proven auditing experience with international governmental and non-governmental organisations	30	10 points for up to 3 years proven experience 15 points for 3 -5 years proven experience 30 points more than 5 years proven experience

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	<p>Bidder shall start the verification the upon contract signature and satisfactorily complete them by 31 January 2025.</p> <p>Bidder shall deliver the services according to the following deadlines:</p> <ul style="list-style-type: none"> <li>- 1° legal review and report by 30 July 2023</li> <li>- 2° legal review and report by 29 January 2024</li> <li>- 3° legal review and report by 30 July 2024</li> <li>- Final legal review and report by 31 January 2025</li> </ul>
<b>Exact Address(es) of Delivery Location(s)</b>	IOM Italy main office – Via Luigi Giuseppe Faravelli, snc

## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ IT10/006/2023 Selection of Legal expert for A.L.T. Caporalato D.U.E. Project	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

Please find attached the latest Vendor Information Sheet (Annex 2bis) to be filled in and signed by the vendor.

### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: 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 Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, 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 Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<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 Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier 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 Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

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.



### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ IT10/006/2023 Selection of Legal expert for A.L.T. Caporalato D.U.E. Project	Date: Click or tap to enter a date.

#### Technical Offer Scoring (60/100)

Item No.	Legal expert for ALT Caporalato D.U.E. Project	Bidder's Comments - <i>Please provide a brief description</i>
1.	Proven experience in auditing of national and European funds	
2.	Proven auditing experience with international governmental and non-governmental organisations	

#### Financial Offer Scoring (40/100)

Deliverables	Price
1° legal review and report by 30 July 2023	
2° legal review and report by 29 January 2024	
3° legal review and report by 30 July 2024	
Final legal review and report by 31 January 2025	
<b>Total Price</b>	

#### Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

*Exact name and address of company*

**Company Name**Click or tap here to enter text.

**Address:** Click or tap here to enter text.

Click or tap here to enter text.

**Phone No.:**Click or tap here to enter text.

**Email Address:**Click or tap here to enter text.

**Authorized Signature:**

**Date:**Click or tap here to enter text.

**Name:**Click or tap here to enter text.

**Functional Title of Authorised**

**Signatory:**Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.