****

**REQUEST FOR QUOTATION**

**Final Evaluation of the Project “Improving Migration Management in the Silk Routes Countries”**

**Instruction to vendors:** Please fill in those parts not shaded (“in white”) and do not change the parts shaded in grey.

|  |  |
| --- | --- |
| *Supplier’s name:* |  |
| *Address:* |  |
| *E-mail:* |  |
| *Telephone:* |  |
| *Fax:* |  |

***Reference****: Improving Migration Management in the Silk Routes – Project final evaluation*

***Deadline for questions / requesting clarification:******31 March 2021 at 12:00 CET***

***Deadline for questions / replying to clarifications: 6 April 2021***

***Deadline for submission:******9 April 2021 at 18:00 CET***

***Offers submitted after the deadline for submission shall not be considered.***

ICMPD hereby invites your company to submit your quotation for the following items as per conditions stipulated below in grey:

1. ***Services requested: Project final evaluation***

# See Terms of Reference attached

Award criteria: please see Annex 1 of the Terms of Reference.

|  |  |
| --- | --- |
| *Expected delivery date/Event date* | *Final report: four months after the contract is signed*  |
| *Delivery location* | *ICMPD Headquarters, Vienna, Austria* |
| *Award criteria* | ***See explanation in The Terms of Reference Annex I***

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Clarity and presentation of the proposal: understanding of the TOR and the aims of the evaluation and its context | 20 |
| Experience and Qualifications: of the expert(s) and the tenderer | 30 |
| Methodology including work programme, evaluation tools used, quality control and time schedule | 30 |
| Financial offer | 20 |
| **Total points** | **100** |

 |

*If ICMPD is not VAT exempt in the country, the offer shall include VAT.*

1. ***Conditions***

*Please specify:*

|  |  |
| --- | --- |
| *Validity of the offer* | *90 days* |
| *Cancellation Policy* | *No cancellation policy applies to RfQ* |
| *Payment Conditions*  | *Payment will be issued after the completion of each phase. No pre-payment applies.* |

1. ***Other comments***

|  |
| --- |
| e.g. Discounts; additional fees in case of extra service needed by ICMPD; required production time |
|  |
|  |
|  |

1. ***Documents to be provided by the vendor:***
* *This form. Duly filled out and signed;*
* *Technical offer including relevant attachments as detailed in point 6.1 of the TOR*
* *Financial offer mentioned in point 6.2 of the TOR*

***Vendor’s declaration:***

***STATEMENT OF CONFIRMATION***

*On behalf of (insert name of company or organisation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I*

*hereby attest and confirm that the company/organisation:*

1. *Possesses the legal status and capacity to enter into legally binding contracts with ICMPD for the supply of equipment, supplies, services or work.*
2. *Is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a Court or Judicial Officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.*
3. *Has fulfilled all its obligations to pay taxes and social security contributions.*
4. *Has not, and that its Directors and Officers have not, within the last five years been convicted of any criminal offence related to professional conduct or the making of false statement, grave professional misconduct or misrepresentations as to their capacity or qualifications to enter into a procurement or supply/service/works contract.*
5. *Pursues zero tolerance policy to all forms of corruption, including extortion, bribery or any corrupt, fraudulent, coercive, collusive and obstructive practice. in the event that any of the before mentioned should occur at a later time, ICMPD will be duly informed thereof, and in any event, will have the right to disqualify the company/institution from any further participation in its procurement processes and proceed with the cancellation of the contract.*
6. *That ICMPD shall have the right to disqualify the company/organisation from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former employee of ICMPD a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by ICMPD in connection with a procurement process.*
7. *Shall take reasonable action to protect and maintain the confidentiality of the information provided for in this Request for Quotation, and shall protect the information from disclosure in any form whatsoever.*
8. *Hereby declares that no employee/staff of the company/organisation has a past or present relationship of any kind, whether financial, personal or professional, and whether direct or indirect, or otherwise, with any ICMPD employee.*
9. *Should the company/organisation discover after the submission of an offer that an actual or potential conflict of interest exists, the company/organisation will immediately disclose it and await further instructions. The company/organisation is aware that this could result in the exclusion from the bidding process and/or cancellation of the contract.*
10. *Is aware that ICMPD could, at its own discretion, advertise contract awards exceeding the threshold established by its donors for contract award publication. Contract award notices shall be published at least on ICMPD’s procurement website.*
11. *Shall bear any and all costs related to the preparation and/or submission of the quotation, regardless of whether its quotation was selected or not. ICMPD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.*
12. *Has examined and accept in full the content of this Request for Quotation. Accepts its provisions in their entirety, without reservation or restriction.*
13. *Accepts that this tender is valid for the period indicated in the Request for Quotation.*
14. *Does not conduct business related to a criminal organisation;*
15. *Is not involved in money laundering or terrorist activities (including terrorist offences or offences linked to terrorist activities);*
16. *Pursues zero tolerance and is not involved in child labour and other forms of trafficking in human beings;*
17. *Is not in any of the situations excluding it from participating in contracts listed in ICMPD Procurement Rules;*
18. *Agrees with the processing of the personal data related to this offer as per the ICMPD Data Protection Rules and agrees to abide by the same principles should its offer be selected;*
19. *Will inform ICMPD immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.*

*By submitting this offer the undersigned authorised representative confirms to be free of any conflicting interests and to adhere to ethical behaviour and anti-corruption practices.*

***Signature/Name***

***Position/Organisation***

***Date***

***(please print, stamp, sign and scan the offer)***

1. ***Submission of offers***

*The offer should be sent in English, signed by an authorised representative, dated and stamped. If sent by e-mail please scan the signed offer.*

*Submit your offer by returning the filled form to:*

|  |
| --- |
| [**ICMPD**](http://www.icmpd.org/) **(International Centre for Migration Policy Development)** |
| *Attention of Valeria PELOSI*Gonzagagasse 1, 5th floor 1010-ViennaAustriasilkroutesevaluation@icmpd.org |  |

*If you have any further questions please e-mail:* silkroutesevaluation@icmpd.org*.*