

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-MD035-25

Date: 03 November 2025

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of ICT development services “Diaspora Engagement Digital Platform”

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or 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 3: Technical and Financial Offer

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:

Signature: _____

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	17.11.2025 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Email Bid submission address: iomchisinau@iom.int <ul style="list-style-type: none"> ▪ 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: 9 MB ▪ Mandatory subject of email: RFQ-MD035-25 ▪ 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. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
Supplier Code of Conduct	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: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	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.
General Conditions of Contract	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 https://www.iom.int/do-business-us-procurement .
Eligibility	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.
Currency of Quotation	Quotations shall be quoted in USD
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, unless otherwise specified below: All prices shall: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed

	<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 <input checked="" type="checkbox"/> Other: Portfolio of recent and relevant projects																		
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.																		
Price variation	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.																		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																		
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.																		
Contact Person for correspondence, notifications and clarifications	Focal Person: Daniel MACARI E-mail address: dmacari@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.																		
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 13 November 2025																		
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the highest cumulative score bid																		
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Minimum 3 years of experience in implementing similar projects with proven track record (to be demonstrated through references, last contracts or other relevant documentation)																		
	<p>Bidders will be evaluated according to the principle of "Cumulative weighted analysis" offer, according to the below calculations:</p> <table border="1"> <thead> <tr> <th>Nr</th> <th>Evaluation criteria</th> <th>Awarded score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The correspondence of the technical proposal with the TORs requirements</td> <td>30%</td> </tr> <tr> <td>2</td> <td>Proven experience in developing similar web platforms</td> <td>30%</td> </tr> <tr> <td>2</td> <td>Earliest Delivery /shortest lead time</td> <td>10%</td> </tr> <tr> <td>3</td> <td>Financial Offer*</td> <td>30%</td> </tr> <tr> <td colspan="2">Total</td> <td>100%</td> </tr> </tbody> </table> <p>* The financial proposal shall indicate a total budget estimated in USD, as well as a detailed breakdown of budget items. Payments will be based on outputs, i.e. upon delivery of the services specified in the TOR.</p> <p>The maximum number of points assigned to the technical proposal is allocated to the bidder with the most experience, shortest delivery time.</p> <p>The maximum number of points assigned to the financial proposal is allocated to the lowest priced offer.</p> <p>All other financial proposals receive pro-rated points according to the following formula: $p = y * \mu / z$, where: p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal μ = price of the lowest priced proposal</p>	Nr	Evaluation criteria	Awarded score	1	The correspondence of the technical proposal with the TORs requirements	30%	2	Proven experience in developing similar web platforms	30%	2	Earliest Delivery /shortest lead time	10%	3	Financial Offer*	30%	Total		100%
Nr	Evaluation criteria	Awarded score																	
1	The correspondence of the technical proposal with the TORs requirements	30%																	
2	Proven experience in developing similar web platforms	30%																	
2	Earliest Delivery /shortest lead time	10%																	
3	Financial Offer*	30%																	
Total		100%																	

	z = price of the proposal being evaluated
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	21 November 2025
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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.