



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones

## REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)

To : Eligible Supply Companies  
 Project: Machineries for production companies  
 Ref. No.: AF19-2123 -AF19- 2125-AF19-2126-AF19-2127-AF19-2128- -AF19-2567-  
 AF19-0370 - AF19-3026- AF19-3079- AF19-3566  
 Date : 24-Mar-20

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of RADA program, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of Machineries for production companies in accordance with the following:

1. *Machineries for production company in Balkh Province (BLK-SME-003)*
2. *Machineries for production company in Balkh Province (BLK-SME-001)*
3. *Machineries for production company in Laghman Province (LGN-SME-001)*
4. *Machineries for production company in Herat Province (HRT-SME-002)*
5. *Machineries for production company in Balkh Province (BLK-SME-002)*
6. *Machineries for production company in Nangarhar Province (NGR-SME-002)*
7. *Machineries for production company in Laghman Province (LGN-SME-002)*
8. *Machineries for production company in Herat Province (HRT-SME-004)*
9. *Machineries for production company in Kunar Province (KNR-SME-001)*
10. *Machineries for production company in Nangarhar Province (NGR-SME-004)*

This RFQ with GIS includes the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow to prepare and submit their Quotation for consideration by IOM.

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

Very truly yours,

Angelo JAHRLING  
 Procurement Staff/Focal Point

## **GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

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### **1. Description of Goods**

IOM request prospective suppliers to submit Quotation for the supply and delivery of Machineries for production companies in accordance with the following (more detailed information can be found in the Technical Specifications Form):

All suppliers can quote per lot the supplier does not need to quote for all 10 lots. They have the options to pick lots.

***Lot: 1 Machineries for production company in Balkh Province (BLK-SME-003)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 2 Machineries for production company in Balkh Province (BLK-SME-001)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 3 Machineries for production company in Laghman Province (LGN-SME-001)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 4 Machineries for production company in Herat Province (HRT-SME-002)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 5 Machineries for production company in Balkh Province (BLK-SME-002)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 6 Machineries for production company in Laghman Province (LGN-SME-002)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 7 Machineries for production company in Nangarhar Province (NGR-SME-004)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 8 Machineries for production company in Herat Province (HRT-SME-004)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 9 Machineries for production company in Kunar Province (Kunar-SME-001)***  
**Please see attached BoQ specification and Sample photos.**

***Lot: 10 Machineries for production company in Nangarhar Province (NGR-SME-002)***  
**Please see attached BoQ specification and Sample photos.**

## **2. Corrupt, Fraudulent, and Coercive Practices**

IOM requires that all IOM staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

## **3. Conflict of Interest**

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier.
- A Supplier receives or has received any direct or indirect subsidy from another Supplier.
- A Supplier has the same representative as that of another Supplier for purposes of this quotation.
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Procuring/Contracting Entity regarding this quotation process.
- A Supplier submits more than one Quotation in this Quotation process.
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

#### **4. Eligible Suppliers**

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IOM Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

#### **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and IOM will not in any case be responsible and liable for the costs incurred.

#### **6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

*IOM Kabul (Attn. to Procurement Unit)  
House # 28, Street # 3, Ansari Square, Shahr-e-Naw, (Opposite to German Clinic)  
Kabul, Afghanistan  
E-mail: [iomkabulprocurement@iom.int](mailto:iomkabulprocurement@iom.int)*

IOM will respond to any request for clarification received *three (3) working days before the Submission Date*. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### **Bank Grantee for Bid Security:**

The Bidders shall furnish, as part of its quotation, a bid security in the amount of at least 2.5 % of the total amount of quotation. The bid security is required to protect IOM against the risk of Bidder's conduct, which would warrant the security's forfeiture. The bid security shall be denominated in United State Dollars (US\$).

#### **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

## **8. IOM's Right to Accept any Quotation and to Reject any and all Quotations**

IOM reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

## **9. Requirements**

### **9.1 Quotation Documents**

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- a.) Quotation Form (Annex A)
- b.) Price Schedule Form (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D) (Documents stated in page 4 of the VIS must be submitted)
- e.) PO Standard Terms and Conditions (Annex E)
- g.) Bid Security

Suppliers are required to use the forms provided as Annexes in this document.

### **9.2 Quotation Form**

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be English, and prices shall be quoted in USD (US Dollars), exclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

### **9.3 Validity of Quotation Price**

The Quotation shall remain valid for a minimum period of sixty (60) calendar days, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in

writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

#### **9.4 Documents Establishing Supplier's Eligibility and Qualification**

The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The IOM's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

In the case of a Supplier not doing business within the Mission's country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract.

### **10. Submission of Quotation Documents**

Quotation must be submitted in a sealed envelope. The Supplier must seal the original and copy of the Quotation Documents as stated in item 9.1 (Quotation Documents) and shall be addressed to

IOM Kabul (Attn. to Procurement Unit)  
House # 28, Street # 3, Ansari Square, Shahr-e-Naw, (Opposite to German Clinic)  
Kabul, Afghanistan

Quotation shall be submitted by hand delivery or express courier to the above address on or before *05 April 2020, 17:00 PM, Afghanistan time*. Late<sup>1</sup> Quotations will not be accepted.

### **11. Opening of Quotations**

The opening of Quotations shall be carried out by IOM at IOM Kabul Office. Suppliers must send details of their representative attending the Quotation Opening Meeting well in advance to secure access to IOM Compound. IOM reserve the right to conduct opening of Quotations in public or not.

### **12. Acceptance of Quotations**

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

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<sup>1</sup> Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

### **13. Rejection of Quotations**

Quotation can be rejected for the following reasons:

- (a) the Quotation is not presented in accordance with this General Instruction;
- (b) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to IOM;
- (f) the offered price is above the approved budget.

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

### **14. Evaluation of Quotations**

IOM shall evaluate and compare the Quotations based on the following:

- (a) IOM will award based on the most responsive bid per lot.
- (b) Lowest price with the technical accepted quotation
- (c) Completeness and responsiveness of the documents mentioned in 9.1
- (d) Compliance with technical specifications including delivery requirement

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

### **15. Post Qualification**

Prior to award, post-qualification will be carried out by IOM to further determine the selected Supplier's technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

### **16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Supplier through a Notice of Award. IOM shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

### **17. Delivery Site and Period of Delivery**

The goods should be delivered at the following delivery site/s:

Delivery Term (INCOTERMS)	DDP (Delivered Duty Paid) Delivery to IOM provincial offices as below.
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- Balkh Province (BLK-SME-003)
- Balkh Province (BLK-SME-001)
- Kunar Province (KNR-SME-001)
- Laghman Province (LGN-SME-001)
- Herat Province (HRT-SME-002)
- Balkh Province (BLK-SME-002)
- Nangarhar Province (NGR-SME-002)
- Laghman Province (LGN-SME-002)
- Herat Province (HRT-SME-004)
- Nangarhar Province (NGR-SME-004)
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Exact destination details will be provided at contracting stage.

Delivery period is estimated to be within Sixty (60) *Calendar Days* upon signing of the Purchase Order or Contract. Suppliers are requested to offer their delivery time. Delivery time is part of evaluation of Quotations.

**18. Liquidated Damages**

If the Supplier fails to deliver any or all the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

**19. Payment**

Payment shall be made only upon IOM’s acceptance of the goods, and upon IOM’s receipt of invoice describing the goods delivered.

**20. Warranty**

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

**21. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.



**Annex A**

**QUOTATION FORM**

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

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the Supply and Delivery of Various Equipment and Machinery for IOM Beneficiaries, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods in conformity with the General Instruction for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule (Annex B) which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule set out in the Price Schedule.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature over printed name]*                      *[in the capacity of]*




Duly authorized to sign Quotation for and on behalf of  
\_\_\_\_\_ *[name of company]*









Annex C

**Appendix I: Technical Specifications and Compliance Format**  
*(to be filled in and submitted as an essential element of your quote)*





**SUPPLIERS MUST INDICATE COMPLIANCE OF THE GOODS OFFERED WITH THE FOLLOWING TECHNICAL SPECIFICATIONS**

TECHNICAL SPECIFICATIONS REQUIRED			TECHNICAL SPECIFICATIONS OFFERED		
			PLEASE USE THE SPACES BELOW TO SPECIFY THE EQUIPMENT BEING OFFERED		
#	Item	IOM Specifications for <b>Balkh, BLK-SME-003</b>	MAKE	MODEL	Country of Origin
1	<b>Automatic Italian noodles macaroni pasta making machine</b> 	<b>Automatic Italian noodles macaroni pasta making machine</b> macaroni pasta spaghetti making production line (Dimensions: 2.2*2*2.2M, Power: 100KW,  Function: Multifunction,  Materials: Stainless Steel, Production Capacity: 250 - 300KG, Motor brand: siemens), Brand name: Himax, Made in China			
	<b>Cooling conveyor ( it is part of the pasta production machine)</b> 	<b>Cooling conveyor ( it is part of the pasta production machine</b> which there are five fans which can make the food be cool avoiding sticking together and be suitable for packing the total length of the conveyer is 5 meters.  It is full set stainless steel, Power: 0.75KW*5), Brand name Himax, Made in China			
	<b>Electrical Dryer</b> 	<b>Electrical Dryer</b> (It is part of the pasta production line and is used for drying.  The net belt running speed can be controlled to change the food drying time in the dryer), Brand name: Himax, Made in China			
2		<b>IOM Specifications for <b>Balkh, BLK-SME-002</b></b>	MAKE	MODEL	Country of Origin


<b>Electromechanical Scissors</b>	<b>Electromechanical Scissors</b> (Length: 125CM - 4meters, ability to cut iron sheets with thicknesses of 0.5mm to 6mm, steel blade and four edge blade			
	Voltage: 220V, Brake gear electromotor), made in Afghanistan			
<b>Electrical hydraulic press machine</b>	<b>Electrical hydraulic press machine</b> , 40 Metric Ton (Voltage: 220V, Weight: 40 metric tons,			
	Color, multicolor, with high speed, made in Afghanistan			
<b>Electrical hydraulic press machine</b>	<b>Electrical hydraulic press machine</b> , 10 Metric Ton, made in Afghanistan			
	<b>Bending Machine</b> (Length: 2 - 3 meters, with PLC control panel and 250 memory			
	Capacity: bends iron sheet from 1mm to 4mm, Ability to perform continuous bending with varying degree of bending, programmable in Persian and English), made in Afghanistan			
<b>Electrostatic powder coating system</b>	<b>Electrostatic powder coating system</b> (single phaseragne: 220VAC, Output voltage: 100KV, Output current: max 160 micro A			
	Polarity: negative, Input air pressure: 6 - 8 bar, Max air consumption: 14Nm <sup>3</sup> /h, 40 liters hoper), made in Turkey			
<b>Pedal operated spot-welding machine</b>	<b>Pedal operated spot-welding machine</b> (Voltage: 450V AC, Weight: 150KG,			




	<p>Color: yellow, Supply ability: 100 piece/month, made in Turkey</p>	
<p><b>Hand spot welding machine</b></p> 	<p><b>Hand spot welding machine</b> (Synchronous electronic timer with spot welding time adjustable from 0.1 - 1.2 sec, microprocessor control and choice between continuous and pulsed operation, arms pressure adjustable from 40Kg to 120 Kg, standard arms: 120mm), made in Turkey</p>	
<p><b>Electrical pipe bender machine</b></p> 	<p><b>Electrical pipe bender machine</b> (voltage: 220V), made in Afghanistan</p>	
<p><b>Electrical Ground drill</b></p> 	<p><b>Electrical Ground drill</b> (Voltage:220V), made in China</p>	
<p><b>Air Compressor</b></p> 	<p><b>Air Compressor</b> (Dimensions: L*W*H - 195*74*140CM, Tank: 500 liters, Pressure: 8 bar/115psi, Lubricated, Type: piston, Voltage: 400V, Configuration: portable), Made in China</p>	
<p><b>Electrical welding machine</b></p> 	<p><b>Electrical welding machine</b>, 350 A (Dimensions: 38*26*35CM, Voltage: 220V, Pulse frequency: 50-60Hz, Power: 5.0KW, Motor type: DC motor, Supply ability: 12000 box/week), Made in Turkey</p>	
<p><b>Hand press Machine</b></p>	<p><b>Hand press Machine</b>, Made in China</p>	



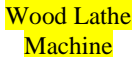


		MAKE	MODEL	Country of Origin
		<b>IOM Specifications for Balkh, BLK-SME-001</b>		
<b>Fusing machine</b> 	<b>Fusing machine</b> (multicolor, Voltage: 220/380V, Dimensions: L*W*H - 232*152*140CM, Weight, 500 - 1500KG, Working width: 60cm - 180cm, Heating power: 612KW, Max speed: 8m/min, auto correct edge, auto shut down and seamless strap, supply ability: 500 sets/month, Packing size: 195*108*138CM), , Lexus, Size 60, 9900, made in China			
<b>Industrial computerized automatic pocket welting sewing machine</b> 	<b>Industrial computerized automatic pocket welting sewing machine</b> (Max sewing thickness: 18mm, Power: 500W, Stitch formation: lock stitch, Flat Bed, stitch length: 0.5 - 3mm, Needle Feed, Color: white, Supply ability: 100 sets per month, Needle gauge: 10 - 12mm), JUKI, T5878-68, Made in China			
<b>Bartack sewing machine</b> 	<b>Bartack sewing machine</b> (Sewing thickness: 14mm, Dimensions: 80*65*50CM, stitch length: 0.05 - 12.7mm, Needle: DP*5 (14#), supply ability: 1000 set/month, mechanical configuration: Flat Bed), Zoje, T1900BSS, Made in China			
<b>Computerize full option button sewing machine</b> 	<b>Computerize full option button sewing machine</b> (Color: white, Voltage: 220 - 380V, Power: 400W, Max sewing speed: 2700spm, Mechanical configuration: Flat -Bed), Model No - MCZJ1900AC, Zoje T1900BSK, Made in China			





3


		IOM Specifications for <b>Balkh, NGR-SME-004</b>	MAKE	MODEL	Country of Origin
4		<b>Injection Molding Machine</b> 438-ton <b>Injection Molding Machine with transportation</b> (Made: China)			
		Condition: New			
		Type: Preform Injection			
		Style: Horizontal			
		Brand Name: HAIDA			
		Model Number: HDJS438 Servo Motor			
		Distance between Tie Bars: 765*765			
		Condition: New			
		Type: Preform Injection			
		Style: Horizontal			
		Plastic Type: Thermoplastic			
		Plastic Processed: PP, PC, ABS, PET, PVC, FRPP/PVC, PPR, EVA, HDPE, MLLDPE, EPS, PA, Polystyrene, PE, LDPE, EVOH, HDPE/PP, ABS/PP, PE/PP			
		Automatic: Yes			
		Opening Stroke: 720mm			
		Certification: CE/ISO9001			
		Weight (KG): 15			
		Screw diameter (mm): 83			
		Injection Weight (g): 1822			
		Injection Rate (g/s): 523			
		Clamping Force (kN): 4380			
		Power (kW): 41			
		BRAND: Haida			
		Heating power: 25			
		Machine Weight: 15-ton			
Machine dimension(L*W*H): 8.0*2.0*2.2					
Injection pressure: 180-147					
Voltage: 380V/ 50Hz 3P+N+E (alterable)					
Application: basket, chair, desk					



5		IOM Specifications for <b>Kunar, KNR-SME-001</b>	MAKE	MODEL	Country of Origin
	<b>Metal stamping press machine</b> 	<b>Metal stamping press machine</b> Model: J20-40 Made in: China Product name: Punching press machine 40 ton Application: punching and stamping Type: Metal Stamping Press (Automatic) Function: Steel Metal Punching (General Punching) Power(W): 4kw Condition: New Automatic Grade: Automatic Power Source: Hydraulic Usage: Metal Sheet Punching Cutting Bending Dimensions: 2700&1385mm Weight: around 3500 Kg Voltage: 220V/380V(According) in good quality With transportation to the SME			
	<b>DIY for steel</b> 	DIY for steel Wrought flowers/design for metal door, fence and other 1 products			

6		IOM Specifications for <b>Lagman, LGN-SME-002</b>	MAKE	MODEL	Country of Origin
	<b>Chipper or Wood Shaver</b> 	<b>Chipper or Wood Shaver</b> Electric Motor: 15 HP. Capacity: 1 to 1.5 Ton / Hr for 8 mm output size. Feeding Material (Diameter Size): up to 5 to 5.5 inches Output Material / Chips Size: 03 to 08 mm. Made in Pakistan			
	<b>Wood Lathe Machine</b> 	<b>Wood Lathe Machine</b> bed width: 12 inches center: 14 inches spindle bore: 4 inch			



	<p>heavy duty patten both feet equal double B belt 4 speeds Made in Pakistan</p>			
<p><b>Multi-Function woodworking Machine</b></p> 	<p>Multi-Function woodworking Machine (5 in 1) combined with 5 functions in one machine: surface planer, saw, molder, thickness planer and mortiser. Made in Pakistan</p>			
<p><b>Simple Wood Lathe Machine</b></p> 	<p><b>Simple Wood Lathe Machine</b> Dimension(L*W*H): 840*460*300mm Weight (KG):40 Power (kW):0.55 - 0.75 Type: Horizontal Max. Working Processing diameter:305mm Center height:175mm speed:5 block 550~3200rpm Max. working length:450,1000,1500mm body material: iron plate</p>			
<p><b>Feet Vertical Mini Saw Machine</b></p> 	<p><b>2 Feet Vertical Mini Saw Ma</b> Model Application Type Material Motor Power: Automation Voltage (Volt) Weight (Kilogram) Frequency (Hertz)</p>	<p><b>MAKE</b></p>	<p><b>MODEL</b></p>	<p><b>Country of Origin</b></p>

		Power Source M V B - 18 Wood Cutting Semi-Automatic Steel, Cast Iron 2 HP	
		Manual 220-440 V 300 Kg 50 to 60 Electric	
	<p><b>Wood design Machine</b></p> 	<b>Wood design Machine</b>	

		<b>IOM Specifications for <b>Lagman, LGN-SME-001</b></b>	MAKE	MODEL	Country of Origin
7	<p><b>Melamine Machine</b></p> 	<p>Shun hao Melamine Machine # 24 Model; 2019 Product name: Melamine Machine # 24 body thickness: 6 soot, boki (Jack) 11 Inch, pump: # 28, size 86*42 inch, production capacity 100 Kg/12hours, weight 2200 kg, made in China</p>			
	<p><b>Melamine Machine</b></p> 	<p>Shun hao Melamine Machine# 26 Model: 2019 Product Name: Machine# 26 body thickness 7 soot, boki (Jack) 13-inch, pump #32, size 46*89 inch, 112.5kg/12hours, weight 2800 kg, Made in China</p>	MAKE	MODEL	Country of Origin
	<p><b>Melamine Machine</b></p>	<p>Shun hao Melamine Machine # 28 Model: 2019 Product Name: Melamine Machine # 28 body thickness 1 inch, boki(Jack) 15 inch, pump# 40, size 50*91</p>	MAKE	MODEL	Country of Origin



inch, production capacity 125kg/12hours, weight 3200 kg Made in China

**Air pump (5 HP)**



**Air pump (5 HP)**  
 No of Cylinder: 2  
 CFM: 17.32  
 Pressure PSIG: 0  
 Pressure KG/CM2: 150  
 Speed (RPM): 0  
 Dimension: 0  
 Weight: 0  
 Noise Level: 0  
 Tank Capacity (Ltr): 200  
 Functionality: Two Stage Air Compressor  
 Motor H.P: 5  
 Color: Ivory  
 Compressor Type: Reciprocating/ Piston  
 Stages: Two Stage  
 Voltage: 0

MAKE	MODEL	Country of Origin







**Buff Machine**


**Buff Machine (3 HP)**





**Heater**

**Heater #24, #26 and #28**

8	<b>Fully Automatic Edge Banding Machine</b> 	<b>IOM Specifications for Herat, HRT-SME-004</b> <b>Fully Automatic Edge Banding Machine</b> work piece thickness 10-60mm, forward speed 20-24-26 meter/minutes, glue storage 5liter, overall power of electric motors 24kw, size of machine 1800x1920x920 mm, Navin Choob Co). Made in: China Model: Edge bander KDT - 486 JK Brand/trademark: KDT	MAKE	MODEL	Country of Origin
	<b>Double Bag Dust Collector Machine</b> 	<b>Double Bag Dust Collector Machine</b> , Navin Choob Co.	MAKE	MODEL	Country of Origin
9	<b>Press hydraulic machine</b> 	<b>IOM Specifications for Herat, HRT-SME-002</b> <b>Press hydraulic machine</b> Use for bending the iron sheets for different purposes/ with 120 Ton Power of pressing/ with capacity of pressing 1m*1.5m dimension of iron sheets) Brand: Bosch Rexroth Germany Brand Made in: China Model: Hpp-120t	MAKE	MODEL	Country of Origin
	<b>Plastic Injection machine</b> 	<b>Plastic Injection machine</b> Used for making different plastic components and accessories used for Gaz stove like switches and handle and etc/ model HITEN 2012/ with capacity of 200 Gram Plastic) MADE IN: CHINA MODEL: HTW140 BRAND: HAITAN	MAKE	MODEL	Country of Origin

10	<b>Bakery Oven:</b> 	<b>IOM Specifications for Nangarhar NGR-SME-002</b> <b>Bakery Oven:</b> Bakery Oven: (for backing cake and cookies) (All below machines in good quality with transportation to the SME) Electricity: 5hp/hour Capacity: 40*60 qlib/12 min – 24.5 Kg/12 min	MAKE	MODEL	Country of Origin
	<b>Automatic Biscuit</b>	<b>Automatic Biscuit production machine</b> Voltage: 220V, Power(W): 1.5kw	MAKE	MODEL	Country of Origin

	<p>Weight: 300KG, Dimension(L*W*H): 150*90*135 CM, Certification: CE SGS TUV Certificate  Year: 2019, Warranty: 12 months  After-sales Service Provided: Field installation, commissioning and training, Engineers available to service machinery overseas  Usage: Biscuit, Power Source: Electric  Type: Cookies Biscuit making machine  Material: 304 Stainless Steel  Product weight: 10-50g  Capacity: 80-300 kg/h  Function: Multi-function, Color: Silver  Control system: PLC control</p>			
	<p><b>Steel Qalib for biscuit dye</b> (for biscuit production)  Dimensions: (60*40*3) cm</p>	MAKE	MODEL	Country of Origin

*Supplier's authorized signature over printed name*

Annex D

VENDORS INFORMATION SHEET (VIS)

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_

Address  Leased  Owned Area: \_\_\_\_\_sqm

House No \_\_\_\_\_  
Street Name \_\_\_\_\_  
Postal Code \_\_\_\_\_  
City \_\_\_\_\_  
Region \_\_\_\_\_  
Country \_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Location of Plant/Warehouse  Leased  Owned Area: \_\_\_\_\_sqm

Business Organization  Corporation  Partnership  Sole Proprietorship

Business License No.: \_\_\_\_\_ Place/Date Issued: \_\_\_\_\_ Expiry Date \_\_\_\_\_

No. of Personnel \_\_\_\_\_ Regular \_\_\_\_\_ Contractual/Casual \_\_\_\_\_

Nature of Business/Trade

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized Dealer	<input type="checkbox"/> Information Services
<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Retailer	<input type="checkbox"/> Computer Hardware
<input type="checkbox"/> Trader	<input type="checkbox"/> Importer	<input type="checkbox"/> Service Bureau
<input type="checkbox"/> Site Development/ Construction	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Others _____

Number of Years in business: \_\_\_\_\_  
Complete Products & Services

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Payment Details

Payment Method  Cash  Check  Bank Transfer  Others

Currency  Loc. Currency  USD  EUR  Others

Terms of Payment  30 days  15 days  7 days upon receipt of invoice

Advance Payment  Yes  No  % of the Total PO/Contract

Bank Details:

Bank Name \_\_\_\_\_

Bldg and Street \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Bank Account Name \_\_\_\_\_

Bank Account No. \_\_\_\_\_

Swift Code \_\_\_\_\_

Iban Number \_\_\_\_\_

**Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)**

Name	Title/Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

Company Name	Business Value	Contact Person/Tel. No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever provided products and/or services to any mission/office of IOM?

Yes

No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person	Mission/Office	Items Purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Trade Reference

Company	Contact Person	Contact Number
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Banking Reference

Bank

Contact Person

Contact Number


## REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

No.	Document	For IOM use only	
		Submitted	Not Applicable
1	Company Profile (including the names of owners, key officers, technical personnel)		
2	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any		
3	Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry, if applicable		
4	Valid Government Permits/Licenses		
5	Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, any certificate for the purpose, indicating name, complete address and contact details), if applicable		
6	Catalogues/Brochures		
7	Quality and Safety Standard Document / ISO 9001		
8	Copy of two contracts entered into for the last 3 years with minimum same value and similar nature and copy of contract completion proof (indicate whether completed or ongoing)		

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_

Account Group \_\_\_\_\_

Industry  001       002       003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global       Local

## **Annex E**

### **Purchase Order Standard Terms & Conditions**

#### **1. Agreement**

This Purchase Order (PO) becomes the exclusive agreement between IOM and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by IOM. Until so accepted, IOM reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless IOM agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

#### **2. PO Identification**

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

#### **3. Delivery**

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, IOM reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred as a result of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

#### **4. Payment**

Supplier shall invoice IOM upon delivery of the goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

#### **5. Adjustments**

IOM reserves the right to change at any time the quantity, packaging, unit size, place and/or time of delivery. Supplier agrees to proceed with this PO in accordance with any such change(s) and to submit a claim request for an equitable adjustment in the PO price or delivery term caused by such change(s). IOM may deem any claim by Supplier for equitable adjustments under this clause waived unless asserted in writing within 10 days from receipt by Supplier of IOM's change(s). No change in, modification of, or revision to this PO shall be valid unless in writing and signed by an authorized representative of IOM.

#### **6. Packaging**

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to IOM will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. IOM reserves the right to reject any shipment that is deemed not to have been packaged adequately.

#### **7. Inspection and Acceptance**

a) IOM or its representative shall have the right to inspect and/or test the goods at no extra cost to IOM at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.

b) IOM shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, IOM may reject the entire delivery. IOM may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by IOM for disposition at Supplier's risk and expense. Supplier agrees that IOM's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. IOM's right to

reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by IOM prior to delivery.

c) The Supplier agrees that any acceptance by IOM does not release the Supplier from any warranty or other obligations under this Contract.

d) Title to the goods shall pass when they are delivered and accepted by IOM. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to IOM.

## **8. Warranties**

**8.1** Supplier represents and warrants that:

(a) The goods are conforming to the specifications, drawings, samples, or other descriptions furnished or specified by IOM and are free from defect in material and workmanship. This warranty shall remain valid for twelve (12) months after the Goods have been delivered to and accepted at the final destination. IOM's continued use of such goods after notifying Supplier of their defect or failure to conform will not be considered a waiver of Supplier's warranty.

(b) It has full title to the goods and is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to carry out fully and satisfactorily, within the stipulated completion period, the delivery of the goods in accordance with this PO;

(c) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this PO;

(d) In all circumstances it shall act in the best interests of IOM;

(e) No official of IOM or any third party has received or will be offered by the Supplier any direct or indirect benefit arising from the PO or award thereof;

(f) It has not misrepresented or concealed any material facts in the procuring of this PO;

(g) The Supplier, its staff or shareholders have not previously been declared by IOM ineligible to be awarded contracts by the IOM;

(h) It will abide by the highest ethical standards in the performance of this Contract, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;

(i) The prices established hereunder shall not exceed those offered for similar goods to Supplier's other customers;

(j) The remuneration of the Supplier under this PO shall constitute the sole remuneration in connection with this PO. The Supplier shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this PO or the discharge of its obligations thereunder. The Supplier shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.

**8.2** The Supplier further warrants that:

(a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to

perform any activities under this Agreement. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, or services at their disposal under this Agreement, for sexual favours or activities.

(b) It shall strongly discourage sexual relationships between its employees and IOM beneficiaries, and between any other person engaged and controlled by it to perform activities under this Agreement and IOM beneficiaries.

(c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this Agreement is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.

(d) It shall report all and any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel; and it shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement shall report to IOM and/or the Supplier any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this Agreement, or IOM personnel.

(e) It shall take all necessary measures to investigate allegations or suspicions of SEA and take appropriate corrective action, including disciplinary action, against its employee or any other person engaged and controlled by it to perform any activities under this Agreement who is found to have committed SEA.

(f) Its failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to IOM, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of this Agreement.

(g) In the event of subcontracting approved by IOM in accordance with this Agreement, it shall receive a written confirmation from subcontractors that they accept the standards above and shall include them in all subcontracts.

## **9. Indemnification**

The Supplier shall at all times defend, indemnify, and hold harmless IOM, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Supplier or its employees, officers, agents or subcontractors, in the performance of this Contract. IOM shall promptly notify the Supplier of any written claim, loss, or demand for which the Supplier is responsible under this clause. This indemnity shall survive the expiration or termination of this Contract.

## **10. Termination and Procurement**

(a) IOM may terminate this PO at any time with one-week written notice to Supplier. Any monies paid in advance by IOM shall be refunded no later than the date of termination.

(b) If IOM terminates this PO in whole or in part for default on the part of the Supplier, it may acquire elsewhere goods similar to those terminated and Supplier shall be liable for any excess costs to IOM for those goods. Supplier shall not be liable for any excess costs if the failure to perform under this PO arises from causes beyond its control and without fault or negligence of the Supplier.

## **11. Independent Contractor**

The Supplier shall supply goods pursuant to this PO as an independent contractor and not as an employee, partner, or agent of IOM.

**12. Audit**

The Supplier agrees to maintain records, in accordance with sound and generally accepted accounting procedures, of all direct and indirect costs of whatever nature involving transactions related to the provision of services under this Agreement. The Supplier shall make all such records available to IOM or the IOM's designated representative at all reasonable times until the expiration of seven (7) years after the date of final payment, for inspection, audit, or reproduction for the purpose of verifying services or quantities delivered, or the right of Supplier to any price adjustment or extra charge claimed under this PO. On request, employees of the Supplier shall be available for interview.

**13. Settlement of Dispute**

Any dispute, controversy or claim arising out of or relating to this PO, or the breach, termination or invalidity thereof shall be settled by negotiation between the Parties. In the event that such negotiation is unsuccessful, either Party may submit the dispute to arbitration. The arbitration will be carried out in accordance with the UNCITRAL Arbitration Rules as at present in force. The arbitral award will be final and binding.

**14. Confidentiality**

All information which comes into the Supplier's possession or knowledge in connection with this PO is to be treated as strictly confidential. The Supplier should not communicate such information to any third party without the prior written approval of IOM. The Supplier shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this PO. These obligations shall survive the expiration or termination of this PO.

**15. Use of IOM Name**

The use of the official logo and name of IOM may only be used by Supplier in connection with this PO and with the prior written approval of IOM.

**16. Status of IOM**

Nothing in this Agreement affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

**17. Assignment and Subcontracting**

The Supplier shall not assign or subcontract the Contract or any work under this Contract in part or all, unless agreed upon in writing in advance by the Organization. Any subcontract entered into by the Supplier without approval in writing by the IOM may be cause for termination of the PO.

**18. Waiver**

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this PO shall not constitute a waiver or relinquishment of the right to enforce the provisions of this PO in future instances, but this right shall continue and remain in full force and effect.

**19. Severability**

If any part of this PO is found to be invalid or unenforceable, that part will be severed from this PO and the remainder of the PO shall remain in full force.

**Supplier's signature and stamp accepting these terms and conditions:**

**Date:**