



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

REF.NO.: RFPQ-MD-0016-14

DATE: 28 JULY 2014

REQUEST FOR PROPOSAL/QUOTATION

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. Within the framework of the INL (U.S. Dept. of State) funded project “**Strengthening criminal justice response to trafficking in persons, guaranteeing legal assistance to victims and potential victims and preventing domestic violence and hate crimes in Moldova**” IOM invites interested eligible Suppliers to submit Quotations for **IT equipment and Software**, with specification listed below:

Technical Specifications

LOT 1

Technical Specifications			Q-ty
Desktop	Brand/Model	HP Z820 ZC 3.3	5
	CPU	Intel Xeon E5-2643 x 2 (3,5 Ghz, 25 M)	
	RAM	64 GB DDR3-1600,(8x8GB) 2CPU Registered RAM	
	Video	NVIDIA Quadro K600 1GB (DL-DVI+DP) HP Display Port to DVI-D Adapter	
	Storage	1 x 1 TB SSD, 4x 4TB SATA 7200 rpm, hot swap	
	Input/Output	HP USB keyboard/mouse, LCD speaker bar, eSata PCI, FireWire PCI, USB3 PCIe	
	Monitor	HP LA2405x 24” LED x 2 (2pcs.)	
	OS	Windows 7 Professional 64 bit	
	Warranty	3/3/3 years	
NAS	Brand/Model	DROBO 5N (DRDS4A31)	2
	Warranty	3 years	
HDD	Brand/Model	Seagate ST4000NM0033	10
	Features	4 TB, 7200 rpm, 3.5”	
	Warranty	1 year	
UPS	Brand/Model	APC Back UPS CS 650VA	6
	Warranty	3 years	
UPS	Brand/Model	HP T1500 G3 (Intl)	1
	Warranty	3 years	
External Blu-	Features	External 16x Blu-Ray, USB 3.0/2.0, DL, DVRW+-, CDRW+-	1



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Ray	Warranty	1 years	
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LOT 2

Technical Specifications			Q-ty
Forensic Bridge	Brand/Model	Tableau T35689iu	1
	Features	SATA/IDE/SAS/USB/FireWire Combo Bridge	
	Warranty	3 years	
Hardware Imaging Solution	Brand/Model	Logicube Forensic FALCON	1
	Warranty	3 years	
Forensic Luggable Kit	Brand/Model	Tableau Super Kit	1
Mobile Forensic Solution	Brand/Model	Cellebrite UFED Touch Ultimate Ultra Kit	1
	Warranty	2 years	
Mobile Forensic Solution	Brand/Model	Micro Systemation XRY V.6.9 Complete KIT	1
	Warranty	2 years	
Photo documentation	Brand/Model	ECLIPSE 2 PRO SLR KIT	1
	Warranty	1 year	
Forensic Write Blocker	Brand/Model	UltraBlock FireWire Kit, SKU:W2800 + additional Power supply SKU: X1000	1
Data Bag	Brand/Model	BlackHole Faraday Data Bag	1

LOT 3

Software Specifications

Software		Q-ty
Forensic Software	SPEKTOR Forensic Triage for LAW Enforcement (laptop complete kit)	1



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Forensic Software	AccessData Forensic Toolkit FTK4 +PRTK	3
Forensic Software	Magnet Forensics INTERNET EVIDENCE FINDER	1
Forensic Software	OXYGEN Forensic Suite 2014 PRO +3 years license and maintenance	1

Note to Suppliers:

Suppliers can bid for single/separate items

With this RFQ is the GIS, which include the Instructions to Suppliers and administrative requirements that Suppliers will need to follow in order 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.

With respect,
Vlada Cavtea
Administrative Assistant



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GENERAL INSTRUCTION TO SUPPLIERS (GIS)

1. Description of Goods

IOM request prospective suppliers to submit quotation for the supply and delivery of IT equipment and software, as listed above.

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;



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- 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 Mission/Procuring 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 A) 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 the purpose of 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.

36/1 Ciuflea St., Chisinau, MD-2001, office 25, e-mail: vcavtea@iom.int, in cc marsenii@iom.int.

IOM will respond to any request for clarification received on or before *6 August 2014*. 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.

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



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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 (Technical and Financial offers)
- b.) Vendor Information Sheet (Annex A)

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

9.2 Quotation Form

The Quotation Form 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 in **English** and prices shall be quoted in MDL or USD, **exclusive of VAT**.
- The total Price shall include all the costs for the supply and delivery of the Goods and any Incidental Services
- All payments will be made after delivery of goods at UN official rate.

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 30 calendar days, after the deadline for submission.



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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 A) shall be used for this purpose.

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 Vlada Cavtea, Administrative Assitant, 36/1 Ciuflea St., Chisinau, MD-2001, office 25, e-mail: vcavtea@iom.int, in cc marsenii@iom.int.

Quotation shall be submitted in sealed envelope by hand delivery to the above address **on or before 14 August 2014, 17:30.**

11. Opening of Quotations.

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Contractors who wish to attend. 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.

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



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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 on the basis of the following:

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Compliance with technical specifications including delivery requirement
- (c) Price

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:

14 Bucuriei St., MD 2004, Chisinau, Republic of Moldova, Center for Combating Cyber Crime of the National Police Inspectorate, Moraru Eugeniu.

18. Liquidated Damages

If the Supplier fails to deliver any or all of 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.



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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.



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Annex A

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 _____ _____



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Number of Years in business: _____

Complete Products & Services

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



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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



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Company	Contact Person	Contact Number

Banking Reference

Bank	Contact Person	Contact Number



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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		
4	Valid Government Permits/Licenses		
5	Audited Financial Statements for the last 3 years*		
6	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)		
7	Catalogues/Brochures		
8	List of Plants/Warehouse/Service Facilities		
9	List of Offices/Distribution Centers/Service Centers		
10	Quality and Safety Standard Document / ISO 9001		
11	List of all contracts entered into for the last 3 years (indicate whether completed or ongoing) *		
12	Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation		
13	For Construction Projects: List of machines & equipment (<i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i>)		

* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

** Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.



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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