

Request for proposal

From:

Internal Displacement Monitoring Centre (IDMC),
c/o George Binder
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Date: 16th March 2018

No. of pages including this page: 2

Subject: A single-page microsite for the Global Report on Internal Displacement 2018

Description of requirements:

The office of the Internal Displacement Monitoring Centre invites you to make a firm offer for the following services as described in *Annex A: Terms of reference* (enclosed):

- Develop a microsite for the Global Report on Internal Displacement 2018

Manner of Submission:

Please submit your proposals in accordance with the requirements detailed below by email to george.binder@idmc.ch

Deadline for submission of quotations is **23:59 PM CET on Friday, 23rd March 2018**. Those who do not submit their quotation by this deadline will not be considered.

Financials:

Your quotation should clearly indicate the following and be made in Swiss Francs;

- Net price (including TAX) after deduction of any discounts
- Confirmed delivery schedule
- Validity of the offer (preferably 30 days)
- Signed copy of this request for quotation (scan ok)
- Defects liability
- Detailed specifications (if different from stipulated specifications)

Schedule:

Electronic copies of your quotation must be received by 23:59 PM CET on Friday, 23rd March 2018.

Quotations delivered after the due date will not be given consideration.

REQUEST FOR PROPOSAL PHASES BY DATE:

- RFP issued 16/03/18
- RFPs due 23/03/18
- Final candidate selection 30/04/18
- Completion target 04/05/18

This schedule of phases is subject to change and shall not be binding.

Questions:

Respondents may contact IDMC Geneva for clarification and information pertaining to this request for quotation. Any requests for information or clarification must be submitted in writing by e-mail to George Binder at george.binder@idmc.ch before the end due date of the RFPs. Questions and answers will be emailed to all bidders who have given an intention to bid for this RFP.

Conditions of quotation:

Payment will be made within 30 days of receipt of goods or services, by bank transfer only.

IDMC Geneva is subject to VAT; therefore, all offers should be inclusive of VAT costs.

All suppliers doing business with IDMC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. IDMC reserves the right to reject quotations provided by suppliers not meeting these standards. Vendors doing business with IDMC may be screened on anti-corruption due diligence before IDMC confirms an order or contract.

IDMC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the IDMC selection criteria, and IDMC reserves the right to reject quotations provided by suppliers not meeting these standards.

Supplier Information

Company name:

Address:

Telephone number:

Email:

Contact person:

Telephone number:

Email:

Signature:

IDMC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.