

BIDDING DOCUMENTS
(PROCUREMENT OF GOOD AND SERVICES)

IOM Nigeria

**FRAMEWORK AGREEMENT FOR OFFICE SUPPLIES
AND CONSUMABLES ONE (1) YEAR**

ITB NO: NG10-015

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

11 January, 2018
IOM Nigeria
No.11 Haile-Selassie Street
Asokoro, Abuja



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INVITATION TO BID

ITB No. : NG10-015

11th January, 2018.

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.

The Bids and Awards Committee (BAC) IOM Mission in Nigeria is inviting interested certified Stationeries suppliers in Nigeria to submit “Bids” for “**Framework Agreement for Office Supplies and Consumables for the period of one (1) year**”

This Invitation for Bids is open to all certified Nigerian and multinational firms based in Abuja or other states in Nigeria. Bidders must have at least provide the same goods and services for UN Agencies or International NGOs/Non-profit organizations.

A complete set of Bidding Documents can be downloaded from our official website <http://nigeria.iom.int/current-tenders> from 11th January 2018 to 25th January 2018,

Logistics & Procurement Unit
International Organization for Migration
Mission in Nigeria

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Instructions to Bidders

1 Content of the Bidding Document

- 1.1 The following documents shall comprise the Official Bidding Documents (hereinafter referred to as the “Documents”):
 - 1.1.1 Invitation to Bid
 - 1.1.2 Instruction to Bidders
 - 1.1.3 Terms of Reference
 - 1.1.4 Official Bid Template
 - 1.1.5 Code of Conduct for vendor
 - 1.1.6 Bidder Certification
 - 1.1.7 Vendor Information Sheet
- 1.2 Bidders are expected to fully read and examine the contents of all the documents comprising the Official Bidding Documents and must fully comply with all the requirements set forth in the Documents. IOM reserves the right to reject and or all bids that do not comply with any provision in the “Document”.

2. Scope of the Bid

- 2.1 IOM invites bidders to submit bids for **Framework Agreement for Office supplies and consumables for one (1) year**. The scope of the LTA is provided in Terms of Reference (ToR) Annex I of this document.

3 General Conditions

- 3.1 All bidders must provide proof of registration with relevant government agency granting them permit to perform the works and services they are bidding for in this Project. All bidders must provide detail proofs of ongoing works or services and recently completed works and services with value /year of completion along with up to date list of personnel and equipment you intend to make available for this project.
- 3.2 All bidders must provide the list of qualified staff with CV, (including experience of each staff). They have to indicate the ones they intend to put on this activity.
- 3.3 Bidders must fully comply with all documentary requirements and must submit all documents required in this instruction or any succeeding correspondence after issuance of this instruction. IOM reserves the right to reject the bid of any bidder that fails to comply with this condition.

4 Schedule of the Bidding

The tentative schedule of bidding is as follows:

Publication of the Invitation	- 11 January 2018
Distribution of Instruction to Bidders	- 22 January 2018 – 24 January 2017
Submission of Bids	- 25 January 2018– 4.00PM
Opening of the Bids	- 26 January 2018– 9.00AM
Target Awarding Date	- 16 February 2018
Target Date for Signature of the LTA	- 23 February 2018
Target Date of the Start of the LTD	- 27 February 2018

The schedule above is tentative. IOM may, at its own discretion, adjust the dates above without informing the bidders.

5 Bid Prices & Official Currency

- 3.1 The Bidder must use the Official Bid Template provided with this Instruction, in preparing their official bid. IOM reserves the right to reject any or all bids that do not comply with this bid preparation instruction.
- 3.2 The price offered for this bidding shall cover all expenses related to this LTA. The amount quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account.
- 3.3 All bids must be in (NGN) Nigerian Naira.

6 Period of Validity of the Bids

- 6.1 Bids shall remain valid for a period of at least 90 days from the date of bid opening prescribed in this document. IOM reserves the right to reject any or all bids that do not comply with this requirement.
- 6.2 In exceptional circumstances, prior to expiry of the bid validity, IOM may request that the bidders extend the period of validity for a specified additional period of 30 days. The request and the bidders' responses shall be made in writing.

7 Cost of the Bidding

- 7.1 Bidders shall bear all costs associated with the preparation and submission of their bid. IOM shall not bear and responsibility and shall not be held liability for any cost the Bidders may incur while preparing their bid, regardless of the final outcome of the bidding process.

8 Eligible Bidders

- 8.1 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 V) to establish their eligibility together with the Quotation.
- 8.2 Government-owned enterprises in Nigeria may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a beneficiary of IOM. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by IOM in accordance with ITB Clause 9.
- 8.3 Bidders shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities. For this purpose, Bidders shall not be included in the proscribed list of individuals and/or entities as contained in the 1267 Committee of the UN Security Council Counter Terrorism Committee (CTC).
- 8.4 Bidders must submit, as an integral part of their Official Bid, a properly filled out IOM Vendor Information Sheet (VIS) – Annex V, and all the documents required in page 2 of the VIS form.
- 8.5 The documentary evidence of the Bidder's eligibility to bid shall establish to IOM's satisfaction that the Bidders are eligible to participate to the bidding`. IOM reserves the right to ask the Bidders to submit additional documents to enable IOM to fully evaluate the eligibility of the bidder.

9 Corrupt, Fraudulent, Collusive and Coercive Practices

IOM requires that all IOM staff and bidders to observe the highest standard of ethics during procurement and execution of all contracts. IOM shall reject any Bids put forward by Bidders 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 document, IOM defines, for the purposes of this provision, the terms set forth below as follows:

- 9.1.1 “Corrupt practice” means the offering, giving, receiving or soliciting directly or indirectly anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
 - 9.1.2 “fraudulent practice” is any acts 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;
 - 9.1.3 “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 benefit;
 - 9.1.4 “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 after the execution of a contract.
- 9.2 IOM will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

10 Conflict of Interest

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

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

11 Clarification of Pertaining to the Bidding Documents

- 11.1 All clarification regarding any provision/item in the bidding document should be sent in writing through ikaumbuthu@iom.int eango@iom.int and dshaibu@iom.int IOM will respond in writing to requests for clarification received not later than 2 days before the deadline of the submission to bids. IOM shall circulate to all bidders, the questions/clarification request and its answers.

12 Amendment of the Bidding Documents

- 11.1 At any time prior to the deadline for submission of bids, IOM, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- 11.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.
- 11.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, IOM, at its discretion, may extend the deadline for the submission of bids.

12 Official Language of the Bidding Process

- 12.1 English shall be the official language for this bidding process. All bidding documents, bids and correspondence, reports shall be in English. At IOM's discretion, some documents/correspondence may be translated to French. However, in case there will be discrepancies between the English and French versions of the documents/correspondence, the English version shall prevail.

13 Submission of the Bids and Use of the Official Bid Form

- 13.1 Bidders shall be provided with soft copy of the Official Bid Template (Annex 2) of this document. IOM reserves the right to reject any or all bids that do not comply with this requirement.
- 13.2 **Bidders must submit the original copies of the bids composed of the Official Bid (using the Annex 2), Bidder's Certification (Annex III), Vendor Information Sheet (Annex V), Profile of the Company and CV's of the bidding company's officials and proposed focal Person. Hard copies of the bids must be placed in sealed envelopes and sent on or before 4.00PM 25 January, 2017:**

Envelop should be marked as: **Framework Agreement for Office supplies and consumables: ITB NO: NG10-015**

REF: ITB NG10-015
Procurement and Logistics Unit
International Organization for Migration
No.11 Haile-Selassie Street
Asokoro, Abuja

IOM Nigeria reserves the right to reject any or all bids that are received after the deadline set in item 13.2 above.

14 Clarification of the Bids

- 14.1 During the evaluation of the bids, IOM may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 14.2 No Bidder shall contact IOM on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of IOM, it should do so in writing.
- 14.3 Any effort by a Bidder to influence IOM in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

15 Bids Evaluation

15.1 IOM shall award the contract to the bidder that offers the most favorable bid to IOM. Specifically, bids shall be evaluated using the following factors:

Prices Offered	– 30%
Experience and Staff	– 30%
Compliance to IOM requirement	– 30%
Payment Terms	– 10%

15.2 IOM reserves the right to accept or reject any or all bids, and to annul the bidding process any time prior to contract award, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for IOM’s action.

16 Notification of Award and Performance Guarantee

16.1 IOM shall issue a Notice of Award (NOA) to the winner of the bidding. A formal contract shall be signed between IOM and the Contractor within 8 calendar days after the Contractor accepts the NOA.

17. Confidentiality

14.1.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM’s anti-fraud and corruption policy.