



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
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No 11 Haile Selassie Street, Asokoro, Abuja

## REQUEST FOR PROPOSAL (RFP) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)<sup>1</sup>

To : \_\_\_\_\_  
 Project: Enhancing Land and Sea Border Data Systems in Nigeria (ELSBDS)  
 Ref. No.: PR\_NG10\_017\_0651/0652/0653/0654/0655/0656  
 Date : 25.01.2018

Within the framework of the project “Enhancing Land & Sea Border Data Systems I & II in Nigeria. IOM invites interested eligible Suppliers to submit **Proposal for Design, Supply, Installation, Testing and Commissioning of Off-Grid (Standalone) Solar PV Electrification for the load Consumption Capacity of 15.325kWh\_day each at 6 Land Border Control Post**. These anticipated border post locations are: Gada Border Control Post and Sabon Birnin Border Control Post in Sokoto State, Kangiwa Border Control Post in Kebbi State, Gurbin- Baure Border Control Post in Zamfara State, Mai Adua Border Control Post and Zangon Daura Border Control Post in Katsina State.

Please refer to table below

Item No	Item Description	Unit	Sokoto Gada BCP	Sokoto Sabon-Birnin BCP	Kebbi Kangiwa BCP	Zamfara Gurbin-Baure BCP	Katsina Mai-Adua BCP	Katsina Zangon Daura BCP
1	All Electrical Installations with grounding system must conform with IEEE standards for the appliances and Off-Grid Solar PV System. New conduit electrical wiring is required for the building. Building size: Standard 4 bedroom, Distance from Solar array to power room: 45m (estimated), distance from inverter to battery bank: 3m (estimated), Nos of indoor Lighting: 10 (estimated), Nos of outdoor lighting: 4 (estimated), Nos of 13A electric socket: 18 (estimated)	Lot	Lot	Lot	Lot	Lot	Lot	Lot
2	Battery Rack for 24 Batteries e.g. 100pzV1250	Nos	1	1	1	1	1	1

3	Solar Array Mounting Rack (UniRac Ground Fixed Mounting with Anti-Tamper)	Lot	Lot	Lot	Lot	Lot	Lot	Lot
4	320W/24V Monocrystalline Solar Panel	Nos	56	56	56	56	56	56
5	XW-MPPT High Voltage Solar Charge Controller 80A-600VDC with Switch Breaker (20A)	Nos	5	5	5	5	5	5
6	Conext SW Inverter/Charger 2524 230V (2500W 24VDC-230VAC @50HZ)	Nos	1	1	1	1	1	1
7	Conext Combox Monitoring System	Nos	1	1	1	1	1	1
8	SW Universal DC Breaker Panel with DC Surge Protection Device	Nos	1	1	1	1	1	1
9	SW AC Breaker Panel 230 with AC Surge Protection Device	Nos	1	1	1	1	1	1
10	Conext Battery Fuse Disconnect box with 160A DC Fuses	Nos	1	1	1	1	1	1
11	Conext System Control Panel for XW+/SW	Nos	1	1	1	1	1	1
12	6'x4' Display Board for Technical Information of Solar PV System	Nos	1	1	1	1	1	1
13	Fencing of the Solar Array with gate (galvanized pole & wire mesh)	Lot	Lot	Lot	Lot	Lot	Lot	Lot
14	Logistics & Installation Charges	Lot	Lot	Lot	Lot	Lot	Lot	Lot

Bidders are required to specify the fastest possible supply time, with the specific attention on the strict and precise delivery date of required equipment in Nigeria. Bidders are required to at the minimum meet or preferably exceed the standards of the example equipment that is specified on the bid.

This RFP contains the General Instruction to Suppliers (GIS) document which includes: instructions to suppliers, technical specifications and administrative requirements that bidders have to follow when preparing and submitting their quotation, in order to be compliant with IOM regulations.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process or to 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,  
[Abdullahi Isah](mailto:iabdullahi@iom.int)  
[iabdullahi@iom.int](mailto:iabdullahi@iom.int)

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

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

- a. All works required for proper installation of the Off-Grid (Standalone) Solar PV System including necessary solar PV system design, civil works for mounting structures of solar array shall be done by the contractor. The entire work shall be performed on turnkey basis. All the works related to the proper installation and functioning of the systems shall be carried out by the contractor, including all logistics as needed in preparation and during installation, shall be carried out by the contractor within the prices/costs committed to.
- b. The generated electricity from the off-grid (standalone) Solar PV System will be utilized in place of national grid power, i.e. no interconnection between the off-grid (standalone) solar PV system and the national grid power. Necessary electric cable/connection shall be supplied by the bidder.
- c. All the wiring required to energies the proposed load shall be done by the contractor including supply of all required materials. The wiring shall be done in concealed conduits.
- d. The contractor shall incorporate devices to ensure energy management practice by end-users
- e. Necessary arrangements for storage of batteries of Solar PV Power Plant as per requirement for their proper protection shall be done by the contractor. Appropriate cabinets for battery banks, with the provision of racks for batteries should also be done. If required, battery room of the adequate size with proper ventilation shall have to be prepared according to the direction of solar consultant.
- f. After completion of the proposed works, clearing of all temporary works/materials shall be the sole responsibility of the contractor.
- g. General aesthetics & cleanliness in regard to the installation of various systems shall be maintained in accordance with the aesthetics of the site.
- h. The contractor shall supply/install necessary tools/instruments required for the proper operation of the system.
- i. Supply and installation of display board of 6' X 4' size showing all technical information of Solar PV System shall be done by the contractor. The matter written on these boards shall be finalized with IOM.
- j. The complete off-grid solar PV system project(s) shall be under warranty. The contractor shall be responsible for any manufacturing/design/installation defects during the warranty period as stated by the contractor, from the date of completion of installation.
- k. All non-functional parts/materials/items replaced during the warranty period shall be the property of the contractor.
- l. During the period of warranty, the contractor will have to make all necessary arrangements including placement of required manpower when required at site for satisfactory operation and performance of the system.
- m. Rectification of all the defects developed in the Solar PV System site during warranty period shall be done by the contractor promptly, at the maximum within 7 days from the date of receipt of compliant.
- n. During warranty and operation period, IOM keeps all rights to cross check the performance of the Solar PV system.

### **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 anything 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 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 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 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.

*11 Haile Selassie Street, Asokoro Abuja or iabdullahi@iom.int*

IOM will respond to any request for clarification received on or before 2PM on Thursday, 22nd February 2018. 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 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)
- e.) Proforma Contract <sup>2</sup> or PO Standard Terms and Conditions (Annex E)
- g.) Proforma Bank Guarantee for Advance Payment (Annex F)

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 language and prices shall be quoted in Naira exclusive of VAT. (IOM, we are tax exempted)

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 **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 and/or Technical Specifications [*include this clause only if relevant-usually for high value equipment*].

## **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 Abdullahi Isah, International Organization For migration, 11 Haile Selassie Street, Asokoro Abuja.

Quotation shall be submitted by hand or courier service to the above address on or before **2pm Thursday 22nd February 2018.** Late<sup>3</sup> quotations will not be accepted.

## **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 suppliers/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
- (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 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) Contractor financial capacity to perform the contract
- (d) 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 and installed at Gada Border Control Post and Sabon Birnin Border Control Post in Sokoto State; Kangiwa Border Control Post in Kebbi State; Gurbin- Baure Border Control Post in Zamfara State; Mai Adua Border Control Post and Zangon Daura Border Control Post in Katsina State.

Delivery period shall be within 4 weeks upon signing of the Purchase Order or Contract.

## **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.

## **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<sup>4</sup>.

IOM may grant an advance payment equivalent to maximum of 15% of the Contract Amount upon submission of a claim and a Bank Guarantee for the equivalent amount valid until the goods are delivered and in the form provided in Annex E.

## **20. Warranty**

- a. 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. The contractor shall be responsible for any manufacturing/design/installation defects during the warranty period as stated by the contractor, from the date of completion of installation.

## **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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<sup>4</sup> Insert conditions if progress payment is allowed



