



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 Suppliers  
 Project : IOM Emergency Response Programs in Nigeria  
 Title of work : LTA for Supply of NFI and Kitchen Set  
 PR Ref No. : PR-  
 RFQ : RFQ-NG30 -19-0409  
 Date : September 09<sup>th</sup>, 2019

The International Organization for Migration (**IOM**) the United Nations Migration Agency is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of IOM Emergency Response Programs in Nigeria, IOM invites interested eligible suppliers to submit Quotations for the “**LTA for Supply of NFI and Kitchen Set.**” as detailed in the price schedule.

<b>Item No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty</b>
1	Supply of NFI and Kitchen Set	Kits	1

With this RFQ is the GIS which will include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by IOM.

In other for suppliers to be eligible to request for bidding document(RFQ), Suppliers are expected to submit the below documents to [imasih@iom.int](mailto:imasih@iom.int) and [khussain@iom.int](mailto:khussain@iom.int)

Company Profile comprising of the following:

- At least 3 years of proven experience (Purchase orders /Contracts)
- CAC
- TIN
- FINANCIAL STATEMENT (3 YEARS)
- BANK STATEMENT (6 MONTHS)
- RELEVANT STAFF CV'S
- REGISTERED OFFICE ADDRESSES AND CONTACTS

For any clarification regarding this the Project, please send requests for clarification to [imasih@iom.int](mailto:imasih@iom.int) and [khussain@iom.int](mailto:khussain@iom.int), not later 12:00 hours 27<sup>th</sup> September 2019.

Quotation must be submitted in a sealed envelope and shall be addressed to IOM Maiduguri Sub-Office at “No. 4, Gombole, Giwa Barrack Road, Opp. Capital Primary School, Maiduguri, Borno State”.

Quotation shall be submitted by hand to the above address on or before 30<sup>th</sup> September 2019, 12:00 local time. Late<sup>1</sup> Quotations will not be accepted.

IOM reserves the right to accept or reject any quotations, 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 Contractor/s or any obligation to inform the affected Contractor/s of the ground for the IOM’s action.

Very truly yours,  
**Procurement Team**  
IOM Nigeria

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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 Contractor unopened. The date and time of submission of the quotation shall be recorded. A quotation submission log shall be prepared for the purpose.