



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

Nigeria

**REQUEST FOR QUOTATIONS (RFQ)
AND
GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

Project : **Service Maintenance of CCTV and Access Control System at IOM Abuja offices**
Ref. No : **RFQ- NG10-19-209**
Date : **09 May 2019**

1. Introduction

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.

IOM Abuja office is requesting proposals from qualified vendors interested in supporting the mission by providing **Service Maintenance of CCTV and Access Control System** in all Abuja Offices.

2. Background and objective

IOM Abuja office is located on No 11 Haile Selassie Street, Asokoro.

The main objective of this is to provide effective and regular maintenance of CCTV surveillance system and Access Control system to ensure the systems' reliability at all times. The services will be provided in our three locations in Abuja; Main office and Annex in Asokoro and IOM MHAC in Wuse 2.

The Scope of Services shall include both Preventative maintenances carried out on a scheduled basis and Corrective Maintenance carried out in response to the development of a fault.

During the maintenance visits, the technician is expected to report on the following: -

- (i) CCTV surveillance

- Check indicator lamps are working correctly
 - Check all cables and conduit are properly supported, undamaged and showing no signs of wear
 - Check for sound physical fixings of all equipment including loosening or corrosion of supports and fixings including towers and Brackets
 - Check the picture quality of each camera and correct monitor selection
 - All camera housings and lenses are cleaned where necessary
 - Check all automatic and remote control camera functions are satisfactory and that camera movement and fields of view are free from obstruction
 - Operation of all monitoring, switching, multiplexing and recording equipment is satisfactory. The recording device should have 30 days override of data.
 - Check that the performance of the system(s) continues to meet the agreed specification/operational requirement
- (ii) Access Control system
- Check the number and type of readers are in accordance with the specification
 - Check all cables and conduit are properly supported, undamaged and showing no signs of wear
 - Check for sound physical fixings of all equipment including loosening or corrosion of supports and fixings
 - Check operation of all Magnetic door fixings are satisfactory
 - Check function of all interfaces with alarms is satisfactory including correct triggering of alarms
 - Check that the performance of the system(s) continues to meet the agreed specification / operational requirement

3. General information and guidelines for the proposal

The proposal must include the below information and details.

- Procedure for Planned or Emergency Onsite assistance
- Quarterly preventative maintenance plan.
- Replacement of any damaged equipment within 24hrs of fault or damage. A quotation for the damaged equipment should be given to IOM with a service report attached to enable issuance of Purchase Order
- Maintenance of device bi-cord and ZKT eco

The below is the proposed maintenance plan

- Quarterly maintenance of 32 CCTV and 8 Access door Control in Asokoro office
- Quarterly Maintenance of 12 CCTV and 2 Access door control for Annex office
- Quarterly maintenance of 12 CCTV and 3 Access door control for MHAC Office Wuse 2

4. Considerations for work implementation

The below consideration must be followed during the implementation,

- i. The CCTV and Access Door control is considered the core of IOM Abuja Security service. High care and organization procedures must be taken to preserve that equipment.
- ii. A well-designed work plan must be agreed on with IOM\Contractor to ensure proper service and maintenance.
- iii. The work plan must ensure minimum downtime for the core IOM Security services.
- iv. The contractor is required to perform a site visit to all the locations, as prescribed in the bid invitation letter to have a clear understanding of the work to be done

5. 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

6. 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.

7. Eligible Suppliers

Only Suppliers that are determined to be qualified shall be considered for award.

8. 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.

9. 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 to Zjok@iom.int and nmaina@iom.int. cc

procurementabuja@iom.int Interested parties may request copies of the RFQ and the technical documents from 9:00 till 17:00, on or before 24 May 2019 at IOM office listed below:

International Organization for Migration (IOM) No. 11 Haile Selassie Street Asokoro, FCT Abuja.

10. 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.

11. 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.

12. Requirements

a. Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- i. Quotation Form / Financial Proposal. The Quotation should cover the quarterly charges for both CCTV and Access Door control.

b. 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 **NGN exclusive of VAT**.

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.

14 Validity of Quotation Price

The Quotation shall remain valid for a **minimum period of 30 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.

15. 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.

16. 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

Procurement & Logistics Dept
International Organization for Migration (IOM)
11 Haile Selassie Street, Asokoro Abuja

Quotation shall be submitted by Thursday 24th May 2019 to the above address. Late Quotations will not be accepted.

17. Site Visit

IOM encourage interested bidder to do Site Visit on **Tuesday 16 May 2019 at 10.30 AM**

18. Opening of Quotations.

IOM reserve the right to conduct opening of Quotations without the presence of the bidders

19. 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.

20. Rejection of Quotations

Quotation can be rejected for the following reasons:

- (a) the Supplier is currently under list of blacklisted suppliers;
- (b) the Supplier offer imposes certain basic conditions unacceptable to IOM
- (c) 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.

21. Evaluation of Quotations

IOM shall evaluate and compare the Quotations on the basis of the following:

- (a) Compliance with technical specifications including delivery requirement
- (b) 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.

22. 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.

23. 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.

24. Delivery Site and Period of Delivery

The service should be delivered at the following delivery site/s:

- i. International Organization for Migration (IOM)- Main Office & Annex
11 Haile Selassie Street, Asokoro Abuja
- ii. MHAC Office
No. 4, Off Buchanan Cres, Wuse 11, Abuja

25. Liquidated Damages

If the Supplier fails to deliver any or all of the service within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered service for every day of breach of the delivery schedule by the Supplier will be requested.

26. Payment

Payment shall be made only upon IOM's acceptance of the service, and upon IOM's receipt of invoice describing the service delivered¹.

27. 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.

28. 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

RFQ NO: RFQ-NG10-19-209

Service Maintenance of CCTV and Access Control System

Quarterly Maintenance Cost	NGN
Asokoro Main office	
Asokoro Annex	
MHAC (Wuse 2)	

The above quotation is all inclusive for both preventative and corrective maintenance. Any parts to be replaced shall be charged to the organization at cost. The vendor shall send a quotation to the organization for issuance of an LPO. This 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. All prices are exclusive of VAT

Company Name: _____

Manager's Name: _____

Signature: _____

Company Stamp: _____



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 _____ |

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

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

Company	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Banking Reference

Bank	Contact Person	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

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 (include brand, capacity and indication if the equipment are owned or leased by the Contractor)		

* 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.

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

FOR IOM USE ONLY

Purchasing Organization _____
Account Group _____

Industry 001 002 003

where 001 - Transportation related to movement of migrants
002 - Goods (e.g. supplies, materials, tools)
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type Global Local