



**INVITATION TO SUBMIT EXPRESSION OF INTEREST**  
**EOI NG10-2022-049**  
**(VEHICLE CAR RENTAL COMPANIES IN PLATEAU, KANO,  
SOKOTO, ZAMFARA, KATSINA, BAUCHI AND KADUNA STATES)**

Abuja, 5<sup>th</sup> April 2022

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of **Provision of Vehicle Rental in the North West and North Central of Nigeria**, IOM now invites Expression of Interest (EOI) from Vehicle Rental Companies with business license/base station/business area in **Plateau, Kano, Sokoto, Zamfara, Katsina, Bauchi and Kaduna States**

The Expression of Interest shall contain information on the following a.) number and quality of fleet offered, b.) track record and experience of the firm in similar assignment including list of major clients served and c.) other relevant information.

The Expression of Interest shall be submitted in original should be received either by hand or through mail by IOM with office address at **55 Hassan Musa Katsina Road, Asokoro extension to Guzape, Abuja, FCT** or email to **[iomabujabids@iom.int](mailto:iomabujabids@iom.int)** no later than **Tuesday 19<sup>th</sup> April 2022**. Late submission will be rejected

On the basis of the above information, IOM shall draw up the shortlist of Companies/Service Providers. Only short-listed Companies/Service Providers will be registered in IOM vendor account and invited to submit technical and/or financial proposals or

Interested vendor may obtain further information from IOM by email through **[iomabujatenders@iom.int](mailto:iomabujatenders@iom.int)** before Friday 15<sup>th</sup> April 2022

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Report any solicitation or suspected fraud to **[OIGIntake@iom.int](mailto:OIGIntake@iom.int)** or go to **<https://weareallin.iom.int/reports>**



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

## Request for Expression of Interest NG10-2022-049

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In the framework of **Provision of Vehicle Rental in the North West and North Central of Nigeria**, IOM now invites Expression of Interest (EOI) from Vehicle Rental Companies with business license/base station/business area in the **Plateau, Kano, Sokoto, Zamfara, Katsina, Bauchi and Kaduna States**

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information.

1. The Application shall be submitted in original should be received either by hand or through mail by IOM with office address at **55 Hassan Musa Katsina Road, Asokoro extension to Guzape, Abuja, FCT** or email to **[iomabujabids@iom.int](mailto:iomabujabids@iom.int)** **no later than Tuesday 19<sup>th</sup> April 2022. Late submission will be rejected**
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider.
3. The Application must be submitted on one original and envelop must be marked "Original" as appropriate.. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Company/Service Provider.
4. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
5. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
  - c. Duly Accomplished Annex A with All requested information.
6. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing by email through **[iomabujatenders@iom.int](mailto:iomabujatenders@iom.int)** before Friday 15<sup>th</sup> April 2022

7. Applications shall be evaluated in accordance with the following criteria:

- a. Capacity
- b. Quality of Vehicle
- c. Track Record and Experience

Only eligible and qualified Companies based on above shall be registered in IOM vendor account or invited to participate in the bidding/tender process.

8. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
9. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
10. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider 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 Company/Service Provider is successful.
11. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

## **ANNEX A: BIDDERS INFORMATION**

### **REQUIREMENT 1 – GENERAL INFORMATION**

- Name of the Company
- Main Address
- Phone Number
- Email Address
- Website or social media account (if any)
- Address of Other Offices (Branch Offices)
- Name and Designation of the Contact Person
- Legal Status (**Mandatory: Provide Copy of CAC**)
- Registration (RC) number
- VAT Registration number (**Mandatory: Provide copy of FIRS Certificate**)

### **REQUIREMENT 2 – LIST COMPANY EXPERIENCE IN LAST THREE YEARS**

- Starting Month/ Year
- Ending Month / Year
- Client Name and Contact Details
- Description of services
- Contract Amount

**MANDATORY: Please provide copy of Reference Letter/Purchase Order (PO)/Contract/Agreement**

### **REQUIREMENT 3 - ADEQUACY OF WORKING CAPITAL**

- Source of credit line
- Amount
- Bank account in Company's Name (Not Individual's Account Name)

### **REQUIREMENT 4 – LIST OF PERMANENTLY EMPLOYED STAFF**

- Name
- Position/Title in the Company
- No. of Years of Experience/Employed

**REQUIREMENT 5 – LIST OF VEHICLES (OWNED AND HIRED). MANDATORY**

<b>No.</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Ownership Status</b>
1	Toyota/Hyundai/Nissan, etc	Hilux/Prado/Land Cruiser/Camry/Corolla/ Santa Fe/Tuscon/Patrol, etc		Owned / Sub-Leased
2				

**REQUIREMENT 6 – ANY OTHER INFORMATION**

In addition to the required information, Companies may provide brochures and other related documents

**I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:**

\_\_\_\_\_  
**Name/ Signature/ Date**