

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ NG10-22-247

Date: 21 September 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision and Installation of 4 KW Solar Power System for the Foreigner Registration Site at The Nigeria Immigration Service Edo State Command

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Technical specification form

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Faye Simpson

IOM Abuja Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>28.09.2022</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Email</p> <p>Bid submission address: iomabujabids@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: pdf format ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10mb ▪ Mandatory subject of email: RFQ NG10-22-247 ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Nigerian Naira
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including catalogues, instructions and operating manuals	English Language
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Section 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p>

	<input checked="" type="checkbox"/> Annex 1: Schedule of requirements (as attached) <input checked="" type="checkbox"/> Technical specification form (Annex 3 as attached) <input checked="" type="checkbox"/> Technical Evaluation Criteria as stated on page 7& 8
Quotation validity period	Quotations shall remain valid for 45 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	IOM will only pay 90% upon 100% job completion, the balance 10% will be held as retention for a period of 1 year
Contact Person for correspondence, notifications and clarifications	Focal Person: IOM Abuja Tenders E-mail address: iomabujatenders@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 26th September 2022 before the submission deadline
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the best technically evaluated bid
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Technical Evaluation Criteria as stated on page 7& 8
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Supply Contract
Expected date for contract award.	10 October 2022
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

4KW SOLAR POWER SYSTEM

S/N	Items	Specification	Unit	Qty	Brand	Country of Origin	Unit Price	Total Price
1	Inverter	4KW/48V Pure sine wave 230V/50Hz, with remote	PCS	1				
2	Solar panels	350W 24V Monocrystalline	PCS	12				
3	Charge controller	150V/70A MPPT	PCS	1				
4	solar cables	6mm 2core flexible cable	PCS	100				
5	Solar combiner box	3Way 1000V	PCS	1				
6	Solar mount	Solar car port 4x6x8m with galvanized construction	PCS	1				
7	Charge controller to battery cable	35mm flexible	PCS	10				
8	Solar connectors	MC4 connectors sets	PCS	12				
9	Battery	12V/200AH sealed-lead acid with accessories	PCS	8				
10	Battery rack	Galvanized iron stand	PCS	1				
11	Battery disconnects	DC disconnect 160A	PCS	1				
12	Output breaker	63A 2pole breaker	PCS	3				
13	AC Surge protector	415V single pole	PCS	1				
14	PVC box	8way box	PCS	1				
15	Changeover switch	100A Changeover switch	PCS	1				
16	Distribution board	8 blocks DB	PCS	1				
17	Battery to inverter cable	35mm flexible cable	meters	20				
18	Inverter to changeover and DB cable	6mm single flexible cable	meters	150				
19	Load cables	1.5mm hardcore cable	Roles	3				
20	Wall Sockets	13Amps 2ways	PCS	8				
21	Conduit pipes	25mm-50mm	Bundle	2				

22	Earth rod	3 fits 100% coper	PCS	3				
23	Earth cable	4mm single core	meters	50				
24	Earthing accessories	Mat/Salt	PCS	2				
25	AVR	8KVA single phase AVR	PCS	1				
	Total Material Cost							
	Logistics & Transport							
	Total Project Cost							

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 10 days After Contract signature.
Exact Address(es) of Delivery Location(s)	Nigerian Immigration services, Ramat Barracks Benin City
Warranty Period	As per IOM's requirement
After-sales service and local service support requirements	Required
Preferred Mode of Transport	Land
Other information	<ul style="list-style-type: none"> • All bids must be submitted through iomabujabids@iom.int <ul style="list-style-type: none"> • File Format: pdf format • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Max. File Size per transmission: 10mb • Mandatory subject of email: RFQ NG10-22-247 • Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." <p><i>It is recommended that the entire Quotation be consolidated into as few attachments as possible (Kindly only send in the relevant documents)</i></p> <ul style="list-style-type: none"> • Late submission will not be accepted • Submissions not sent to the correct mail address will not be evaluated • Submissions in the wrong file format will not be accepted • Submissions without the subject of email will not be accepted • Multiple submissions will be rejected

Eligibility Criteria

Eligibility Requirement	Importance	Criteria
Schedule of requirements (Annex 1 as attached)	High	Pass/Fail
Quotation Submission form (Annex 2) must include the signed declaration of conformity form	High	Pass/Fail
Technical specification form (Annex 4 as attached)	High	Pass/Fail

***Bidders must attain the rating of “pass” in all areas shown as of “high” importance so as to proceed to the technical evaluation**

Technical Evaluation Criteria

Selection Criteria	Selection Requirement	Maximum Score
a) Technology of the proposed equipment.	The Equipment should have an effective and efficient technology with the ability to produce high quality work. (1) Inverter should have UPS, synchronizing and smart features with battery management/threshold settings and can also function with various devices. (2) Charge Controller and Inverter should be of the same brand/Manufacturer. (3) Battery and Solar panel must be grade A (comparable to charge controller and Inverter) (4) should have environmental and material effects with reliability status and no noise. <i>(Meets 4 of the above criteria- 30points, meets 3 of the above criteria- 20points, meets 2 of the above criteria-10Points, meets only 1 criteria-5 points, No submission- 0 point)</i>	30
b) Technical design/drawing for the proposed equipment	vendor should provide technical design/drawing in line with the requested solar power components. <i>(Well detailed design/drawing provided -15 points, drawing not detailed, not inline with solar power components-5 points not provided 0 points)</i>	15
c) Maintenance incentives	Bidder should be able to respond to escalation within the 1 year retention period and should provide a detailed 12-month post-installation support plan with well detailed and well defined Incidence escalation matrix with quarterly Visits to location (20 points), with bi-annual visits to location (15 points), with annual visits to location- (10 pts), Provided but no periodic visit (5 pts), post installation maintenance plan not provided (0 pt.) ps Maintenance incentives should be at no additional financial cost to IOM	20
d) Program of works: This category is based on the proposed time to complete the work. Detailed Gantt chart	Gantt Chart that is +/- 20% within the IOM Engineer's estimated completion time (10pts) Gantt Chart that is +/- 21% and above the IOM Engineer's estimated proposed completion time (5pts), Gantt chart not provided (0 pt.)-	10

(Sequence of activities on how the work will be implemented) is required to show how the program of works was planned.	site should take maximum of 10 days to complete with a team of 3 technicians	
e) Warranty period provided for the equipment with mandatory mention to the charge controller, solar panels, batteries, and inverter	least warranty period on listed items >3 years- 15 points, >2 years-10 points, ≥1 year-5 point, <1 and not provided-0points.	15
f) Availability of the items	Vendor should be able to prove that the proposed equipment is readily available and in the desired quantity with picture or documentary proof (proof provided- 10 points, No proof-0 points)	10
Total	Pass mark is set at 80%	100

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

VENDOR INFORMATION SHEET¹

[Vendor Information Sheet \(VIS\).doc](#)

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet \(VIS\).doc](#), click the link to download the document

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

Currency of the Quotation: Nigerian Naira					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Please see attached annex A				
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Information:

Estimated weight/volume/dimension of the Consignment:	
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of the company	Authorized Signature:

Company Name	Date:
Address:	Name:
Phone No.:	Functional Title of Authorised Signatory:
Email Address:	Email Address:

Annex 4

PROJECT TITLE : The provision of Solar Power System Installation at NIS Edo State Command Foreigner Registration Site Item Code: _____ Item Description: _____	
Manufacturer : _____ Origin : _____ Model : _____ Cat./Page: _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS

Name of Bidder: _____

Signature: _____

Date: _____