



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

---

**REQUEST FOR QUOTATION (RFQ)  
 AND  
 GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIC)<sup>1</sup>**

To : Eligible Vendors  
 Project: DTM Visibility Materials for North East, North west and North Central  
 Ref. No.: 4200208260  
 Date : 21.03.2022

---

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.

In the framework of *Displacement Tracking Matrix*, IOM invites interested eligible Service providers to submit Quotations for the Supply of branded visibility materials for her field operations, as per below item, descriptions and conditions.

S/N	DESCRIPTION DTM VISIBILITY	UNIT	QTY
1	IOM Blue Colour T Shirt in sizes (XXL-50pcs – XL-180pcs, L-300 and M-50) with ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	580
2	Cap in IOM Blue Colour with ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	150
3	Mugs in white and IOM Blue Colour ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	150
4	IOM Blue Colour Reflector Vest/Jackets with ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	150
5	Table-top Calendars ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	150
6	Diary/Organizers/ Notepad with Pen ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	150

---

7	Souvenir Tote Bags with ( <i>IOM DTM - BHA and NEMA Logos attached</i> )	Pcs	150
---	--	-----	-----

***Break down of State Emergency management agency (SEMA) Polo Collar T Shirt Quantity:***

SEMA LOGO			
S/N	State	No of Polos	Sizes
1	Nasarawa (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
2	Benue (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
3	Plateau (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
4	Kano (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
5	Kaduna (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
6	Sokoto (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
7	Katsina (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
8	Kaduna (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
9	Borno (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
10	Bauchi (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
11	Gombe (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
12	Yobe (SEMA, IOM, BHA Logos)	20	(5 M, 10 L, 5 XL)
13	Other Polos with NEMA, IOM, BHA Logos	340	(60 M, 170 L, 60 XL, 50 XXL)
	Total	580	

- Interested bidder must submit physical samples of quoted visibility materials along-side final submissions.
- Bidders should pay attention to each state logo based on the shared quantity and sizes for sheet above

With this RFQ is the GIC which includes Instructions to Service providers, Technical Specifications and administrative requirements that Service Providers will need to follow in order to prepare and submit their quotation for consideration by IOM.

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 Service contract, without thereby incurring any liability to the affected Service provider/s or any obligation to inform the affected Service provider/s of the ground for the IOM's action.

## **GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIC)**

### **1. Description of Works**

IOM request prospective Service providers to collect properly; medical waste from 2 IOM medical health Assessment centers (MHAC and UN SARI) both in Abuja to be disposed properly according to environmental medical waste disposal policies in Abuja Nigeria.

### **2. Corrupt, Fraudulent and Coercive Practices**

IOM requires that all IOM Staff, Service providers, manufacturers, suppliers or distributors, observe the highest stand of ethics during the procurement and execution of all Service contracts. IOM shall reject any proposal put forward by service providers, or where applicable terminate their Service 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/Service contracting Entity in the procurement process or in-Service contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Service contracting Entity in the procurement process or the execution of a Service contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more Service providers 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 Service contract

### **3. Conflict of Interest**

A Service provider found to have a conflicting interest to another Service provider or in relation with the Procurement Entity shall be disqualified from participating in a tender. A Service provider may be considered to have conflicting interest under any of the circumstances set forth below:

- A Service provider has controlling shareholders in common with another Service provider;

- A Service provider receives or has received any direct or indirect subsidy from another Service provider;
- A Service provider has the same representative as that of another Service provider for purpose of this quotation;
- A Service provider has a relationship, directly or through their parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decision of the Mission/procuring Entity regarding this Quotation process;
- A Service provider who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the quotation.

#### **4. Eligible Service provider**

Only Service providers that are determined eligible shall be considered for award. The Service provider shall fill up and submit the standard IOM Vendor Information Sheet (VIS) Upon service award consideration only.

- (a) experience as Service provider in waste disposal of at least **2** works of a nature and complexity equivalent to the advertised service over the last **3** years,

#### **5. Cost of Quotation Preparation**

The Service provider 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 cost incurred.

#### **6. Errors, omissions, inaccuracies, variations and clarification in the Quotation Documents**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Service contract; hence care should be taken in completing these documents.

Service providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents. Service providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address.

[iomabujatenders@iom.int](mailto:iomabujatenders@iom.int),

IOM will respond to any request for clarification received on or before **Tuesday 29<sup>th</sup> March 2022 2 days prior submission**. Copies of the response including description of the clarification will be given to all Service providers 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 Service provider in connection with this General Instruction is to be treated as strictly confidential. The 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 Service provider 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 submitted, at any time prior to award of Service contract, without thereby incurring any liability to the affected Service provider or Service providers or any obligation to inform the affected Service provider or Service providers of the ground for the IOM's action.

## **9. Requirements**

### **9.1 Quotation Documents**

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

- 1.) Quotation Form (Annex A) on Companies letter head, signed and stamped by authorized personnel.

Service providers 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 Quotations shall be in *English Language* and prices shall be quoted in *Nigerian Naira*, exclusive of VAT.

Prices quoted by the Service provider shall be fixed during the Service providers performance of the Service contract and shall not be subjected 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**

Quotation shall remain valid for *usually 30 days* after the deadline for quotation submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, IOM may request that the Service providers extend the period of validity for a specified additional period. The request and the response thereto shall be made in writing. A Service provider agreeing to the request will not be required or permitted to modify its quotation.

#### **9.4 Documents Establishing Service Provider's Eligibility and Qualification**

The Service provider shall furnish, as part of its quotation, documents establishing the Service providers' eligibility to submit quotation and its qualifications to perform the Service if its quotation is accepted. The documentary evidence of the Service provider's qualifications to perform the Service contract if its quotation is accepted shall be established to IOM's satisfaction:

- (a) that the Service provider has the financial and technical capacity and track record necessary to perform the Service contract;
- (b) that the Service provider meets other qualification criteria.

#### **10. Submission of Quotations**

Quotation must be submitted in a sealed envelope. The Service provider must seal the "Original" and "Copy" of the Quotation Documents as stated in item 9.1 (Quotation Documents) and shall be addressed to

*IOM Abuja,  
55 Hassan Musa Katsina Road Asokoro, Abuja*

**Quotation shall be submitted to the above address by Thursday 31<sup>st</sup> March 2022 at 10.00 hrs. Late 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 without the presence of the Service providers. 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;

- (c) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) the Service provider is currently under list of blacklisted Service providers;
- (e) the Service provider 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 Service providers.

#### 14. Evaluation / Selection Criteria

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

	<b>Item Description</b>	<b>Specification</b>	<b>Points</b>
1	<b>Branded Polo T shirts (Blue)</b>	Shirt Quality 5marks - Approved Colour -5 Marks -Quality of IOM Logo Print - 5 Marks	15
2	<b>Branded Face cap</b>	Cap Quality - 5mks, Print Quality on Cap to show neatness - 5 Marks	10
3	<b>White or Blue Mugs</b>	sample with Blue colour 5 Marks and Print Quality of Logo 5Marks	10
4	<b>Blue Colour Reflector Vest</b>	Quality of Vest - 5marks, Print and logo correctness - 5marks	10
5	<b>Branded Tabletop Calendars</b>	Calendar conforming to IOM Colour - 5mrks - Calendar quality - 5mrks - Quality of Logo Printed 5marks	15
6	<b>Branded Burlap Tote bag</b>	Quality of Bag to show durability -5mrks, Quality of IOM Logo Printed 5mrks. Correctness of Blue and Brown colour - 5 marks	15

7	<b>Diary notebooks with Pen</b>	Quality of Diary and pen - 5marks, print quality of Logo on Diary- 5marks Print Quality of Pen -5mrks	15
---	---------------------------------	---	----

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 Service provider 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 Service provider’s technical and financial capability to perform the Service. IOM shall verify and validate any documents/information submitted.

**16. Award of Service contract**

The Service provider that has submitted the best evaluated Sample and budgetary price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the Service contract shall be selected and awarded the Service contract.

IOM shall notify the selected Service provider through a Notice of Award. IOM shall also notify in writing, the other Service providers who were not selected without disclosing the reason for rejection.

**17. Delivery Site and Period of Delivery**

Delivery location is at IOM UN Migration 55 Hassan Musa Katsina Road, Asokoro Abuja, FCT.

Delivery of all visibility is 2 weeks from Purchase Order Approval date.

**18. Liquidated Damages**

If the Service provider fails to deliver the works within the completion period specified in Clause 17 above, a penalty payment of 0.1% of the cost of unfinished Works for every week of breach of completion schedule will be requested.

**19. Payment**



Payment shall be made only upon IOM's acceptance of the Services and delivered specifications, and upon IOM's receipt of invoice.

## **20. 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.

**QUOTATION FORM**

Date : \_\_\_\_\_

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having examined the General Instruction for the services of *[insert description of works]*., the receipt of which is hereby duly acknowledge, I, representing *[name of company]*. offer to execute the requested service(s) in conformity with the General Instruction for the total Lump Sum amount of *[total bid amount in words and figures and currencies]* in accordance with the service to be provided.

I undertake if my offer is accepted, to deliver the Service in accordance with the Quotation, delivery schedule, plans and Photos of waste disposal facility.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal Service contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
*[signature over printed name]*                      *[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of \_\_\_\_\_ *[name of company]*

**Annex C: Logo's for Visibility**

Note: *Refer to attached Folder for each state Logo.*



