

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: NG10-22-265

Date: 07 October 2022

### **SECTION 1: Request for Quotation (RFQ) for The Nigeria Immigration Service (NIS) Seme, Krake , Lagos State Command Construction**

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: Bill of Quantity (Schedule of requirement)

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 1: Bill of Quantity 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:

Name: Faye Simpson

Date: 7<sup>th</sup> of October 2022

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Deadline for the Submission of Quotation</b>	<b>23rd of October 2022</b> If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	Quotations must be submitted as follows:  <input checked="" type="checkbox"/> <b>Email</b> <b>Bid submission address: <a href="mailto:iomabujabids@iom.int">iomabujabids@iom.int</a></b> <ul style="list-style-type: none"> <li>▪ <b>File Format: pdf format</b></li> <li>▪ <b>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</b></li> <li>▪ <b>All files must be free of viruses and not corrupted.</b></li> <li>▪ <b>Max. File Size per transmission: 10mb</b></li> <li>▪ <b>Mandatory subject of email: RFQ NG10-22-265</b></li> <li>▪ <b>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.</b></li> <li>▪ <b>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</b></li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Nigerian Naira</b>
<b>Duties and taxes</b>	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: All prices shall: <input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	<b>English Language</b>
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Annex 1: Bill of Quantity</li> </ul>

<b>Quotation validity period</b>	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 90% after 100% job completion and acceptance by IOM. Balance of 10% will be held as retention for 1 year
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: IOM Abuja Tenders E-mail address: <a href="mailto:iomabujatenders@iom.int">iomabujatenders@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 17th of October 2022 before the submission deadline. Responses to request for clarification will be communicated Via Mail to individual mail
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially technically evaluated compliant offer
<b>Evaluation criteria</b>	<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"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> 70% minimal pass mark in the evaluation criteria as stated on pages 9,10 & 11
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	Construction Contract
<b>Expected date for contract award.</b>	07 November 2022
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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.

**MANDATORY ANNEX 1: SCHEDULE OF REQUIREMENTS**

**Technical Specifications for Goods:**

Item No	Minimum technical requirements	Unit	Quantity
	Please see attached BoQ		

**Delivery Requirements**

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 3 weeks After Contract signature.
Exact Address(es) of Delivery Location(s)	Nigeria Immigration Service Krake Seme, NIS Lagos State Command

**MANDATORY ANNEX 2: QUOTATION SUBMISSION FORM MANDATORY**

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 SHEET**

[VIS.xlsx](#)

**BIDDER’S DECLARATION OF CONFORMITY<sup>1</sup>**

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.
<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

<sup>1</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		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 <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<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 - WORKS**

Bidders are requested to complete this form, sign it and return it as part of their quotation 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:

**Technical Offer**

**Quotation Documents:**

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

- 1.) Annex 1: Bill of Quantities
- 2.) Annex 2: Quotation Submission Form duly completed and signed
- 3.) Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- 4.) Annex 4: Construction Schedule
- 5.) Annex 5: CVs of Key Supervisory Staff (Project Manager and Foreman)
- 6.) Annex 6: Equipment Schedule
- 7.) Valid Certificate of Registration (Certificate of Incorporation)
- 8.) Previous experience with UN agencies, INGO's, private corporations/enterprises and Government Agencies. Bidder to provide information on previous experience working with such UN and/or INGO, enterprises etc. Vendor should list agencies worked with, work done and contact information (names, telephone numbers, email addresses etc). Include proof of previous experience in the form of Certificates of Completion, Contracts, Purchase Orders etc.

**The following evaluation criteria shall be used to evaluate the Bids received:**

**A. Eligibility Examination of Bids [Pass/Fail criteria]**

Eligibility Requirement	Importance	Criteria
Annex 2: Mandatory annex 2 Filled, Signed and Stamped	High	Pass/Fail

**\*Bidders must attain the rating of "pass" to proceed to the technical evaluation.**

**B. Technical Examination [Weighted criteria]:**

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the Bid is substantially responsive to the technical requirements. All bids must be checked for substantial responsiveness to the technical requirements. The technical evaluation accounts for 70 points (70%) out of the total combined score (technical + financial) of 100 points.

Non-conformity to the requirements is a justifiable basis for the rejection of a Bid. These are those deviations that, if accepted, would not fulfil the purposes for which the Bid is requested, or would prevent a fair comparison with Bids that are properly compliant with the requirements.

Material technical deviations include but not limited to:

- a) Inability to meet the critical delivery schedule or work schedule clearly specified in the RFQ;
- b) Failure to comply with minimum experience criteria as specified in the RFQ;
- c) Failure to meet major technical requirements (e.g., offering completely different types specified, plant capacity well below the minimum specified, equipment not able to perform the basic functions for which it is intended.  
and/or
- d) Failure to bid for the required scope of work (e.g., for the entire works or a complete package or a complete schedule).

Criteria	Requirement	Rating
<b>1. Bidders’ experience, financial capacity, equipment, and construction Schedule: [Max 80 points]</b>		
(a) <b>Similar experience:</b> Successful similar experience in terms of equivalent nature and complexity carried out on behalf of UN and INGOs or other reputable organizations in Nigeria. <b>Provide evidence such as Contracts or Purchase Orders and Completion Certificates.</b> The Bidder must demonstrate through past projects its ability to produce a high-quality work in (aluminium construction works and interior design)	<b>4 or more Construction works</b> of equivalent nature and complexity (aluminium construction works and interior design)	<b>20 Points</b>
	<b>3 Construction works</b> of equivalent nature and complexity (aluminium construction works and interior design)	15 Points
	<b>2 Construction works</b> of equivalent nature and complexity (aluminium construction works and interior design)	10 points
	Bidder who has carried out <b>1 Construction works)</b> of equivalent nature and complexity	5 points



	(aluminium construction works and interior design)	
<p>b) <b>List of Equipment owned or hired:</b> Type, Characteristics, Minimum Number and Availability of Key Equipment. A bidder must demonstrate adequate ownership of the minimum required Assets and/or Machineries.</p> <p>The bidder shall demonstrate that it has access to the required Equipment through ownership or hire: Scaffolding, drills, Hand tools, power tools and cutters.</p>	Presented a complete list of more than 81% of the required equipment with their proof of ownership/lease.	<b>20 points</b>
	Presented a list containing 60 -80% of the required equipment with their proof of ownership/lease.	15 points
	Presented a list containing 30 -59% of the required equipment with their proof of ownership/lease.	5 points
	Presented a list containing 0 -29% of the required equipment with their proof of ownership/lease.	2 points
<p>c) <b>Program of works:</b> This category is based on the proposed time to complete the work. Detailed Program of works (Sequence of activities on how the work will be implemented) is required to show how the program of works was planned.</p>	+/- 10% within IOM proposed completion time	<b>20 Points</b>
	+/- 11% - 20% within IOM proposed completion time	15 Points
	+/- 21-30% within IOM proposed completion time	10 points
<p>d) <b>Financial Capacity:</b> This category is based on the Bidders' financial capability to mobilize and carry out the proposed assignment without the need for pre-financing.</p> <p>Required: Copies of the stamped bank statements within the last 6 months</p>	Bank Statement released in the same month of the bid with a balance =/> than the project estimate.	<b>20 Points</b>
	Bank Statement released in the same month of the bid with a balance that is less than the project estimate by 99-69%.	15 points
	Bank Statement released in the same month of the bid with a balance that is less than the project estimate by 20 - 39%.	10 points
	Bank Statement released in the same month of the bid with a balance that is less than the project estimate by 0 - 19%	2.5
<b>2. Key professional staff qualifications and competency for the assignment: [Max 20 points]</b>		
<p><b>Project Supervising Engineer</b></p> <p>Detailed CV should be presented.</p>	Bachelor's Degree in Civil Engineering/Architecture/Building Technology with minimum of 4 years' experience in relevant activity or	<b>10 Points</b>
	Bachelor's Degree in Civil Engineering/Architecture/Building Technology	6 Points

<p><b>Attach Certificate with COREN or other equivalent professional body in the construction industry.</b></p>	<p>with minimum of 2-3 years' experience in relevant activity or</p> <p>Higher National Diploma/National Diploma in Civil Engineering/Architecture/Building Technology with minimum of 5 years' experience in relevant activity.</p>	<p>3 points</p>
<p><b>Foreman/Site Manager</b></p> <p><b>Detailed CV should be presented.</b></p> <p><b>Attach Certificate with COREN (Tech) or other equivalent professional body in the construction industry.</b></p>	<p>Diploma in Civil Engineering/Architecture/Building Technology with minimum of 5 years' experience in relevant activity</p> <p>Diploma in Civil Engineering/Architecture/Building Technology with minimum of =&gt; 3 - 4 Years' experience in relevant activity</p> <p>Diploma in Civil Engineering/Architecture/Building Technology with minimum of =&gt; 2 - 3 Years' experience in relevant activity</p>	<p><b>10 Points</b></p> <p>6 Points</p> <p>3 points</p>
<p><b>Only the financial proposals of bidders with a minimum of 70% shall undergo the financial evaluation</b></p>		

**C. Detailed Examination of Bids (financial)**

Only the Financial Proposal of bidders that obtain overall Pass in the Preliminary evaluation and a minimum of 70% in technical evaluation shall undergo the financial evaluation. The financial evaluation accounts for 30 points (30%) out of the total combined score (technical + financial) of 100 points.

The lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$Sf = 100 \times F1 / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,

F1 - is the price of the lowest Financial Proposal, and

F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

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.

Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the quoted unit rate will govern, unless in the opinion of IOM there is an obviously gross misplacement of the decimal point in the unit rate, in which case the unit rate will be corrected and the line item total respected or corrected in accordance with this paragraph, if need be.

The amount stated in the bid shall be adjusted by IOM in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid will be rejected. IOM may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance (including the rates) of their proposal. IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.

#### **Analysis of Bill of Quantities and Unit Rates**

The Analysis of prices for components of the Bill of Quantities and for unit rates of a bid shall be carried out for the

following four (4) purposes:

- i. To examine whether the unit rates of the bid are balanced. A bid shall be considered unbalanced if the unit rates are substantially higher or lower, in relation to the estimate and the rates quoted by other bidders, for items of work to be performed early in the contract or for underestimated quantities for certain items of work.
- ii. To verify whether the bid price is reasonable. An unreasonably low bid price may reflect the bidder's misunderstanding of the specifications and, accordingly, this bidder may incur substantial financial losses and fail to complete the work satisfactorily if awarded the contract. To determine the reasonableness of a bid price, it is necessary to consider all circumstances affecting the bid.
- iii. To verify whether the Bill of Quantities is complete. If a bidder has failed to enter a rate or price it shall be deemed to be covered by other rates and prices entered in the Bill of Quantities. Accordingly, there shall be no adjustments for missing items in the Bill of Quantities unless the Bidding Documents specify otherwise. If, however, a bidder does not quote a price for one complete bill, for bid evaluation purposes price adjustment should be made for the missing bill, unless the missing bill is for a major component of the works, in which case, the bid should be rejected.
- iv. To examine the completeness of unit rates. Where Bidding Documents require the bidder to provide drawings and/ or the breakdown of the price of any bid item in support of its unit rate or price for that item, any components that are missing from the drawings and/ or the breakdown of the price of a bid item shall be loaded during evaluation for the price of the missing component.

**Financial Offer**

**Please see attached BoQ**

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<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"/>	

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.	
<i>Exact name and address of company</i> Company Name Address:  Phone No.: Email Address:	Authorized Signature:  Date:  Name:  Functional Title of Authorised Signatory:  Email Address: