

RFQ Reference: NG20-22-4200349840

Date: 31 October 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Design and production of 3D animation videos on Community Dialogue and Trafficking in Persons (TiP)

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

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using 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:

IOM Procurement Lagos.

Date: 31.10.2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>7 November 2022 10am prompt 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 type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email iomlagostenders@iom.int <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address iomlagostenders@iom.int.</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ 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: not more than 30MB ▪ Mandatory subject on Envelop: NG20-22-4200349840(Design and production of 3D animation videos on Community Dialogue and Trafficking in Persons (TiP)) 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. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>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.</p>
Supplier Code of Conduct	<p>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).</p>
Conflict of Interest	<p>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.</p>
General Conditions of Contract	<p>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.</p>
Eligibility	<p>Bidders shall have the legal capacity to enter a binding contract with IOM and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in Nigerian Naira (NGN)</p>
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 be in Naira</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</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
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"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	Quotations shall remain valid for 30 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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted (i.e. by line item,)</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Procurement Unit</p> <p>E-mail address: sokemuo@iom.int</p> <p>Attention: Quotations shall not be submitted to this address just as stated in the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated email by 02 November 2022
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input checked="" type="checkbox"/> Other Delivery Timeline</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time/ competitive price</p> <p><input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)</p>
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	General Service Agreement
Expected date for contract award.	21 November 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.
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EVALUATION CRITERIA

A. Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested by Proposers have been provided and are complete.
Proposer accepts General Conditions of Contract	Form C: Technical Proposal Submission

B. Technical Evaluation Criteria:

The Bids will be technically evaluated using weighted criteria (see below). 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.

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 fulfill 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 RFP;
- b) Failure to comply with minimum experience criteria as specified in the RFP;
- c) Failure to meet major technical requirements.
- 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		Score
1. Specific experience of the Service Providers relevant to the assignment: [Max 30 points]		
1) Duration of experience in Proposed work: Total number of years engaged	=>10 years	10
	=<10 to >4 years	6

in developing and designing content and animation for international organizations.	<4 years	3
2) Similar experience in Nigeria in terms of production of high-quality animation and audio-visual content	=> 3 or more similar assignments with documented evidence such as Contracts, descriptive reports, and recommendations from reputable agencies.	20
	2 similar assignments with documented evidence such as Contracts, descriptive reports, and recommendations from reputable agencies.	10
	1 similar assignment with documented evidence such as Contracts, descriptive reports, and recommendations from reputable agencies.	5
2. Adequacy of the proposed methodology and work plan in response to the Terms of Reference: [Max 40 points]		
1) Organization and staffing.	Very good presentation of organization in Nigeria with knowledge of issues relating to irregular migration, trafficking in persons, and smuggling of migrants.	10
	Good presentation of organization in Nigeria with knowledge of issues relating to irregular migration, trafficking in persons, and smuggling of migrants	5
	Fair presentation of organization in Nigeria with knowledge of issues relating to irregular migration, trafficking in persons, and smuggling of migrants	3
2) Proposed Technical approach and methodology	The technical approach and methodology presented fully addresses objectives in the ToR, showing excellent understanding of subject matter and required processes	20
	The technical approach and methodology presented adequately addresses objectives in the ToR, showing moderate understanding of subject and required processes	15
	The technical approach and methodology presented partially addresses objectives in the ToR, showing partial understanding of subject and required processes	6
	The technical approach and methodology poorly addresses objectives in the ToR, showing poor understanding of subject matter and required processes	0
3) Work Plan Feasibility	Adequately shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR	10
	Fairly shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR	5
	Timelines unrealistic and/or deliverables inconsistent with TOR	2
	No work plan submitted	0

3. Key professional staff qualifications and competence for the assignment: [Max 30 points]		
Qualifications and Experience of the Project Manager	Experience of 10 Years or more in developing animation and audio-visual content to promote behaviour change.	15
	Experience of 4-9 Years in in developing animation and audio-visual content to promote behaviour change.	9
	Experience of less than 4 Years in developing animation and audio-visual content to promote behaviour change.	6
Qualifications and Experience of the team members	Experience of 5 years or more in designing graphics, animation, illustration, and audio-visual content to promote behaviour change.	15
	Experience of 3-5 years in designing graphics, animation, illustration, and audio-visual content to promote behaviour change.	9
	Experience of 2 years and below in designing graphics, animation, illustration, and audio-visual content to promote behaviour change.	6

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:

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

Where:

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

FI - 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.

Service Provider- Design and production of 3D animation videos on Community Dialogue and Trafficking in Persons (TiP)

BACKGROUND

Despite significant efforts of the Federal Government of Nigeria (GoN) to counter trafficking in persons (TiP), Nigeria remains a country of origin, transit, and destination for human trafficking. Driven by the demand for cheap labour and commercial sex, trafficking rings across borders and within countries capitalize on economic, social, and political vulnerabilities to exploit their victims. Irregular migrants along the Central Mediterranean route to Europe are particularly at risk. While the National Referral Mechanism present in Nigeria provides guidance on the referral process and stimulates the need for a multi-sectoral approach in the provision of assistance to victims of trafficking, the actual operationalization of the referrals and provision of comprehensive rehabilitation and re-integration assistance, is relatively weak. To address this, IOM under the Special Measures Project funded by the European Union as part of the EU-IOM Joint Initiative established structures under the Awareness Raising component. The main objective is to enable migrants and potential migrants make informed decisions about their migratory journey and to sensitize communities. One of such interventions is community dialogue which is an approach designed to increase awareness at the community level and evoke the wider community to nurture home grown solutions and prevention activities which are continuously carried out by local community, watch groups, youth and CSOs.

As part of awareness raising efforts, IOM seeks to develop two animation videos to sensitize potential migrants and source communities on trafficking in persons (TiP) issues, dangers of irregular migration and safe migration pathways. The animation will also be used as a training tool on the process of community dialogue as an awareness raising approach used to design home grown solution to communal problems such as irregular migration and trafficking in persons.

Purpose of Assignment:

To develop and produce two 3D three-minute animation videos for the **SPECIAL MEASURE PROJECT: EU-IOM JOINT INITIATIVE FOR MIGRANT PROTECTION AND REINTEGRATION PROJECT** to raise awareness on the dangers of irregular migration and on community dialogue as an awareness raising approach.

Work Schedule:

To complete this task, the service provider is estimated to take up to a period of one month from the date of signing the contract.

Scope of Work/ Work Assignments:

Under supervision of the Awareness Raising Officer, the service provider will undertake the following:

- Develop a workplan and schedule of achieving the assignment
- Develop gender sensitive characters for the two 3D animations.
- Develop two creative and innovative scripts and storyboards for the two 3D animations based on the IOM Nigeria community dialogue manual.
- Submit a final three-minute 3D animation on community dialogue process as an awareness raising approach on issues of trafficking in persons. The animation will be in pidgin with English subtitles.
- Submit a final three-minute 3D animation on a trafficking in person case study contained in the community dialogue manual to be used in promoting conversations around risks of irregular migration and safe migration pathways. The animation will be in pidgin with English subtitles.

- Facilitate pre-testing of the storyboards for the two animations with members of the target audience.
- Consolidate and incorporate inputs and feedback from IOM and other relevant partners from the pretesting and review process.
- Submit two final approved animations to IOM.
- Submit to IOM all the raw files for illustrations for filing and retrieval
- Note that the service provider may be asked to perform other duties that may not have been captured in this EOI but relevant to the engagement.

Method of Application:

IOM invites experienced and interested graphic design, animation, and multimedia companies both at local and national levels to submit an Expression of Interest (Eoi), along with requisite organizational documents and a cover letter in support of their application.

Interested companies will be expected to submit their proposal as an Eoi in the following manner:

- a. Each proposal shall incorporate a detailed program design, including background and work plan.
- b. Provide detailed financial costs, mentioning unit costs and rates.
- c. Each proposal should contain an organizational profile and a portfolio of previous work done in similar field for similar organisations, especially on Communication for Development and behavioural change communication.
- d. The organisational profile should include legal identity documents of the organisation and programs and projects, past and current with short descriptions.

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:	Click or tap here to enter text.	
RFQ reference:	NG20-22-4200349840	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

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.
<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

¹ [Vendor Information Sheet.xlsx](#)

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

Yes	No	
		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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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:	Click or tap here to enter text.	
RFQ reference:	NG20-22-4200349840	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			

Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

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"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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.	
<p><i>Exact name and address of company</i></p> <p>Company Name <input type="text"/></p> <p>Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Phone No.: <input type="text"/></p> <p>Email Address: <input type="text"/></p>	<p>Authorized Signature: _____</p> <p>Date: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Functional Title of Authorised Signatory: <input type="text"/></p> <p>Email Address: <input type="text"/></p>