



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

FOR AUCTION

Open to Internal (IOM) and External Bidders

The International Organization for Migration (IOM) in Maiduguri will conduct an auction sale for the following used assets:

Lot 1 – Air Conditioner, Mobile Phones, Projector

Lot 2 – Refrigerator, Washing Machine, Television

Lot 3 – Various IT equipment (laptops, printers, Monitor, Docking Station, Scanner)

Lot 4 – UPS and inverters, solar panel, batteries,

Lot 5 – Various Furniture

Lot 6- Generator (60KVA, 15KVA)

Viewing Day & Date and Time: Strictly Wednesday 24th, 09.00 – 04.00 hrs and Thursday, 25th 09.00 – 12.00 Noon, July 2024

Late arrivals will not be given access to the view.

Location: IOM Maiduguri Warehouse

Address: Plot no 28 Pompomari by-pass commercial light Industrial
Layout, Maiduguri Borno State

Viewing and registration procedure:

1. A bidder who wishes to view the items must send an email to iommaiduguritenders@iom.int with the subject **“Interested to view-MIU-B1-2024”** not later than Tuesday 23rd July, 3:30 pm. Bidder must provide name, email address, phone number, and a scanned copy of Identification Card (Business License/National ID/Drivers’ License). IOM will contact the bidder to confirm the viewing time and date. Identification Cards will be used before gaining access to the viewing center.
2. Only registered bidders can be given access to enter the premises. 1 viewing session is scheduled for not more than 30 minutes. A maximum of 20 registered bidders will be given access to enter at a time. Registered bidders must come according to the appointed viewing time.



General Bidding Procedure:

1. Bidder can bid for 1 Lot or more.
2. Everything on the lot as mentioned above (s) will be sold on an **“AS IS, WHERE IS”** basis. No returns and No Refunds.
3. The winning bidder must take responsibility for removing and transporting the goods from the premises.
4. Bid submission closes on Friday 26th July 2024 at 12:30 pm. Late Bids shall be rejected. Register your details on the registry upon submission.
5. Goods will be sold to the highest bidder. If there is a tie, those who are tied will be given another opportunity to rebid immediately.
6. The bid winner has 2 working days to settle the full payment to IOM; otherwise, the bid will be awarded to the second highest bidder.
7. IOM's liability shall cease as soon as 100% payment is made and the Deed of Sale is signed
8. IOM reserves the right to cancel the process at any point in time

Method of Submission	<p>Bids must be submitted as follows: (Electronic or Hardcopy)</p> <p><input checked="" type="checkbox"/> Email Bid submission address: iommaiduguribids@iom.int</p> <ul style="list-style-type: none">• File Format: PDF• File names must be a maximum of 60 characters long and must not contain any letter or special character other than from the Latin alphabet/keyboard.• All files must be free of viruses and not corrupted.• Max. File Size per transmission: 5MB in total• Mandatory subject of the email: “AUCTION – AD-001-MIU-B1-2024” Bid for sale of IOM IT Equipment, furniture, and fixture• The Bidder shall complete the Bid form and the appropriate price indicating the LOT Number and Item the bidder is bidding for. The bid form should have the bidder's Name and contact number (cell phone). The bid form can be found below (Page 4)• Bid submission closes on Thursday 26th July 2024 at 12:30 pm. Late Bids shall be rejected. Register your details on the registry upon submission of the hardcopy at the IOM OFFICE MAIDUGURI• A Hard Copy of the bid form “AUCTION – AD-001-MIU-B1-2024” to the IOM Tender Box at IOM OFFICE MAIDUGURI from 24th - 26th July 2024.
-----------------------------	--



Cost of Preparation of Bid	IOM shall not be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.
Eligibility	Bidders shall have the legal capacity to enter a binding contract with IOM, or through an authorized representative.
Currency of Bid	Quotations shall be quoted in Naira (NGN)
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Bid submission form duly signed. <input checked="" type="checkbox"/> Business License/National ID/Driving License
Bid validity period	Bids shall remain valid for Forty (40) days from the deadline of Submission.
Payment Terms	<input checked="" type="checkbox"/> 100% upon notification of award
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to requests for clarification will be communicated through email before 25 th July.
Evaluation method	<input checked="" type="checkbox"/> The best price offer shall be awarded
Right not to accept any Bid.	IOM reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time before the disposal, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for IOM's action
Type of Contract to be Awarded	Deed of Sale



BID / OFFER FORM

LOT 1

Total Bid Price Amount: _____ NGN

LOT 2

Total Bid Price Amount: _____ NGN

LOT 3

Total Bid Price Amount: _____ NGN

LOT 4

Total Bid Price Amount: _____ NGN

LOT 5

Total Bid Price Amount: _____ NGN

LOT 6

Total Bid Price Amount: _____ NGN

Hereby I certify that I am offering the above price for the above item knowing that it is sold based on **as-is, where-is**, and in case of winning, I will pay the amount within Two (2) days of notification. Please ensure you enter the above details fully. Forms with missing information will be waived.

Signature of bidder

Name:

Phone number:

Email:

Place & date: