



INSTRUCTIONS TO BIDDERS

Reference Number: AD/001/LOS/2024

SALE OF USED/UNSERVICEABLE ASSETS IN LAGOS

Prepared by

International Organization for Migration (IOM)

Mission in Nigeria

No. 1 Isaac John Street, Ikeja, GRA, Lagos – Nigeria

06/06/2024

Instructions to Bidders

Section A: General

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. With 166 member states, a further eight states holding observer status, and offices in more than 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

The IOM Lagos sub-office Asset Disposal Committee (ADC) now invites interested bidders to submit bids for the sale of various unserviceable IT Equipment, furniture, and fixture (as-is).

The items are available for viewing at the IOM Lagos Office at 1 Isaac John Street, Ikeja GRA

Deadline for the Submission of Quotation	8-July-2024 at 16:00hrs WAT
Method of Submission	<p>Bids must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Email</p> <p>Bid submission address: iomlagostenders@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: AD/001/LOS/2024 - Bid for sale of IOM IT Equipment, furniture, and fixture ▪ The Bidder shall complete the Bid form and the appropriate price clearly 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 under Section C of the Instruction to Bidders (below).
General Bidding Procedure:	<ol style="list-style-type: none"> 1. Bidder can bid for 1 Lot or more. 2. Everything on the lot(s) listed below will be sold on an “AS IS, WHERE IS” basis. No returns and No Refunds. 3. The winning bidder must take responsibility to remove and transport the goods out of the premises. 4. 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. 5. Bid winner has 1 working day to settle the full amount paid to IOM; otherwise, the bid will be awarded to the second-highest bidder

	6. IOM's liability shall cease as soon as 100% payment is made and the Deed of Sale is signed
Assets Viewing dates	STRICTLY from Monday 1st July to Thursday 4 th July 2024 between 11:00 pm –4:00 p.m. West African time (WAT).
Viewing and registration procedure:	<ol style="list-style-type: none"> 1. The bidder who wishes to view the items must send an email to colua@iom.int with the subject "Interested to view" indicating the category of interest, no later than Thursday 28th June 2024, 04:00 pm. Bidder must provide name, email address, phone number, and a scanned copy of 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(s). 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.
Viewing location	<ol style="list-style-type: none"> 1. IOM Lagos Sub-Office at 1 Isaac John Street, Ikeja GRA, Lagos, Lots 1,2,3,4,6,7,8,9,10 2. IOM Office, 3 Joel Ogunnaike GRA Ikeja, Lagos, Lot 12 3. IOM Office, 1 Sasegbon Street, Ikeja GRA, Lagos, Lot 11 4. IOM Transit centre at IGANDO-Ikotun LCDA, Lagos. (Lagos State Ministry of Special Duties and relief centre, LASU Isheri road by Alhaji Ede bus Stop, Igando, Alimosho LGA, Lagos State)- Lot 5
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)
Language of Bid	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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-Five (45) 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 by 5 July 2024

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 prior to 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
Expected date for contract award.	18th July 2024

Section B: List of Assets in Lots

Lot Number	Item Description	Quantity
01.	Monitors UPS Desktops	6 Monitors 28 UPS 14 Desktops
02.	Medical Related Equipment	2 BP Machines 3 Signature Pads 1 Xray View Box 1 Digital x-ray Radiographer's Monitor
03.	Refrigerator	1 Refrigerator
04.	Shredder Dell Replicator Scanner Projector	6 Shredders 1 Dell Replicator 1 Scanner 1 Projector
05.	Generator	1 Generator
06.	Inverter Amplifier	2 Inverters 1 Amplifier
07.	Air Conditioners/ Cameras/TV	8 Air Conditioners 17 Cameras 4 Televisions
08.	Phones	7 Desk Phones Avaya 2 Mobile Phones Samsung 2 Mobile Phones Blackberry 12 Mobile Phones Qubo
09.	Printer Docking Station	5 Printers 1 Photocopier 09 Docking Stations
10	Laptop	9 Laptops
11.	Office Furniture/Household Equipment	Assorted Lot includes (Tables, chairs, standing fans, Dispensers, Glass doors, microwave, PA systems)
12.	Old housing materials	7 Metallic Doors Assorted old iron sheets
13.	Absolute items	Chairs and old UPS

Section C: Instruction to Bidders

Bid Form/ Offer Form			
Bidder's Name: Contact Number: Date:			
Lot Number	Item Description	Unit	Price Offered in NGN
Hereby I certify that I am offering the above price for the above item knowing that it is sold on the bases of as-is, where-is, and in case of winning, I will pay the amount within seven (7) days of notification. Please ensure you enter the above details fully. Forms with missing information will be waived. Signature of bidder:			