

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: [4200735011](#)

Date: 22 August 2024

SECTION 1: Request For Quotation (RFQ) for the hiring of consultants for MMDP 2.0 in Edo state documentary

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 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:

Signature: _____

Name: Emmylin NABANOBE

Title: PLO

Date: 22.08.2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>29th August 2024 at 10:00am</p> <p>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 <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 for all files ▪ 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: 30MB in total ▪ Mandatory subject of email: 4200735011 Request For Quotation (RFQ) for the hiring of consultants for MMDP 2.0 in Edo state documentary ▪ 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 into 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 Naira</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:</p>

	<input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
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> <ol style="list-style-type: none"> 1. Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped) 2. Annex 3: Technical and Financial Offer duly completed and signed (and preferably stamped) 3. Company Profile (including the names of owners, key officers, technical personnel) 4. Copy of Corporate Affairs Commission Certificate (CAC). 5. List of related contracts with the UN/GoN and Corporate entities for the last 1 year (completed and/or ongoing) 8. Dully filled, signed, and stamped Vendor Information Sheet Vendor code of Conduct and Declaration of Conformity. <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for forty-five(45) 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted (please specify, i.e. by LOTS only or by line item, etc)
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: : Tom Edet E-mail address: Etom@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated through email by 26 August 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<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"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
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	Notice of award, Purchase Order for services
Expected date for contract award.	02 September 2024

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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

A. Preliminary Examination of Bids [Pass/Fail criteria]

This stage of the evaluation is to assess the document formality required for each bidder with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned in 9.1 above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

No.	Requirements	Compliance Rating
1	Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	Pass/Fail
2	Annex 3: Technical and Financial Offer duly completed and signed (and preferably stamped)	Pass/Fail
3	Company Profile (including the names of owners, key officers, technical personnel)	Pass/Fail
4	Copy of Corporate Affairs Commission Certificate (CAC).	Pass/Fail
5	List of related contracts with the UN/GoN and Corporate entities for the last 1 year (completed and/or ongoing)	Pass/Fail
6	Dully filled, signed, and stamped Vendor Information Sheet Vendor code of Conduct and Declaration of Conformity.	Pass/Fail

*Bidders must attain the rating of “pass” in all areas shown as of “high” importance so as to proceed to the technical evaluation.

Terms of Reference

Engagement of a Service Provider to Produce Audio-Visual Content on the Achievements of the MMDP 2.0 In Edo State.

Project Background

The International Organization for Migration's (IOM) encourages safe migration and public action to prevent human trafficking and exploitation. By leveraging the power and popularity of media and technology and using a Communication for Development (C4D) approach, IOM inspires young people and their communities to act against human trafficking.

IOM with support from the Italian Embassy in collaboration with state and non-state actors is currently implementing a project "Managing Migration Through Development (MMDP) 2.0 In Edo State" aimed at contributing to the efforts of the Edo State government to prevent human trafficking and protect vulnerable migrants and community members. The project intervention targets Edo state which has a considerable concentration of returning migrants. Since 2019, the combined efforts by the Federal Government of Nigeria (FGN), development partners, and the IOM have been instrumental in facilitating the voluntary return of over 30,000 returnees stranded alongside the Central Mediterranean route and from various destination countries.

In coordination with the office of the Governor, the project also proposes to produce a short documentary portraying the stories of returning migrants from host/destination countries. By sharing testimonies of supported returned and potential migrants, the documentary will serve as a powerful tool to encourage relevant actors engaged on migration to take practical measures to respond to the needs of returnees and work towards preventing human trafficking and irregular migration. In addition, the documentary will advocate the underlying theme of the MMDP 2.0 strategy, project pillars, existing initiatives, and socioeconomic opportunities for the youth in Edo state. Both IOM and Edo state government will use the documentary as an awareness raising and advocacy tool. To this end, IOM seeks to engage the service of an experienced service provider to produce a documentary on the achievements of the MMDP 2.0, including returning migrants' success stories, available socio-economic opportunities and the sustainable partnership and coordination milestones in Edo state.

EXPECTED DELIVERABLES AND TIMELINE

To complete this task, the service provider is estimated to take up to a period of three months and is to work closely with IOM to carry out the below listed deliverables. Under the overall supervision of the Awareness Raising Officer and the direct supervision of the Awareness Raising Project Assistant, the selected service provider will undertake the following:

- Submit a work plan demonstrating how the assignment will be achieved in an appropriate and timely manner. This should be submitted within 10 days of signing the contract and its finalization will involve integration of feedback and approval from IOM
- In collaboration with IOM, provide a detailed script/storyboard and schedule to guide filming and footage recordings for the assignment. This will be reviewed and approved by IOM and should be adhered to.

- Film and edit 10 success stories (60 – 120 seconds short videos), including capturing project beneficiaries, partners engagement, returned and potential migrants, and community-based initiatives.
- Produce one comprehensive 15 - 20 minutes video documentary highlighting, capturing the major milestones and achievements of the MMDP 2.0 intervention in Edo State.
- Filming locations will be in different areas of Edo state based on the approved filming schedule.
- Produce 60 edited high-resolution photos on the achievements of the project both in jpeg and raw formats, with appropriate captions
- Work in collaboration with IOM in adhering to IOM branding guidelines. Background music or stock photos used in videos must be free from any copyright infringement to avoid any legal actions.
- Language of the videos and subtitles should be in English.
- Adhere to IOM's data and protection principles on interviewing vulnerable persons.
- Deliver final videos, B-rolls and photos on an external drive as well as through WeTransfer, Google drive or SharePoint.
- Service provider will take responsibility for all logistics, filming, editing, production and delivery costs associated with the listed deliverables.
- Submit a final report of the assignment, including detailing challenges, mitigation efforts, recommendations, and feedback from engagements.

The vendor's payment shall be in two payment tranches as follows:

- i. 40% payment after submission of the approved assignment work workplan.
- ii. 60% payment after full completion of deliverables and submission of approved final report.

Payment will be issued within 30 - 60days upon submission of the deliverables stated above within the deadline period.

Qualifications

- The service provider should have a good knowledge of Edo state and local communities.
- Have at least five years' experience in audio-visual media, filmmaking, photography, editing, video production and migration-related assignments.
- The service provider should have completed similar assignments for other UN agencies or INGOs.
- The service provider should be familiar with delivering short video filming and project documentaries
- Share their financial workplan/budget based on the above-mentioned deliverables.

Method of Application

IOM invites experienced and interested service providers 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.

1. The service provider will be expected to submit their proposal as an EoI including the CVs of team members and
 - a. Each proposal should be developed in accordance with the deliverables and responsibilities listed above.
 - b. Each proposal shall incorporate a detailed airing schedule and work plan based on the listed deliverables.
 - c. Provide a detailed financial cost, mentioning rates and unit costs, broken down by activities and deliverables. Estimated costs/amount is all inclusive.
 - d. Each proposal should contain an organizational profile and a portfolio of previous work done in similar field for similar organisations, especially on TV content dissemination.

e. The organisational profile should include legal identity documents of the organisation and programs and projects, past and current with short descriptions.

The completed Expression of Interest (Eoi) should be placed in a plain, sealed envelope and clearly marked:
EXPRESSION OF INTEREST

Engagement of a Service Provider to Produce Documentary on the Achievements of the MMDP 2.0 In Edo State to IOM Nigeria, Lagos sub- Office by **XXXX in the below address:**

To Procurement Lagos

International Organization for Migration (IOM) Nigeria

1, Isaac John Street, GRA Ikeja, Lagos

Email:xxxx

EVALUATION CRITERIA:

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 in in audio-visual media, filmmaking, photography, editing and video production	=>5 or more years	10
	=<4 to >2 years	6
	<1 year	3
2) Experience in producing and completing migration documentaries and other similar assignments for UN agencies or INGOs.	=> 3 or more similar assignments with documented evidence	20
	2 similar assignments with documented evidence.	10
	1 similar assignment with documented evidence	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 Edo state and submission of airing schedule demonstrating how the said activity will be achieved.	10
	Good presentation of organization in Edo state and submission of airing schedule demonstrating how the said activity will be achieved.	5
	Fair presentation of organization in Edo state and submission of airing schedule demonstrating how the said activity will be achieved.	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 address 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 5 or more years on TV and radio program content dissemination.	15
	Experience of 3-4 Years on TV and radio program content dissemination.	9
	Experience of less than 2 Years on TV and radio program content dissemination.	6
Qualifications and Experience of the team members	Experience of 5 or more years on TV and radio program content dissemination.	15
	Experience of 3-4 Years on TV and radio program content dissemination.	9
	Experience of less than 2 Years on TV and radio program content dissemination.	6

***Only applicants that obtain a 60% Pass and above in the technical evaluation shall be shortlisted for physical verification.**

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services After Contract signature/ PO
Delivery Terms (INCOTERMS 2020)	The service will be done in Lagos
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Edo State
Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	N/A
After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA
Other information	

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:	4200735011 Request For Quotation (RFQ) for the hiring of consultants for MMDP 2.0 in Edo state documentary	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 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.

¹ [Vendor Information Sheet.xlsx](#)

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

Yes	No	
<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:	4200735011 Request For Quotation (RFQ) for the hiring of consultants for MMDP 2.0 in Edo state documentary	Date: 22 August 2024

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: NGN

Ref	Output	Quantity	Unit Price(NGN)	Total price(NGN)
1.	Production of 2-mins success stories	10		
2.	Production of a comprehensive 15-30 mins project video documentary highlight	1		
3.	Logistics cost - transportation, location scouting & filming equipment	1		
4.	Production of 60 Edited high-resolution photos	60		
5.	Consultancy administrative fee plus others	1		
6.	Dissemination of content	1		
7.	Data Transfer Hard drives	2		
Total Price				

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.

<p>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>	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>