

## REQUEST FOR QUOTATION (RFQ) ADVERTISEMENT

RFQ Reference: [Click or tap here to enter text.](#)

Date: 14 November 2024

### **SECTION 1: Request for Quotations for provision of Catering Services to IOM Lagos Transit Centre at Igando, and IOM Lagos Office- 1 Isaac John Street Ikeja, GRA.**

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:

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

Annex 5: Bidder's Declaration of Conformity

Annex 6: Vendor Information Sheet

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. Also Annexes 4, 5, 6 and 7 should be submitted along these two. 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: Nabanobe Emmylin

Title: Supply Chain Officer

Date: 14.11.2024

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p>28th of Nov 2024 at 16:00hrs WAT</p> <p>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>.</p>
<b>Method of Submission</b>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomlagostenders@iom.int">iomlagostenders@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <a href="#">PDF for all files</a></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>30MB in total</b></li> <li>▪ Mandatory subject of email: <a href="#">Provision of Catering Services to IOM Lagos Transit Centre at Igando, and IOM Lagos Office- 1 Isaac John Street Ikeja, GRA</a></li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct</b>	<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: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a>.</p>
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a>.</p>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <b>NGN (Nigerian Naira)</b></p>
<b>Duties and taxes</b>	<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> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>

	<input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <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 5: Bidders Declaration of Conformity</li> <li><input checked="" type="checkbox"/> Annex 6: Vendor Information Sheet</li> <li><input checked="" type="checkbox"/> Valid Certificate of Registration (Certificate of Incorporation)</li> </ul> <p><u>Annexes 2 to 6 shall be <b>duly signed</b>, accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialled by the person signing the Quotation Form.</u></p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>One (1)</b> year 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 <input type="checkbox"/> Permitted <b>(please specify, i.e. by LOTS only or by line item, etc)</b>
<b>Payment Terms</b>	<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 <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Edet Tom  E-mail address: <a href="mailto:etom@iom.int">etom@iom.int</a>  <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>4 days</b> before the submission deadline. Responses to request for clarification will be communicated <b>through email</b> by <b>25 November 2024</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<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 type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
<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>	<a href="#">Service Agreement</a>
<b>Expected date for contract award.</b>	06 December 2024
<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.
--------------------------	---

## ANNEX 1: Term of Reference

### Background:

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society. IOM has an accommodation facility for its staff located at Ikeja GRA and a Transit Centre for Migrants located at KM Igando, Lagos State, Nigeria

### Overall Objectives:

The International Organization for Migration (IOM) is seeking a catering company to provide high-quality catering services for its Staff and Migrants. The catering company will be responsible for providing the following services

- High Quality meals at reasonable prices.
- Professional Management: Be able to professionally manage demand from IOM in terms of quality food, service, and timely delivery. The company should have a proven track record of delivering on its promises and meeting customer expectations.

### Scope of the Service:

a. The selected catering service provider must provide catering service with the following meal times:

- I. Breakfast: 06:30am-09:30 AM on weekdays and 07:30-10:30 AM on weekends
- II. Lunch: 12:00-14:00 PM
- III. Dinner: 18:00-20:00 PM

b. The selected catering service provider will provide catering and food delivery services for Migrants at the Transit Centre Located at Lagos State Ministry of Special Duties and relief centre, LASU Isheri road by Alhaji Ede bus Stop, Igando, Alimosho LGA, Lagos State and Staff members during Trainings at Ikeja GRA, Lagos.

c. The selected catering service provider will prepare the food off-site and deliver it to the designated Centres/Offices, ensuring that the food is freshly made.

d. The selected catering service provider must have the appropriate appliances/utensils to transport and maintain the food at the proper temperature, whether hot or cold.

e. The selected catering service provider must be able to provide the service even during roadblocks, lockdowns, and unexpected situations. The catering must not be late for more than 20 minutes.

### Food safety & Hygiene:

- a) The selected catering service provider is responsible for adhering to all food safety and hygiene regulations and standards.
- b) The selected catering service provider must uphold international food safety standards aimed at lowering the incidence of foodborne illnesses.
- c) A site visit will be arranged for an assessment of the establishment.

### Catering Staff:

a) The catering service provider shall provide enough staff to set the food table and to remove the leftover meals.

b) The catering staff will be identifiable through a uniform or ID card with the caterer's company name and the employee's name.

c) The catering service provider must provide polite, responsive, and efficient service at all times. The catering staff must be able to communicate in English.

d) The Service provider MUST provide quarterly medical results for the staff (cooks and servers). This cost will be borne by the service provider. The hospital where the Tests will be done would be recommended by IOM.

**Terms of Payment:**

- The Service provider should provide invoice to IOM after fulfilling each service request.
- Payment of the services shall be made within 30days of receipt of the invoice through bank transfer to the Service Provider bank account name by the company.
- All prices shall be in Nigerian Naira.

**Timeline:**

The catering company should be able to provide services for a period of 12 months, with the possibility of extension based on performance.

**Food menu:**

Food served will be Nigerian menu. Below idea has been crafted out and approved by IOM. Please ensure your quote reflects what we have on the menu.

Day	Breakfast	Lunch	Dinner
Monday	Tea + Egg & Bread	Beans & Plantain/Sweet Potatoes + Fish/Chicken	Egusi / Draw soup + (Garri, Semo) + Fish/Chicken
Tuesday	Noodles/vegetables + fried eggs	Fried Rice + Salad + Fish/Chicken	Yam & Vegetable or Porridge Yam & fried Fish + Fish/Chicken
Wednesday	Akara + Pap/Milk or Oatmeal/Milk and bread	Moi Moi & white rice + Fish/Chicken	Ogbono / Egusi + (Garri, Semo) + Fish/Chicken
Thursday	Fries (Plantain, Yam & Potatoes) + Pap or Custard	Jollof Rice + Fish/Chicken	Beans & Yam or Afang soup + (Garri, Semo) + Fish/Chicken
Friday	Tea + Egg & Bread/Biscuit	Porridge Yam/ Boiled yam with egg sauce or Boiled ripe plantain with egg sauce	Okro Soup + (Garri, Semo) + Fish/Chicken
Saturday	Moimoi & Pap	Spaghetti + Egg + Fish/Chicken	Bitter leaf Soup / Ewedu/stew + Fish/Chicken
Sunday	Fries (Plantain, Yam & Potatoes) + Pap or Custard	Rice, Stew & Salad + Fish/Chicken	Vegetable Soup+ (Garri, Semo) + Fish/Chicken

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

**A. Preliminary Examination of Proposals [Pass/Fail criteria]**

This stage of the evaluation is to assess the document formality required for each applicant 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 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	Importance	Criteria
1.	Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	High	Pass/Fail
2.	Annex 3: Vendor Information Sheet completed and signed (and preferably stamped)	Medium	Pass/Fail
3.	Annex 4: Declaration of Conformity completed and signed (and preferably stamped)	Medium	Pass/Fail
4.	Annex 5: Technical and Financial Offer duly completed and signed (and preferably stamped)	High	Pass/Fail
5.	Company Profile (including the names of owners, key officers, technical personnel)	High	Pass/Fail
6.	Copy of Corporate Affairs Commission Certificate (CAC).	High	Pass/Fail
7.	Tax Compliance: Submit 2023 Tax Clearance Certificate	High	Pass/Fail
8.	Relevant permit from NAFDAC for the recent year (2022-2023)	High	Pass/fail
9.	List of of contracts with the UN/GoN and Corporate entities for the last 1 year (completed and/or ongoing). Include copies of Contracts/ Purchase orders	High	Pass/Fail

**\*Applicants must attain the rating of “pass” in all areas shown as of “high” importance to proceed to the technical evaluation/examination.**

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the services After Contract signature/ PO and whenever required.
<b>Delivery Terms (INCOTERMS 2020)</b>	-01 Isaac John Street Ikeja GRA -Lagos State Ministry of Special Duties and relief centre, LASU Isheri road by Alhaji Ede bus Stop, Igando, Alimosho LGA, Lagos State Muritala Muhammed International Airport (Depending on need)
<b>Customs clearance (must be linked to INCOTERM)</b>	<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
<b>Exact Address(es) of Delivery Location(s)</b>	Lagos State
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Packing Requirements</b>	NA
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	N/A
<b>After-sales service and local service support requirements</b>	NA

<b>Preferred Mode of Transport</b>	NA
<b>Other information</b>	





## 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:	<i>Provision of Catering Services to IOM Lagos Transit Centre at Igando, and IOM Lagos Office- 1 Isaac John Street Ikeja, GRA.</i>	Date: Click or tap to enter a date.

---

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

**BIDDER'S DECLARATION OF CONFORMITY<sup>2</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 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.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .

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

Yes	No	
<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:	<i>Provision of Catering Services to IOM Lagos Transit Centre at Igando, and IOM Lagos Office- 1 Isaac John Street Ikeja, GRA</i>	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.
- team composition and CVs of key personnel
- All required mandatory certificates as per TOR.

#### 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 serving the meals. All daily rates shall be based on an eight-hour working day.

**Note: Prices quoted will be fixed for One year of the agreement period starting December 2024**

Currency of Quotation: NGN

Sn	Meal	Specification	Unit	Qty	Unit Cost, NGN
1	Breakfast	Refer to Menu above	Per Pax	1	
2	Lunch with a drink		Per Pax	1	
3	Dinner with a drink		Per Pax	1	
4	Kid's breakfast	Indicate flat rate as may vary from child to child	Per Pax	1	
5	Kids Meal with a drink (lunch)		Per Pax	1	
6	Kids Meal with a drink (Dinner)		Per Pax	1	
8	Bottle of drinking water		Bottle	1	
9	Delivery Cost per day (breakfast, Lunch Dinner) to the Transit Centre		Day	1	
10	Delivery Cost to Isaac John		Per Delivery	1	
11	Delivery Cost to the Airport		Per Delivery	1	

**\*\*Confirm the Distance (in KM) of your catering office to the Transit Centre Located at Lagos State Ministry of Special Duties and relief centre, LASU Isheri road by Alhaji Ede bus Stop, Igando, Alimosho LGA, Lagos State**

**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: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. 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>