

REQUEST FOR QUOTATION (RFQ)

RFQ Reference NG10-2023-023

Date: 08 May 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for TB Laboratory Lagos Equipment Set Up in MHAC Lagos _ Re-Advertised

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 4: Selection Criteria

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: Rawlings SEMLEK

IOM Abuja Tenders

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	14th May 2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Email to iomabujabids@iom.int
Cost of preparation of quotation	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.
Supplier Code of Conduct	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) .
Conflict of Interest	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.
General Conditions of Contract	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 .
Eligibility	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.
Currency of Quotation	Quotations shall be quoted in Nigerian Naira or United States USD
Duties and taxes	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: All prices shall: <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 Language
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed. <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 <input checked="" type="checkbox"/> Technical sheet of item bid for
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	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.

Contact Person for correspondence, notifications, and clarifications	Focal Person: IOM Abuja Tenders (Rawlings Semlek) E-mail address: iomabujatenders@iom.int rsemlek@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Please send all request for clarification through iomabujatenders@iom.int
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Selection will be done to the most specification compliant vendor
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 and Annex 4 (Specification Conformity template) <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services (Supplier must confirm after sales service policy) <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time
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.
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

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	Biosafety Cabinet. 4" Class II A (NSF Certified)	Each	1
2	Biosafety Cabinet. 5" Class II A (NSF Certified)	Each	2
3	Refrigerated Cold Centrifuge, Swing out rotor, buckets with aerosol lid, minimum 16v50ml Conical Tube capacity can achieve. RCF3000. Eppendorf 5920R or equivalent	Each	2
4	Incubator 500-700L with additional shelves. Binder model is suggested.	Each	1
5	Autoclave 50-70L, top loading, 240V. Astel Compact 63L or equivalent.	Each	1
6	Autoclave 100L, top loading, 240V. Astel 95, 120 or equivalent.	Each	1
7	Fluorescent iLED microscope	Each	2
8	Equipment delivery and installation	Each	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within the delivery period stipulated in the bid After PO signature.
Exact Address(es) of Delivery Location(s)	IOM Lagos Number 1 Isaac Jones Ikeja Lagos (IOM Offices) and any other location between Abuja / Benin as may be required
Warranty Period	Kindly state in the Bid document where Applicable Only

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:		
RFQ reference:		Date:

BIDDER’S DECLARATION OF CONFORMITY¹

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 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:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid 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:		
RFQ reference:		Date:

Currency of the Quotation: NGN Nigerian Naira					
Item No	Description	UOM	Qty	Unit price	Total price
1	Biosafety Cabinet. 4" Class II A (NSF Certified)	Each	2		
2	Biosafety Cabinet. 5" Class II A (NSF Certified)	Each	2		
3	Refrigerated Cold Centrifuge, Swing out rotor, buckets with aerosol lid, minimum 16v50ml Conical Tube capacity can achieve. RCF3000. Eppendorf 5920R or equivalent	Each	2		
4	Incubator 500-700L with additional shelves. Binder model is suggested.	Each	1		
5	Autoclave 50-70L, top loading, 240V. Astel Compact 63L or equivalent.	Each	1		
6	Autoclave 100L, top loading, 240V. Astel 95, 120 or equivalent.	Each	1		
7	Fluorescent iLED microscope	Each	2		
8	Equipment delivery and installation	Each	1		
Total Price					
Transportation and Delivery to Lagos					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Information:

Estimated weight/volume/dimension of the Consignment:	Vendor shall refer to the catalogue for medical consumables attached to the submission for specifications
Country/ies of Origin:	

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.	
<i>Exact name and address of the company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address:

Annex 4: Vendors Selection Criteria

1	Bidders' experience, financial capacity, equipment, and Delivery Schedule: [Max 100 points]	Maximum Points
a)	1. Previous Experience in Supplying and Installation of Similar equipment's. Number of agencies and organizations supplied with similar equipment's and / or system by the vendor in Nigeria (Vendor to provide list and contact details, proof of supply/PO's etc.). i) 30 pts - more than 5 agencies/organizations/institutions, ii) 20 pts -Between 2 - 4 agencies/organizations/institutions, iii) 10pts - 1 agency/organization/institution	30
b)	Compliance with Technical Specification including delivery requirement: Complies with IOM technical specifications above (20pts)	20
c)	Delivery within 30 days (10pts)	10
	Delivery between 31-60 days (5 pts)	
d)	Adequacy of after sales services: Locally available trained engineers (20pts)	20
	Trained engineers that can be availed from country of origin/or elsewhere upon request (10 pts)	
e)	Warranty: Warranty provided on manufacturer defects 2yrs and above (10pts)	10
	Warranty provided on manufacturer defects 1yr (5pts)	
f)	Payment terms: Payment after delivery / Upfront payment with Bank guarantee (10pts)	10
	Upfront payment with no bank guarantee (0pts)	
2	Total Score for Technical Evaluation (St) = 0.40 with a pass Mark of 70% and above	40
	total score in percentage form	100%
	Rating	pass
	Total Bid price	
3	Financial Proposal [Max 60]	Points
a)	Sf = 100 x 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.	100
	Total Score for Financial Evaluation (Sf) = 0.60	60
	Total Score %	100