

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ NG10-23-305**

Date: 30 June 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for **The Supply of ICT Equipment for the IOM DR Site in Uyo, Akwa Ibom State**

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:

IOM Abuja Tenders

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Deadline for the Submission of Quotation</p>	<p>16.07.2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows: <input checked="" type="checkbox"/> Email Bid submission address: iomabujabids@iom.int</p> <ul style="list-style-type: none"> • File Format: pdf format (links are not allowed) • 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: 10mb • Mandatory subject of email: RFQ NG10-23-305 • 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. <p>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
<p>Cost of preparation of quotation</p>	<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>
<p>Supplier Code of Conduct</p>	<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>
<p>Conflict of Interest</p>	<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>
<p>General Conditions of Contract</p>	<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>
<p>Eligible bidders</p>	<p>Due to Donor-imposed restriction, bidders who are duly registered companies from the following countries are excluded from participating in this bidding process: People’s Republic of China</p>
<p>Eligible Goods</p>	<p>Due to Donor-imposed restriction, Goods, works and/or services with origin in the following countries are excluded from participating in this bidding process: People’s Republic of China</p>
<p>Currency of Quotation</p>	<p>Quotations shall be quoted in Nigerian Naira (NGN)</p>
<p>Duties and taxes</p>	<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: All prices shall: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

Language of quotation and documentation including catalogues, instructions and operating manuals	English Language
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"/> Annex 2: Quotation Submission Form duly completed and signed (Pages 5 & 6) <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 (pages 7& 8) <input checked="" type="checkbox"/> CAC Certificate and recent FIRS Certificate (Page 9) <input checked="" type="checkbox"/> Curriculum Vitae with relevant certification (Page 9) <input checked="" type="checkbox"/> Document showing Part number or model number of item quoted for especially in lot 1 (Page 9) <input checked="" type="checkbox"/> Datasheet of items quoted for (Page 10) <input checked="" type="checkbox"/> well drafted escalation matrix plan including time frames and responsible party (Page 10) <input checked="" type="checkbox"/> Delivery schedule (Page 10) <input checked="" type="checkbox"/> Document showing warranty of all items including the 4 evaluated items (Page 10)
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"/> Permitted by LOTs only. Bidders must bid for all units in an item.
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	<p>Focal Person: IOM Abuja Tenders E-mail address: iomabujatenders@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 10.07.2023 days before the submission deadline. Responses to request for clarification will be communicated Directly to prospective bidders by email
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price technical compliant offer
Evaluation criteria	<ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Full compliance with the eligibility criteria as stated in page 10. <input checked="" type="checkbox"/> Full compliance with the technical criteria as stated in page 10 & 11
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	Purchase order
Expected date for contract award.	6 weeks after tender closure date

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

LOT 1			
<i>(IOM Has the right to split the order based on price, conformity with specification and delivery period. (Bidders must bid for all units in an item)</i>			
Item No.	Item Description	Unit	Quantity
1	Servers and operating systems with 22" Monitor (having VGA and HDMI ports and cables) and wireless keyboard and mouse with 30 months warranty	Each	3 sets
2	Network Switch	Each	1
3	Firewall with firepower services	Each	2
4	Network Attached Storage (NAS) device	Each	1
LOT 2			
<i>(IOM Has the right to split the order based on price, conformity with specification and delivery period. (Bidders must bid for all units in an item)</i>			
5	37U Rack	Each	1
6	Patched Network Cables (1m)	Each	10
7	Patched Network Cables (3m)	Each	10
8	Power Cables (3 Pin)	Each	3
9	SQL Server 2019	Each	3
10	Server Antivirus	Each	3

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 2 weeks After Purchase order signature.
Exact Address(es) of Delivery Location(s)	Disaster Recover Site at the Nigeria Immigration State Office, Uyo, Akwa Ibom State
Warranty Period	Minimum required warranty as per pages 11 & 12
After-sales service and local service support requirements	Applicable
Preferred Mode of Transport	Road

MANDATORY 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:

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information sheet to be filled in and signed by the vendor

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.

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 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 https://www.ungm.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:

LOT 1

(IOM Has the right to split the order based on price, conformity with specification and delivery period. (Bidders must bid for all units in an item))

Item No.	Item Description (All prices should be inclusive of delivery cost)	Qty	Unit	Brand/Model Specification	Part Number	Country of Origin	Unit Price	Total Price	Warranty Period	Delivery Period
1.	Servers and operating systems with 22`` Monitor (having VGA and HDMI ports and cables) and wireless keyboard and mouse with 30 months warranty	3	Each							
2.	Network Switch	1	Each							
3.	Firewall	2	Each							
4.	NAS backup Device	1	Each							

LOT 2

(IOM Has the right to split the order based on price, conformity with specification and delivery period. (Bidders must bid for all units in an item))

Item No.	Item Description (All prices should be inclusive of delivery cost)	Qty	Unit	Brand/Model Specification	Country of Origin	Unit Price	Total Price	Warranty Period	Delivery Period
5.	37U Rack	1	Each						
6.	Patched Network Cables (1m)	10	Each						
7.	Patched Network Cables (1m)	10	Each						
8.	3 pin power cables	3	Each						
9.	SQL Server 2019	3	Each						
10.	Server Antivirus	3	Each						

Eligibility Requirement

Eligibility Selection Criteria	Eligibility Selection Requirement	Pass/Fail	Documents to establish compliance
Eligible bidders	Due to Donor-imposed restriction, bidders who are duly registered companies from the following countries are excluded from participating in this bidding process: People's Republic of China		Company Registration Document
Eligible Goods	Due to Donor-imposed restriction, Goods, works and/or services with origin in the following countries are excluded from participating in this bidding process: People's Republic of China		Signed and filled annex 3 (Pages 7 & 8)

Only Vendors who have an overall pass in this section will proceed for the Technical Evaluation

Technical Evaluation

Technical Selection Criteria	Technical Selection Requirement	Maximum Score	Documents to establish compliance
Valid registration with the Corporate Affairs Commission and Federal Inland Revenue Service	Bidder should provide evidence of registration with the Corporate Affairs Commission (CAC), and the Federal Inland Revenue Service. 2.5 points for each valid document provided.	5	CAC Certificate and recent FIRS Certificate
Technical Knowledge	Bidder should provide 1 CV of a technically qualified personnel (with certification(s)) for communication and after-sales support. 10 points for CV in the management of the company, 5 points for CV not in management but qualified and 0 point if no CV is submitted or unqualified is submitted. (Bidders are encouraged to include females in their submission).	10	Curriculum Vitae with relevant certification
Detailed specification	Bidder should provide part number or model number (Not serial number) verifiable on manufacturer site for items quoted for in lot 1. Part number for each item provided and verified to conform to (or surpasses) IOM requirements - 20 points. Part number partially provided and verified to conform to IOM requirements -10 points. Part number provided and verified to be below IOM requirements or not provided - 0 points	20	Part number or model number of item quoted for especially in lot 1

Item Specifications conformity	<p>This criterion evaluates bidders proposed specification against IOM required specification (Annex 4). Full adherence is required as specification downgrades will not be evaluated nor accepted. IOM will only evaluate items meeting with IOM’s minimum standard specification or above.</p> <p>Weighted score of 15pts for full specification compliance using a calculation of $(x/y*15)$, (where x =no of items that conform to IOM specification and Y= no of items quoted for)</p> <p>**IOM does not encourage copy and paste but rather encourages the submission of available device specifications that meets the standard**</p>	15	Datasheet of items quoted for
Support Plan	<p>Bidder should provide an after-sales technical support plan on warranty claims, and component/ system replacement indicating an NIS - IOM escalation matrix with a well labelled and self-explanatory flow chart.</p> <p>Well-labelled documentation -20 points, partial submission – 7 points No submission - 0 point</p>	20	well drafted escalation matrix plan including time frames and responsible party
Committed Delivery schedule from award notification date	<p>Delivery timeline for proposed equipment</p> <p>≤ 14 working days - 10 points ≥ 15 working days - 5 points Not mentioned - 0pt</p>	10	Delivery schedule
Equipment Warranty	<p>Bidder should conform to the minimum warranty period required by IOM as specified in annex 4 (Technical specification) for each item @ 5 points per line item. Warranty period conforms with IOM requirement for all equipment - 20 points; Warranty period below IOM requirement-10 points warranty period not provided - 0 point</p>	20	only 4 ICT items to be evaluated: Server with the monitor, Network Switch, Router, and NAS Backup device @5 points for each confirmed warranty
<p>Only the Proposal of bidders that obtain an 80% Passing score and above in the technical evaluation shall undergo the financial evaluation.</p>		100	

Item No	Minimum technical requirements	Unit	Quantity
1.	<p>Severs and operating systems with 22`` monitor (monitor with both VGA and HDMI ports and cables) and wireless keyboard and mouse.</p> <p>High-Performance Intel Xeon Gold 6130 2P (2.1GHz/16-core/120W), 2x64GB 2666 MT/s, 1Gb Ethernet 4-Port 331i Adapter plus HPE Ethernet 25 Gb 2-port 631FLR Adapter, P408i-a, 8SFF 8 SFF Chassis (upgradeable to 24 SFF front + 6SFF rear) DVD-RW, 2x 800W HPE Flex Slot power supply 2U Rack, Easy Install rails with CMA. 30 Month Warranty (acceptable minimum)</p> <p>Monitor: 22`` with HDMI and VGA ports and cables Wireless Keyboard and Mouse with 1 year manufacturer warranty</p>	Each	3
2.	<p>Network Switch</p> <p>provide support for the following features:24 Gigabit Ethernet ports with line-rate forwarding performance Four Gigabit Small Form-Factor Pluggable (SFP/SFP+) uplinks Power over Ethernet Plus (PoE+) support with up to 120W of PoE budget and Persistent PoE Fanless operation with operational temperature up to 45°C for deployment outside the wiring closet Reduced power consumption and advanced energy managementRJ-45 and USB Mini-Type B console ports USB Type A port supports file system Switch Models Front Panel Rear Panel Network Configurations with 12 months manufacturer warranty</p>	Each	1
3.	<p>Firewall</p> <p>Firepower Services, 8GE, AC, 3DES/AES, SSD Triple Data Encryption Standard/Advanced Encryption Standard (3DES/AES) VPN throughput - 300MbpsCisco AnyConnect Plus/Apex VPN maximum simultaneous connections - 750Integrated Wireless Access Point dedicated management port - RJ45 Console1 Slot Solid-state drive - 120 GB MLC SED, Memory - 8GBDC current - 15A (Maximum input)Dimensions - 1.75 x 17.5 x 14.25 in .H x W x D - (4.45 x 20.04 x 36.20 cm)Weight (with AC power supply) - 22.0 lb (10 kg) with 12 months manufacturer warranty</p>	Each	2
4.	<p>NAS Backup Device with Hard drives included.</p> <p>CPU - Intel Atom C3538 quad-core 2.1GHz</p>	Each	1

	<p>Drive Bays - 8 Memory - 8GB DDR4 Compatible Drive Types - • 8 x 3.5” or 2.5” SATA HDD/SSD• 2 x M.2 2280/2260/2242 NVMe/SATA SSD3 File System - Internal (Brrfs, EXT4) File System - External (Btrfs, EXT4, EXT3, FAT, NTFS, HFS+, exFAT) Storage - 32TB (4TB * 8 pieces of hard drives to be included, individually packed by manufacturer) *** Ports - 4 x USB 3.0 port, 2 x eSATA port Power - AC Input - 100V to 240V Operating System - DiskStation Manager (DSM) Valid Minimum with 12 months manufacturer warranty</p>		
5.	<p>37U Rack</p> <p>Mega Rack 37U 800 X 1000 Basic Frame: End Frame + 4 x square cut vertical mounting railings + depth supportors + Mounting support. Front Door: Glass Door Rear Door: Vented Steel Door Side Panels: Plain Side Panels</p>	Each	1

PROJECT TITLE : The Provision of ICT Equipment for the DR Site in Uyo, Akwa Ibom State Item Code: _____ Item Description: _____	
Manufacturer : _____ Origin : _____ Model : _____ Cat./Page: _____	
PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS

Name of Bidder : _____
 Signature: _____
 Date: _____

(Kindly Indicate the lot quoted for)

Currency of the Quotation:				
Item No	Description	Qty	Unit price	Total price
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
Total Price				
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:	
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	

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: