

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ NG10-24-219**

Date: **06.05.2024**

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Establishment of Long-Term Agreement for Rodent Control And Fumigation for IOM Abuja Office

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

Deadline for the Submission of Quotation	<p>20.05.2024</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 checked="" type="checkbox"/> Email</p> <p>Bid submission address: iomabujabids@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ 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: 10 mb ▪ Mandatory subject of email: RFQ NG10-24-219 for the Establishment of Long-Term Agreement for rodent control and fumigation for IOM Abuja Office ▪ 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	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
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> <p><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	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"/> Overall pass in the technical requirement as stated on page 5
Quotation validity period	Quotations shall remain valid for 1 year 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 E-mail address: iomabujatenders@iom.it Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
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 by mail to respective bidders
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer
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"/> Overall pass in the technical requirement as stated on page 5
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	Service Agreement
Expected date for contract award.	01.08.2024
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

Terms of Reference for the Rodent Control and Fumigation Services for IOM Abuja

The International Organization for Migration (IOM) is an intergovernmental organization that works to promote humane and orderly migration for the benefit of all. IOM has a network of offices in over 100 countries, including Nigeria, where it supports the government and other stakeholders in addressing migration challenges and opportunities.

IOM Abuja office is located at No. 55, Hassan Musa Katsina Street Asokoro, Abuja (The office occupies a two-storey building with pockets of porta cabin buildings, waiting areas and a staff canteen with a total floor area of approximately 3,700 square meters) and an annex office at No. 56b Hassan Musa Katsina street, Asokoro. (This office occupies a One-storey building, with a registration area, client toilet and a MOPOL house with a total floor area of approximately 1,200 square meters).

As part of its regular maintenance and hygiene standards, IOM Abuja office requires rodent control and fumigation services to prevent and eliminate any infestation of pests, insects, and rodents that may pose health and safety risks to the staff and visitors. The services should be carried out quarterly, or as needed, by a qualified and experienced service provider. The chemicals applied must be potent for the period in between the fumigating intervals. Where insects or pests are found after quarterly fumigation, the contractor shall redo the fumigation at no extra cost from IOM.

The Service Provider is expected to apply chemicals in an appropriate method, and they should not have any side effects on furniture and fittings, office equipment, human health, and plants within the prescribed areas. The chemicals applied must be those that are recommended / approved by the National Pest Control Board and By Law.

Scope of Work

The scope of work for the rodent control and fumigation services includes the following:

- a) Conducting a thorough inspection of the premises to identify the type, extent, and source of pest, insect, and rodent infestation.
- b) The contractor shall ensure that IOM's equipment or furniture shall not be damaged because of chemicals applied for fumigation. Where this occurs, the contractor shall be liable to replace such equipment or furniture so damaged because of the chemicals used.
- c) Applying appropriate and approved methods and chemicals to control and eradicate the pests, insects, and rodents, ensuring minimal disruption to the office operations and activities.
- d) Providing a detailed report of the services rendered, including the date, time, duration, areas covered, chemicals used, and recommendations for prevention and follow-up.
- e) Ensuring compliance with all relevant health, safety, and environmental standards and regulations.
- f) Providing a warranty period of at least three months, during which any recurrence of pest, insect, or rodent infestation will be treated at no additional cost.

Duration of the Service

The services shall be ordered against a Long-Term Agreement (LTA) for an initial period of 1 year with an option to extend the contract for another one-year period subject to performance.

Evaluation Criteria

S/no	Evaluation Criteria	Document required to establish compliance	Pass/Fail
1.	Provide documentary evidence of the company’s certificate of incorporation or business registration	Certificate of registration with the Nigeria’s Corporate Affairs Commission	
2.	Provide a copy of the company’s certificate of tax compliance issued by the Federal Inland Revenue Service (FIRS) valid at least up to the date of bids submission	Evidence of tax payment/FIRS certificate	
3.	Provide evidence of valid registration and license to operate as a rodent control and fumigation service provider in Nigeria	Provide Evidence (license and registration)	
4.	Provide evidence of at least three years of experience in providing rodent control and fumigation services to similar organizations and premises	Purchase Order, contract or reference letter	
5.	Provide evidence of qualified and trained staff who can perform the services efficiently and effectively.	Provide CV or evidence of training in fumigation and related services	
6.	Provide evidence of adequate equipment and tools to carry out the services	Provide List of equipment and tools with pictorial evidence	

Submission of Quotation

Interested and eligible service providers are invited to submit their quotation for the rodent control and fumigation services to IOM Abuja office by email to iomabujabids@iom.int . deadline for submission of proposals is **20.05.2024**. Late submissions will not be accepted.

Technical Specifications for Services:

Item No	Minimum technical requirements	Unit	Quantity
1.	Cost of fumigation and pest control of the Office compound.	Quarterly	4

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the service after Contract signature.
Exact Address(es) of Delivery Location(s)	No. 55 and 56b, Hassan Musa Katsina Street Asokoro, Abuja

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

[VIS.xlsx](#)

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 - SERVICES

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:					
INCOTERMS:					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Cost of fumigation and pest control of the Office compound.	Quarterly	4		
Total Final and All-inclusive Price for 1 year period					

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"/>	

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: