

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: NG10-24-0193

Date: 03.04.2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for Renovation/Rehabilitation of SEYP Shelter, Fence and External Works @ Oredo LGA, Benin City Edo State.

Interested Bidders can quote for any or all the Lots.

Lot 1: RENOVATION/ RAHABILITATION OF SEYP SHELTER & Fence @ OREDO LGA- BENIN EDO STATE.

Lot 2: CONSTRUCTION/REHABILITATION OF RECEATIONAL AREA & FENCE FOR CARITAS SHELTER REHABILITATION @ OREDO LGA-BENIN, EDO 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

Deadline for the Submission of Quotation	12noon Tuesday 9th April 2024 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 Bid submission address: iomabujabids@iom.int <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 NG10-24-0193 • 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 style="text-align: center;">It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
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
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 type="checkbox"/> Other
Quotation validity period	Quotations shall remain valid for 60 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	Not permitted
Payment Terms	90% upon notification of job completion, acceptance by IOM technical team and issuance of the Certificate of Provisional Acceptance (CPA) (within 2 weeks of job completion notification). Balance of 10% will be held as retention for 1 year. IOM Standard payment terms is on or before 30 days after issuance of the CPA
Contact Person for correspondence, notifications and clarifications	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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated by email to the respective bidder
Evaluation method	The evaluation method that applies for this RFQ shall be the combined scoring method using a distribution of 60: 40 Technical proposal - financial proposal. The evaluation team shall review and evaluate the technical proposals applying the evaluation criteria and point system specified in Section 4: Evaluation Criteria. A bid shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 70% indicated in Section 3: Data Sheet. only the financial proposals of those proposers who achieve the minimum technical score will be evaluated. the formula for the rating of the proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)
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"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
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	PO, Contract
Expected date for contract award.	17 th April 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

Please see attached BoQ

Delivery Requirements

Delivery Requirements	
Delivery date and time	
Exact Address(es) of Delivery Location(s)	@ Oredo LGA, Benin City Edo State
Other information	

The following shall constitute the Mandatory Documents to be submitted by the Contractors:

- 1.) Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)
- 2.) Annex 3: Technical and Financial Offer (BoQ) duly completed and signed (and preferably stamped)
- 3.) All the supporting documents required as part of the Technical Evaluation requirement in Annex 3

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

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 above. In case of no submission or missing of any of required documents deemed as important, such Bidder shall be disqualified at this stage

Eligibility Requirement	Importance	Criteria
Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	High	Pass/Fail
Annex 3: Technical and Financial Offer (BoQ) duly completed and signed (and preferably stamped)	High	Pass/Fail
Submission of Valid CAC	High	Pass/Fail
Submission of 2022 Tax Clearance Certificate (TCC) showing 2021 and 2020 also	High	Pass/Fail

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

B. Technical Examination [Weighted criteria]:

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the Bid is substantially responsive to the technical requirements. All bids must be checked for substantial responsiveness to the technical requirements.

The technical evaluation accounts for 70 points (70%) out of the total combined score (technical + financial) of 100 Points.

TECHNICAL EVALUATION

Criteria	Requirement	Rating
1. Bidders' experience, financial capacity, equipment, and construction Schedule: [Max 80 points]		
<p>(a) Similar experience: Successful similar experience in terms of equivalent nature and complexity carried out on behalf of UN or INGOs or other reputable organizations in Nigeria.</p> <p>Bidder must provide copy of evidence such as Purchase Order, Contract or Award Letter</p>	4 or more Construction works of equivalent nature and complexity. (Renovation/ construction works)	30 Points
	3 Construction works of equivalent nature and complexity (Renovation / construction works)	20 Points
	2 Construction works of equivalent nature and complexity (Renovation/ construction Works)	10 Points
	No submission	0 Points
<p>b) List of Equipment owned or hired: Type, Characteristics, Minimum Number and Availability of Key Equipment. A bidder must demonstrate adequate ownership of the minimum required Assets and/or Machineries.</p> <p>The bidder shall demonstrate that it has access to the required Equipment through ownership or hire: Scaffolding, Concrete Mixer, Hand tools.</p>	Presented a complete list of more than 70% of the required equipment with their proof of ownership/lease.	10 points
	Presented a list containing 50 -70% of the required equipment with their proof of ownership/lease.	5 points
	Presented a list containing less than 50 %	2 points
<p>c) Program of works: This category is based on the proposed time to complete the work. Detailed Program of works (Sequence of activities on how the work will be implemented) is required to show how the program of works was planned.</p>	+/- 10% within IOM proposed completion time	20 Points
	+/- 11% - 20% within IOM proposed completion time	15 Points
	+/- 21-30% within IOM proposed completion time	10 points
	No Program of works	0 Points
<p>d) Financial Capacity: This category is based on the Bidders' financial capability to mobilize and carry out the proposed assignment without the need for pre- financing.</p> <p>Required: Copy of audited account for the past three years with capacity to key start project without pre-financing</p>	3 years audited account showing capacity without pre financing	20 Points
	Less than 3 years audited account showing capacity without pre financing	10 points
	No Submissions	0 Points

2. Key professional staff qualifications and competency for the assignment: [Max 20 points]		
Project Supervising Engineer A detailed CV should be presented. Attach Certificate with COREN or other equivalent professional body in the construction industry.	Bachelor's Degree in Civil Engineering/Architecture/Building Technology with minimum of 5 years' experience and above in relevant activity.	10 Points
	Bachelor's Degree in Civil Engineering/Architecture/Building Technology with minimum of 2-4 years' experience in relevant activity.	5 Points
Foreman/Site Manager Detailed CV should be presented. Attach Certificate with COREN or other equivalent professional body in the construction industry.	Diploma in Civil Engineering/Architecture/Building Technology with minimum of 5 years' experience in relevant activity	10 Points
	Diploma in Civil Engineering/Architecture/Building Technology with minimum of => 3 - 4 Years' experience in relevant activity	5 Points
<i>Only the Financial Proposal of bidders that obtain a 70% Pass and above in the technical evaluation shall undergo the financial evaluation.</i>		

c. Detailed Examination of Bids (Financial Examination)

Only the Financial Proposal of bidders that obtain overall Pass in the Preliminary evaluation and a minimum of 70% in technical evaluation shall undergo the financial evaluation. The financial evaluation accounts for 30 points (30%) out of the total combined score (technical + financial) of 100 points.

The lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$Sf = 100 \times FI /$$

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.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the

weights (T = the weight given to the Technical Proposal = 0.60; F = the weight given to the Financial Proposal = 0.40; T + F = 1) . Sc = St x T% + Sf x F%

Delivery Requirements

Delivery Requirements	
Delivery date and time	The Contractor is required to start mobilize the work on site upon receiving of Notice of Award (NOA) from IOM. The contractor will have access to work 7 days a week.
Delivery Terms (INCOTERMS 2020)	@ Oredo LGA, Benin City Edo State
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)	@ Oredo LGA, Benin City Edo State
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	Not Applicable
Training on Operations and Maintenance	Not Applicable
Warranty Period	1 year. 90% of payment will be released after 100% job completion and acceptance by IOM with the issuance of Certificate of Provisional Acceptance (CPA). Balance of 10% will be held as retention for 1 year. The Certificate of Final Acceptance (CFA) and retention amount will be released after the one-year warranty period
After-sales service and local service support requirements	Contractor is responsible for the repairs and reconstruction of defective works due to poor workmanship and/or inferior quality of material used for which the Contractor was responsible under the Construction Agreement which are discovered within a period of 12 (twelve) months from the date of Provisional Acceptance.
Preferred Mode of Transport	Not applicable
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:		
RFQ reference:	RFQ NG10-24-0193	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 (Please tick YES or No as applicable)

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.

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 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 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 - WORKS

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:		
RFQ reference:	RFQ NG10-24-0193	Date:

Financial Offer

	Description of Works	UOM	Qty	Total Cost	Delivery Time
LOT 1	RENOVATION/ RAHABILITATION OF SEYP SHELTER & Fence @ OREDO LGA- BENIN EDO STATE as per attached detailed BOQ	Lumpsum	1		
LOT 2	CONSTRUCTION/REHABILITATION OF RECREATIONAL AREA & FENCE FOR CARITAS SHELTER REHABILITATION @ OREDO LGA-BENIN EDO STATE	Lumpsum	1		

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"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<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 company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address: