

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: [NG30-24-0666](#)

Date: [05 September 2024](#)

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for [RFQ-NG30-24-0666 Request for the Consultancy Services to Facilitate Graduation Ceremony in Bama Per TOR](#)**

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 Annexes 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:

Signature: \_\_\_\_\_

Name: IOM Maiduguri Tender

Title: Procurement and Logistics

Date:

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p><b>15th September 2024 at 17:00hrs WAT</b></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="mailto:iommaiduguribids@iom.int">iommaiduguribids@iom.int</a></p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF or Word format signed and stamped</b></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: <b>RFQ-NG30-24-0666 Request for the Consultancy Services to Facilitate Graduation Ceremony in Bama Per TOR</b></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>Naira (NGN)</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  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

<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 4: Activity (Work) Schedule</li> <li><input checked="" type="checkbox"/> Annex 5: Terms of Reference (TOR)</li> </ul> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>Forty Five (45) and above</b> days 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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not permitted</li> <li><input type="checkbox"/> Permitted <a href="#">Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</a></li> </ul>
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</li> <li><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></li> </ul>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: IOM Maiduguri Tender  E-mail address: <a href="mailto:iommaiduguritenders@iom.int">iommaiduguritenders@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>3 days</b> before the submission deadline. Responses to request for clarification will be communicated <a href="#">through email</a> by <b>12 September 2024</b>
<b>Evaluation method</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant and technical offer</li> <li><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></li> </ul>
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in the TOR</li> <li><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</li> <li><input type="checkbox"/> Comprehensiveness of after-sales services</li> <li><input type="checkbox"/> Earliest Delivery /shortest lead time</li> <li><input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)</li> </ul>
<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>	<a href="#">24 September 2024</a>
<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

	<p>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.</p>
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## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Quotation Documents:

The following shall constitute the Quotation Documents to be submitted by the Service Provider:

- 1.) **Annex 2:** Quotation Submission Form duly completed and signed
- 2.) **Annex 3:** Technical & Financial Offer (see attached budget) duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 (Refer to **Annex 5** "Terms of Reference ")
- 3.) **Annex 4:** Activity Schedule

### Opening of Quotations:

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Service Provider who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

### Acceptance of Quotations:

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

### Rejection of Quotations:

Quotation can be rejected for the following reasons:

- a) the Quotation is not presented in accordance with the RFQ Instructions and data as well as the schedule of requirements (Annex1)
- b) the Quotation is received after the deadline for submission.
- c) the Quotation Form or any document which is part of the Quotation Document is not signed;
- d) the Service Provider is currently under list of UN sanctioned Vendors;
- e) the Service Provider offer imposes certain basic conditions unacceptable to IOM

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Contractors.

### Evaluation of Quotations

IOM shall evaluate and compare the Quotations on the basis of the following:

Criteria	Explanation
Technical Proposal	A technical proposal detailing approach, methodology and workplan.
Financial Proposal	A financial proposal detailing the consultancy costs, including any additional expenses. The proposal should also demonstrate cost-effectiveness and efficient use of resources.
Experience	State proven experience in event planning and coordination, particularly in post-conflict settings. State specific events the consultancy managed and share some lessons learned.
Fieldwork Capability	State evidence of ability to carry out fieldwork in challenging environments, showing resilience and adaptability.
Understanding of DDDR Programming	Evidence of knowledge of peacebuilding programming and experience working in conflict-affected areas, with a solid grasp of the related challenges and strategies.
Registration	The applicant should be based or operating in, and legally registered in Nigeria, and have an established presence and operational capacity in northeast (valid registration documents should be provided with the application). Proof of Registration with

	corporate affairs commission (CAC)
Collaboration	Written approach on how the consultancy will collaborate with the Ministry of Education and Department of science and technology in the implementation of this consultancy.
Grant Experience	Evidence of receiving/managing donor grants. Donors (current and past). Statement on ability to deliver high-quality services within tight deadlines

- (a) Completeness and responsiveness of the documents mentioned in 9.1
- (b) Firm technical and financial capacity to perform the Contract
- (c) Compliance with Activity schedule and viable methodology offered.
- (d) Price

**Award of Contract:**

The Firm that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Service Provider through a Notice of Award. IOM shall also notify in writing, the other Service Providers who were not selected without disclosing the reason for rejection.

## 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:	NG30-24-0666	Date: Click or tap to enter a date.

### BIDDER'S DECLARATION OF CONFORMITY<sup>1</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.

<sup>1</sup> 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 <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<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:	NG30-24-0666	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- A brief description of your capacity and expertise that is relevant to the Terms of Reference.
- Acknowledged copy of the **Annex 5\_TOR** (signed and stamped)

#### 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 delivering the Services.

Currency of Quotation: **Naira (NGN)**

Ref	Description of Deliverables	Unit	Qty	Unit Price	Total Price (NGN)
1.	Request for the Consultancy Services to Facilitate Graduation Ceremony in Bama Per TOR	Consultancy	1		
<b>Total Price (NGN)</b>					

#### 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.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

**ANNEX 4: ACTIVITY SCHEDULE:**

**Duration in Months**

Act.No.	Activity Name	Duration							
		1	2	3	4	5	6	7	8
1									
2									
3									
4									
5									
6									
7									
6									
7									
8									
9									
10									
11									
Manpower Allocation & Descriptions									
Equipment Allocation & Descriptions									

The Bidder may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction schedule.

\_\_\_\_\_

Bidder's authorized signature over printed name