



International Organization for Migration (IOM)

The UN Migration Agency

TERMS OF REFERENCE

Subject: IOM Nigeria is seeking a qualified vendor for preventive maintenance and calibration of laboratory and medical equipment in IOM MHAC in Lagos and Abuja.

Contracting Authority:

International Organization for Migration (IOM)- Nigeria No. 55 Hassan Musa Katsina Road, Asokoro, Abuja

Overview and Background

Established in 1951, IOM is the leading UN Migration agency in migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

The Migration Health Department of IOM Nigeria operates Migration Health Assessment Centres (MHAC) for applicants referred by several embassies in Nigeria. To ensure that our clients get unmatched quality of service, IOM continuously improves systems and tools used for the evaluation and diagnosis during health assessment. Proper equipment maintenance and calibration standards are a vital component of continuous quality improvement necessary to ensure the quality and accuracy of testing.

Purpose

IOM Nigeria wishes to engage a vendor to conduct the required maintenance and calibration of medical and laboratory equipment used in the health assessment process. The overall objective is to

- To assist the IOM in maintaining major equipment to ensure good working conditions and minimise downtime.
- To maintain safe working environments and protect the medical and laboratory personnel, product (specimens) and the environment from contaminations and/or infection.
- To ensure quality and reliable readings/results are produced.
- To prolong the life span of the equipment/machines.

Scope of the Services

The Service Provider MUST conduct Preventive Maintenance and calibration procedure on all listed Medical and laboratory Equipment as required.

The selected vendor will be responsible for the following tasks:

- Inspect the initial condition, record, and label all relevant details of medical equipment listed in the approved list. The type and detail of information required may include assessments, repair recommendations and findings.

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- Conduct calibration procedures for all required Medical and Laboratory Equipment
- Conduct Preventive Maintenance on all Medical and laboratory Equipment once during the conduct of the calibration procedure and another six (6) months after the calibration procedure.
- Issue complete service report, preventive maintenance report, and Calibration Report compliant with ISO 9001 documentation.
- Use self-laminating, spill-proof, waterproof, dustproof, and writable calibration stickers designed for calibration and preventive maintenance service. Stickers MUST withstand a wide range of temperatures (-80° C to +93° C / -112° F to +200° F), abrasion and exposure to harsh chemicals, such as ethanol, acetone, isopropanol, thinners, detergents, and surface sanitizing wipes. The sticker should have the name of the equipment, date of calibration and preventive maintenance and date of next calibration and preventive maintenance.
- Submit a soft copy of Calibrated Medical Equipment list in Microsoft Excel format designed by the contractor that includes the type of equipment, manufacturer, model, serial number, location/department, and property number, depending on the availability of required information. A list of Non-functional and/or defective medical equipment prior to the calibration procedure must be provided separately.
- All SERVICE shall be done at the IOM MHAC facilities. No preventive maintenance and calibration service shall be done outside of IOM.
- Submit a copy of the complete Service Report, Preventive Maintenance Report and Calibration Report for the equipment compliant with ISO 9001 Certification.
- Bid for equipment preventive maintenance, calibration, and service to be submitted on Lot basis. Lot number, and IOM-MHAC location to be cited in the bid.
- **SCHEDULE OF EQUIPMENT PREVENTIVE MAINTENANCE FOR 2ND TRANCH DECEMBER 2023.**

LOT 1: IOM-MHAC ABUJA				
S/No	General Description	Qty	Location	Maintenance Schedule
1	Automated Chemistry Analyzer	1	Serology Laboratory	6 months
2	Table Centrifuge	1	Serology Laboratory	6 months
3	Incubator	1	Serology Laboratory	6 months
4	Refrigerator	1	Serology Laboratory	6 months
5	Shaker	1	Serology Laboratory	Yearly
6	Automatic Pipettes	2	Serology Laboratory	6 months
7	Fridge-Freezer	1	Serology Laboratory	6 months
8	Bio-Safety Cabinets	2	TB Laboratory	6 months
9	Incubator	2	TB Laboratory	6 months
10	Autoclave	3	TB Laboratory	6 months
11	Weighing Balance	1	TB Laboratory	6 months
12	Water Distiller	1	TB Laboratory	6 months
13	Ultra-Low Freezer	1	TB Laboratory	6 months
14	Refrigerator	5	TB Laboratory	6 months
15	Vortex Mixer	2	TB Laboratory	6 months
16	Automatic Pipettes	2	TB Laboratory	6 months
17	Cold Centrifuge	3	TB Laboratory	6 months
18	Fluorescent Microscope	1	TB Laboratory	6 months
19	Weighing Scale (height & weight)	5	Nursing Unit	6 months

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20	Medical Refrigerator	2	Nursing Unit	6 months
21	Air Sterilizer	14	MHAC Building	6 months
LOT 2: IOM-MHAC ABUJA AND LAGOS				
S\No	General Description	Qty	Location	Maintenance Schedule
1	Dynex D2 IGRA Machine	2	Abuja-1, Lagos-1	Yearly
LOT 3: IOM-MHAC ABUJA AND LAGOS				
S\No	General Description	Qty	Location	Maintenance Schedule
1	GeneXpert Machines, 4 Colour.	6	Abuja-4, Lagos-1	6 months
2	GeneXpert Machines, 10 Colour.	3	TB Laboratory, Abuja	6 months
LOT 4: IOM-MHAC ABUJA				
S\No	General Description	Qty	Location	Maintenance Schedule
1	BACTEC MGIT 320	2	TB Laboratory	6 months
2	BACTEC MGIT 960	1	TB Laboratory	
LOT 5: IOM-MHAC LAGOS				
S\No	General Description	Qty	Location	Maintenance Schedule
	Refrigerator	2	Laboratory & Vaccination	6 months
	Freezer	2	Laboratory	6 months
	Table Centrifuge	2	Laboratory	6 months
	Mixer (rotator)	1	Laboratory	6 months
	Automatic Pipettes	4	Laboratory	6 months
	Automated Chemistry Analyzer	1	Laboratory	6 months
	Semi Chemistry Analyzer	2	Laboratory	6 months
	Biosafety Cabinet	1	Laboratory	6 months
	Autoclave	1	Laboratory	6 months
	Incubator	1	Laboratory	6 months
	Medical Refrigerator	1	Vaccination	6 months
	Weighing Scale (height & weight)	2	Nursing Unit	6 months

Expertise Required

1. Service provider must be registered with Cooperate Affairs Commission of Nigeria to engage in, conduct, and carry on the business of preventive maintenance, repair, and calibration on all kinds of medical equipment, and test and measurement equipment and in the business for at least THREE (3) years.
2. Service provider must present a Certificate of accreditation by the major test equipment manufacturer as a calibration centre of test equipment.
3. Service provider MUST own sufficient calibrated test equipment to be used, such as but not limited to:
 - a. troubleshooting for faults
 - b. repairs of faults

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- c. validate equipment for use.
- 4. Service Provider MUST employ at least two full-time certified biomedical technicians with certificates of Biomedical Equipment Servicing
- 5. Service provider must have a history of similar projects with at least three reputable hospitals or laboratories.

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