



International Organization for Migration (IOM)  
The UN Migration Agency

(IOM Nigeria)

**INVITATION TO SUBMIT EXPRESSION OF INTEREST**  
**For Short listing of Companies/ Service Providers**

*9<sup>th</sup> March 2020*

**EOI CLARIFICATIONS**

**See below clarifications from interested vendors:**

**i) Kindly provide more details on operations IOM conducts.**

*The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society. This EOI is collecting general info from vendors to help evaluate vendor capabilities. Provide as much information as possible regarding your company*

**ii) We have observed that in Annex A, Table 2 - Company Experience in Last three years and Table 3 - Similar experience in last three years both have very similar requests for information.**

**We would like to clarify if providing a duplicate table for both Table 2 and Table 3 (with all attached documentary evidence including contract awards, purchase orders and/or work orders) will suffice for this requirement?**

*Table 2 is asking for general company experience relating to all the things that the company does, while table 3 is specific experience related to the category the vendor is interested in.*

**iii) In our bid application should we attach a financial bid consisting of the list of prices for our car rental service?**

*This is an expression of interest to identify potential vendors. Financial proposals will be requested from vendors that will have been pre-qualified from this EOI at a later date.*

**iv) Do we give answers of ANNEX A (Bidders Information) directly next to each of the questions on the same document or should it be done on a different sheet prepared for only answers?**

*Prepare a separate sheet for information requested but number the information as per Annex A attached to the EOI.*

v) **On TABLE 6 (LIST OF PERMANENT STAFF), What are we to input there is it all member staff or Just a selected top personnel with the designated portfolio?**

*Top personnel in the Organization Organigram with designated portfolio. In addition, include list of permanent staff that will likely deal with IOM if vendor is prequalified.*

vi) **May I please ask you whether this opportunity is opened to international individual consultants (sole traders) registered outside of Nigeria?**

*We can work with an individual consultant but must be registered in Nigeria*

vii) **Do you expect the successful consultant to work entirely remotely?**

*The successful consultant will work both remotely and interact directly with the end user*

viii) **Are you looking for a provider who can provide translation services in a single language combination (such as English to French) or in several language combinations?**

*We are looking for both single language and several language combinations*