



IOM International Organization for Migration
 OIM Organisation Internationale pour les Migrations
 OIM Organización Internacional para las Migraciones

**PRE – QUALIFICATION NOTICE
 AND
 GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

To : Eligible Suppliers/Contractors
 Project : IOM Emergency Response Programs in Nigeria
 Title of work : Prequalification Notice for Supply of Non-Food Items (NFIs) in North East of Nigeria
 Pre-Qualification No. : PREQ_NG30-2019-002
 Date : November 18th, 2019

The International Organization for Migration (**IOM**) the United Nations Migration Agency is committed to the principle that humane and orderly migration benefits both migrants and society. In the framework of IOM Emergency Response Programs in Nigeria, IOM invites interested eligible suppliers to submit documents for Pre-Qualification for the “Supply of Non-Food Items (NFIs) in North East of Nigeria.” as detailed in the attached specifications.

Item No.	Item Description
1	Supply of Non-Food Items (NFIs) in North East of Nigeria

With this PREQ is the, Technical Specifications and administrative requirements that Suppliers will need to follow in order to submit their documents for consideration by IOM.

The eligible suppliers/contractors will be evaluated on following but not limited to:

Company Profile comprising of the following:

1. AT LEAST 2 YEARS PROVEN EXPERIENCE. {There should be a list and value of experience supported with (Purchase orders /Contracts) including at least three contact references of the companies/ organizations (the company has worked with)}
2. CAC CERTIFICATION
3. TIN (FIRS CERTIFICATION)
4. FINANCIAL STATEMENT (AT LEAST 2 YEARS)
5. BANK STATEMENT (AT LEAST 6 MONTHS)
6. RELEVANT STAFF CV’S
7. DETAIL OF PLANT AND EQUIPMENT OWNED BY THE COMPANY WITH OWNERSHIP DOCUMENTS.
8. REGISTERED OFFICE ADDRESSES AND CONTACT DETAILS

9. AFFIDAVIT THAT THE COMPANY HAS NOT BEEN BLACKLISTED BY ANY ORGANIZATION OR GOVERNMENT OFFICE (*Affidavit should be on government authorized papers, verified by the Notary Public*)
10. SAMPLE OF ALL ITEMS WITH NAME OF THE APPLICANT (List of All items attached Separately and delivered at IOM address on or before closing date)

Note: Please do not submit prices of items at this stage.

*All documents & samples should be submitted in a sealed envelope and shall be addressed at below address on or before **December 02, 2019 (MONDAY), 2:00PM local time**. Late offers shall not be accepted.*

To:

International Organization for Migration (IOM)

(Procurement Unit)

IOM Maiduguri Sub-Office

No. 4, Gombole, Giwa Barrack Road, Opp.

Capital Primary School, Maiduguri, Borno State.

Ref: PREQ_NG30-2019-002 (Supply of NFIs)

Submitted by: Name of the Company (XXXXXX) with Address

For any clarification regarding this Pre-Qualification Notice, please send requests for clarification to procurementmaiduguri@iom.int, not later **16:00 Hrs on 29 November 2019**. No Pre-Qualification document shall be accepted through email.

IOM reserves the right to accept or reject any offer, and to cancel the Pre-Qualification process and reject all offers at any time prior to shortlisting/qualification, without thereby incurring any liability to the affected Suppliers/Contractors or any obligation to inform the affected Suppliers/Contractors of the ground for the IOM's action.

Very truly yours,

BEAC

IOM Nigeria