



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

## **INVITATION TO SUBMIT EXPRESSION OF INTEREST Construction of Secondary Inspection Room at 5 International Airports**

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.

In the framework of Construction of Secondary Inspection Room at 5 International Airports in Nigeria. IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the above Project.

The Expression of Interest shall contain information on the following a.) range of relevant consulting services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information.

**The Expression of Interest shall be submitted in original by IOM at 55 Hassan Musa Katsina, Asokoro extension, Abuja no later than Monday 10<sup>th</sup> May 2021 at 10.00 hrs**

On the basis of the above information, IOM shall draw up the shortlist of Companies/Service Providers. Only short listed Companies/Service Providers will be invited to submit technical and financial proposals.

Interested Companies/Service Providers may obtain further information from IOM by sending email to [iomabujatenders@iom.int](mailto:iomabujatenders@iom.int) not later than 4<sup>th</sup> May 2021

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

**Report any solicitation or suspected fraud to [OIGIntake@iom.int](mailto:OIGIntake@iom.int) or go to <https://weareallin.iom.int/reports>**



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## Request for Expression of Interest

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.

In the framework of **Construction of Secondary Inspection Room at 5 International Airports** in Nigeria, they are:

1. Nnamdi Azikwe International Airport, Abuja
2. Murtala Muhammed International Airport, Lagos
3. Mallam Aminu Kano International Airport, Kano
4. Port Harcourt International Airport, Port Harcourt
5. Akanu Ibiam International Airport, Enugu

The Inspection Room is a covered and soundproofed 24 sq.m room within the arrival and departure halls of major airports to facilitate passenger clearances. The room is to accommodate 4 working stations, table for document examination instruments, potential one separate work station and sitting area for 2 persons. Part of this construction is also provision of workstation/cubicle, chairs, cabinets, ACs (Air Conditions), ventilating system/fan and electrical fittings

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information.

1. The Application must be submitted either by hand to IOM Abuja office address at **55 Hassan Musa Katsina, Asokoro extension, Abuja no later than Monday 10<sup>th</sup> May 2021 at has 10.00 hrs**. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider.
3. The Application must be submitted on original and be marked "Original". The outer envelope shall be labeled with the submission address, title of the Project "Construction of Secondary Inspection Room at 5 International Airports in Nigeria" and name of the Company/Service Provider.
4. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
5. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and

- c. Duly Accomplished Annex A with All requested information.
6. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing by sending email to [iomabujatenders@iom.int](mailto:iomabujatenders@iom.int) not later than 4<sup>th</sup> May 2021.
7. Applications shall be evaluated in accordance with the following criteria:
  - a. Capacity
  - b. Track Record and Experience
  - c. Technical Expertise
  - d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

8. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
9. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
10. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
11. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

## **ANNEX A: BIDDERS INFORMATION**

**PLEASE PROVIDE ALL THE REQUIRED INFORMATION REQUESTED BELOW.  
FAILURE TO COMPLY WILL RESULT IN NON-COMPLIANCE AND NOT  
CONSIDERED FOR SHORTLISTING (QUALIFIED) TO RECEIVE INVITATION  
TO SUBMIT TECHNICAL AND FINANCIAL PROPOSALS**

### **TABLE 1 – GENERAL INFORMATION**

- Name of the Company
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- CAC Registration number\*
- COREN Registration\*
- Place of Registration
- Principal place of business
- VAT Registration number\*
- Evidence of payment of tax for the last 3 (three years)

\*Provide evidence of certificate

### **TABLE 2 – COMPANY EXPERIENCE IN LAST FIVE YEARS, SIMILAR IN SCOPE & COMPLEXITY, AND COSTING NOT LESS THAN 20 MILLION NAIRA\***

Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

\*Provide documentary evidence

### **TABLE 3 – ONGOING CONTRACTS\***

- Client
- Description of Contracts
- Location
- Amount
- % of Completion

\*Provide documentary evidence

**TABLE 4 - ADEQUACY OF WORKING CAPITAL\***

Please provide proof of financial competency and audited financial statements for the last three financial years and provide Reference Letter from Bank stating willingness to grant a credit line of a minimum 20 Million

- Source of credit line
- Amount
- Remarks

\*Provide documentary evidence

**TABLE 5 – LIST OF PERMANENTLY EMPLOYED STAFF**

Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization

- Name
- Designation Qualification
- No. of Years of Experience

**TABLE 6 – LIST OF PLANT AND EQUIPMENT (OWNED AND HIRED)**

- Description whether Owned or Leased
- Year of Manufacture

**TABLE 7– ANY OTHER INFORMATION**

- Health, Safety and Environment (HSE) Policy
- Quality Assurance Policy (evidence of ISO certifications will be an advantage)

**I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:**

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Name/ Signature/ Date  
Sealed (stamp)