



International Organization for Migration (IOM)
The UN Migration Agency

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

27th February 2020

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 Programs being Implemented by IOM Nigeria, IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the supply of different Goods and Services such as (but not limited to):

CONSTRUCTION WORKS, INTERNET SERVICE PROVISION, SUPPLY AND MAINTENANCE OF IT-EQUIPMENT, OFFICE FURNITURE, VARIOUS MAINTENANCE SERVICES (CARPENTRY, MASONRY, ELECTRICAL, PLUMBING ETC), TRANSLATION SERVICES, CONSULTANCY SERVICES, CARGO TRANSPORT, CAR HIRE SERVICES, CLEARING AND FORWARDING SERVICES, SECURITY SERVICES, OFFICE STATIONARY SUPPLIES, TELECOMMUNICATION EQUIPMENT, PRINTING SERVICES, VEHICLES PARTS AND SERVICES, ETC.

The Expression of Interest is open to both existing and potential vendors/service providers and shall contain information as detailed in the following link, <https://nigeria.iom.int/iom-nigeria-tenders>

The Expression of Interest shall be submitted in original and duplicate copy and should be received at any of the IOM office at the following addresses:

IOM NIGERIA – ABUJA OFFICES: 55 Hassan Musa Katsina Road, Asokoro, Abuja
IOM NIGERIA – LAGOS OFFICES: 1 Isaac John Street, GRA, Ikeja, Lagos
IOM NIGERIA – MAIDUGURI: 5 Gombole Road, GRA, Along Giwa Barrack Road, Maiduguri

The submissions should be received on or before: 12th March 2020, 1700hrs.

Based on 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 in each category.

Interested Companies/Service Providers may obtain further information from IOM by writing to the following address: iomabujatenders@iom.int with subject as **EOI 2020 ENQUIRIES** on or before 6th March 2020, 1700hrs.

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.

Very truly yours,

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.



International Organization for Migration (IOM)
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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 Programs being Implemented by IOM Nigeria, IOM now invites Expression of Interest from Companies/Service Providers for the supply of different goods and Services.

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

1. The Application must be submitted in sealed envelope to any of the IOM office with addresses indicated below:

IOM ABUJA : 55 Hassan Musa Katsina Road, Asokoro, Abuja
IOM LAGOS : 1 Isaac John Street, GRA, Ikeja, Lagos
IOM MAIDUGURI : 5 Gombole Road, GRA, Along Giwa Barrack Road, Maiduguri

The submission should be received by IOM not later than *12th March 2020, 1700hrs*. Late Application will not be considered.

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.

2. The Application must be submitted on one original and one copy and envelop must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. All the envelopes shall be labeled with the **Reference number, Type of services/goods provided, submission address, and name of the Company/Service Provider**. If a vendor is interested to participate in more than one category (see below list), they should submit separate sets of documents for each category of interest.

Use the format below to address the envelopes: -

IOM/2020/EOI/009 (Reference Number)

Provision of Fumigation Services (Type of Service/goods provided)

IOM NIGERIA -LAGOS (Submission address)

No.1 Isaac John Street, GRA, IKEJA, LAGOS

JOHN SMITH FUMIGATION SERVICES LTD (Name of the company/Service Provider)

3. 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.
4. The Application document should comprise of the following:
 - a. Cover Letter; Clearly indicating the REFERENCE NUMBER AND TYPE OF GOODS/SERVICES. See the last page below the list of goods/services and corresponding Reference Numbers
 - 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.
5. Companies/Service Providers requiring any clarifications on the content of this document may notify IOM in writing at the following address: iomabujatenders@iom.int with subject as **EOI 2020 ENQUIRIES**. IOM will respond to any request for clarification received on or before *6th March 2020, 1700hrs*. Clarifications shall be posted to the same link on *9th March 2020*
6. 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.

7. 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.
8. 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.
9. 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.
10. 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

TABLE 1 – GENERAL INFORMATION

- Name of the Company
- Physical Office Address
- Phone Number (s)
- Email Address
- Address of Other Offices/warehouse (s), if any
- Name, contact and Designation of the Contact Person
- Legal Status: Copy of CAC, FIRS, VAT and other registration certificates
- Principal place of business
- Certification from relevant regulatory bodies (where applicable)
- Certification for dealerships, franchise, distributorships (where applicable)

Remarks (**Provide certified copies**)

TABLE 2 – COMPANY EXPERIENCE IN LAST THREE YEARS

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

Remarks (**Provide documentary evidence**)

TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Year
- Client
- Description of works
- Contract Amount

Remarks (**Provide documentary evidence**)

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.

TABLE 4 – ONGOING CONTRACTS

- Client
- Description of Contracts
- Location
- Amount
- % of Completion (**Provide documentary evidence**)

TABLE 5 - ADEQUACY OF WORKING CAPITAL

- Source of credit line
- Amount

Remarks (*Provide documentary evidence*)

Please provide proof of financial competency (This may include reference from your bankers) and audited financial statements for the last three financial years.

TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF

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

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

TABLE 7 – LIST OF PLANT AND EQUIPMENT (OWNED AND HIRED)

- Description whether Owned or Leased
- Year of Manufacture

TABLE 8 – ANY OTHER INFORMATION

In addition to the required information, Companies may provide brochures and other related documents

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:

Name/ Signature/ Date

Reference Number	Type of Goods/Services provided
IOM/2020/EOI/001	Building and Construction Works
IOM/2020/EOI/002	Supply and Installation of Portal cabins and prefabricated buildings
IOM/2020/EOI/003	Provision of Building and Construction Consultancy Services (Engineering, Architectural, QS, etc)
IOM/2020/EOI/004	Provision of Internet Services
IOM/2020/EOI/005	Supply and Maintenance of IT Equipment
IOM/2020/EOI/006	Supply of Office Furniture
IOM/2020/EOI/007	Office Maintenance - Carpentry works
IOM/2020/EOI/008	Office Maintenance - Plumbing works
IOM/2020/EOI/009	Office Maintenance - Electrical works
IOM/2020/EOI/010	Office maintenances (Janitorial services)
IOM/2020/EOI/011	Office Maintenance - Fumigation services
IOM/2020/EOI/012	Installation and Maintenance of CCTV
IOM/2020/EOI/013	Supply and Maintenance of Air Conditioners
IOM/2020/EOI/014	Provision of Translation Services (French/Spanish/Arabic/German etc)
IOM/2020/EOI/015	Supply and installation of Solar Panels
IOM/2020/EOI/016	Supply and Installation of Invertors
IOM/2020/EOI/017	Provision of Cargo Transport Services
IOM/2020/EOI/018	Provision of Car Hire Services
IOM/2020/EOI/019	Provision of Various Consultancy Services (specify area of specialization)
IOM/2020/EOI/020	Provision of Clearing and Forwarding Services
IOM/2020/EOI/021	Provision of Domestic Courier Services
IOM/2020/EOI/022	Provision of Security Guarding Services
IOM/2020/EOI/023	Supply of Office Stationaries
IOM/2020/EOI/024	Supply of Office Supplies & Cleaning Materials
IOM/2020/EOI/025	Provision of Printing Services
IOM/2020/EOI/026	Provision of Visibility/Promotional Materials and Services
IOM/2020/EOI/027	Provision of Publicity Services
IOM/2020/EOI/028	Supply of Drinking Water
IOM/2020/EOI/029	Provision of Catering Services (meetings, trainings, conferences etc)
IOM/2020/EOI/030	Supply of Telecommunication Equipment
IOM/2020/EOI/031	Provision of Vehicle maintenance Services
IOM/2020/EOI/032	Provision of Generator Maintenance Services
IOM/2020/EOI/033	Supply of Diesel for generators
IOM/2020/EOI/034	Supply of Generators (Dealers in generators)
IOM/2020/EOI/035	Provision of Warehousing Services
IOM/2020/EOI/036	Supply of Vaccines
IOM/2020/EOI/037	Supply of Medical Equipment and Supplies
IOM/2020/EOI/038	Supply of Pharmaceutical Drugs
IOM/2020/EOI/039	Provision of Medical Waste Disposal Services
IOM/2020/EOI/040	Supply of TB Laboratory Culture Supplies
IOM/2020/EOI/041	Laboratory Equipment Calibration Services
IOM/2020/EOI/042	Provision of X-RAY Maintenance Services
IOM/2020/EOI/043	Supply of NFI's
IOM/2020/EOI/044	Drilling of Boreholes
IOM/2020/EOI/045	Provision of other Services (Specify)