



International Organization for Migration (IOM)
The UN Migration Agency

INVITATION TO SUBMIT EXPRESSION OF INTEREST

For Short listing of Companies/ Service Providers

3rd June 2021

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):

BUILDING & CONSTRUCTION WORKS, PROVISION OF INTERNET SERVICE, SUPPLY AND MAINTENANCE OF IT-EQUIPMENT, OFFICE FURNITURE, VARIOUS MAINTENANCE SERVICES (CARPENTRY, MASONRY, ELECTRICAL, PLUMBING, AC REPAIR ETC.), CARGO TRANSPORT, CAR HIRE SERVICES, OFFICE STATIONARY SUPPLIES, TELECOMMUNICATION EQUIPMENT, PRINTING SERVICES, VEHICLES MAINTENANCE AND REPAIR, 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 copy and should be received at any of the IOM office at the following addresses:

IOM HEAD OFFICE ABUJA: 55 Hassan Musa Katsina Road, Asokoro, Abuja

IOM SUB-OFFICE MAIDUGURI: 5 Gombole Road, GRA, Along Giwa Barrack Road, Maiduguri

IOM SUB-OFFICE LAGOS: 1 Isaac John Street, GRA, Ikeja, Lagos

**IOM SUB-OFFICE YOLA: No 3 Zungeru Street Dogirei Behind Adamawa State
Government House Yola**

The submissions should be received on or before: 30th June 2021, 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: iommaiduguritenders@iom.int with subject as **EOI 2021 ENQUIRIES** on or before 23rd June 2021, 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 Procurement



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 the IOM office address indicated below:

IOM HEAD OFFICE ABUJA: 55 Hassan Musa Katsina Road, Asokoro, Abuja
IOM SUB-OFFICE MAIDUGURI: 5 Gombole Road, GRA, Along Giwa Barrack Road, Maiduguri
IOM SUB-OFFICE LAGOS: 1 Isaac John Street, GRA, Ikeja, Lagos
IOM SUB-OFFICE YOLA: No 3 Zungeru Street Dogirei Behind Adamawa State Government House Yola

The submission should be received by IOM not later than *30th June 2021, 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/NG30/2021/EOI/007 (Reference Number)

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 and stamped on all pages by the Company/Service Provider's Authorized Representative; and
 - c. Duly Completed **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: iommaiduguritenders@iom.int with subject as **EOI 2021 ENQUIRIES**. IOM will respond to any request for clarification received on or before *23rd June 2021, 1700hrs.*
6. Applications shall be evaluated in accordance with the following criteria:
 - a. Track Record and Experience (Similar experience in the category of choice with proven evidence such as Contracts or Purchase Orders and Completion Certificates)
 - b. Technical Expertise
 - c. 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

CATEGORY OF GOODS AND SERVICES

Reference Number	Type of Goods/Services provided
IOM/NG30/2021/EOI/001	Bottled Drinking Water /Refill of Dispenser Water
IOM/NG30/2021/EOI/002	Provision of Genuine Printer Toners and Cartridges Supply
IOM/NG30/2021/EOI/003	Supply Office Furniture, Blinds and Curtains
IOM/NG30/2021/EOI/004	Conference/Training Facilities Services & Catering Services
IOM/NG30/2021/EOI/005	General Office Supplies E.G. Stationery and Photocopying Papers
IOM/NG30/2021/EOI/006	Provision of Vehicle Hire Services Transport: SUV, Pick Up, Vehicles for Movement of Personnel
IOM/NG30/2021/EOI/007	Construction Works, Rehabilitation and Renovations Buildings
IOM/NG30/2021/EOI/008	Provision of Food Items
IOM/NG30/2021/EOI/009	Design, Printing & Delivery of Promotional, Communication &, Corporate Branded Material (T-Shirts, Brochures, Lit Signage, Newsletters, Banners, Calendars, Plaques, Diaries, Ceremonial Booklets and Business Cards.
IOM/NG30/2021/EOI/010	Implementing Partners (Local NGOS) With Experience in Camp Coordination and Camp Management (CCCM), Non-Food Item (NFI), Shelter, Mental Health and Psychosocial Support (MHPSS)
IOM/NG30/2021/EOI/011	Cleaning Supplies, Groceries and Janitorial Supplies
IOM/NG30/2021/EOI/012	Provision of Safety Tools and Services (Fire Extinguishers, Safety Signage Etc.)
IOM/NG30/2021/EOI/013	Provision of IT Hardware and Services (LAN Cabling, Wireless, CCTV Installation, Access Control System).
IOM/NG30/2021/EOI/014	Provision of Construction Tools and Materials (Timber, Cement, CGI Sheet, Shovel, Nails, Door Hinges, Ridge Cap, Tarpaulins Etc.
IOM/NG30/2021/EOI/015	Provision of Medicines and Medical Consumables
IOM/NG30/2021/EOI/016	Supply of Medical/Laboratory Equipment
IOM/NG30/2021/EOI/017	Provision of Non-Food Items and Hygiene Kits (Mosquito Net, Soap, Blankets, Bucket, Rechargeable Lamp, Pots, Jerry Can, Aquatab, Plate Etc.)
IOM/NG30/2021/EOI/018	Provision of Livelihood Equipment/Items (Sewing Machine, Milling Machine etc.)
IOM/NG30/2021/EOI/019	Provision of VSAT Equipment and Internet Services
IOM/NG30/2021/EOI/020	Office Maintenance - Carpentry Works
IOM/NG30/2021/EOI/021	Office Maintenance - Plumbing Works
IOM/NG30/2021/EOI/022	Office Maintenance - Electrical Works
IOM/NG30/2021/EOI/023	Office Maintenances (Janitorial Services)
IOM/NG30/2021/EOI/024	Office Maintenance - Fumigation Services
IOM/NG30/2021/EOI/025	Supply and Maintenance of Air Conditioners

IOM/NG30/2021/EOI/026	Supply and Installation of Solar Panel Energy Components (Inverters, Solar Panels etc.)
IOM/NG30/2021/EOI/027	Provision of Cargo Transport Services (Movement of Goods)
IOM/NG30/2021/EOI/028	Supply of Office Supplies & Cleaning Materials
IOM/NG30/2021/EOI/029	Provision of Catering Services (Meetings, Trainings, Conferences Etc.)
IOM/NG30/2021/EOI/030	Provision of Vehicle (Armored Vehicle) Maintenance and Repair Services
IOM/NG30/2021/EOI/031	Provision of Generator Maintenance Services
IOM/NG30/2021/EOI/032	Supply of Generators (Dealers in Generators)
IOM/NG30/2021/EOI/033	Provision of X-Ray Maintenance Services
IOM/NG30/2021/EOI/034	Drilling of Boreholes