



International Organization for Migration (IOM)
The UN Migration Agency

INVITATION TO SUBMIT EXPRESSION OF INTEREST FOR VARIOUS CATEGORIES OF SUPPLY OF GOODS AND SERVICES TO IOM OFFICES IN LAGOS AND BENIN CITIES

For Short listing of Companies/ Service Providers

22nd February 2022

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's Offices in Lagos and Benin City, IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the supply of the following categories of Goods and Services:

Reference Number	Type of Goods/Services required
IOM/NG20/2022/EOI/001	Supply of Bottled Drinking Water /Refill of Dispenser Water.
IOM/NG20/2022/EOI/002	Supply of Genuine Printer Toners and Cartridges.
IOM/NG20/2022/EOI/003	Supply of Diesel for Office Generators
IOM/NG20/2022/EOI/004	Supply of Office Furniture, Blinds and Curtains.
IOM/NG20/2022/EOI/005	Supply of Cleaning materials, toiletries and cleaning solutions.
IOM/NG20/2022/EOI/006	Supply of Medical/Laboratory Equipment.
IOM/NG20/2022/EOI/007	Supply of Medicines and Medical Consumables.
IOM/NG20/2022/EOI/008	Supply of General Office Supplies.
IOM/NG20/2022/EOI/009	Supply of IT Equipment
IOM/NG20/2022/EOI/010	Supply of cell phones and tablets (basic to complex)?
IOM/NG20/2022/EOI/011	Supply of Fire Safety Equipment and Services (Fire Extinguishers, Fire Alarm, Safety Signage, Servicing of fire extinguishers etc.)
IOM/NG20/2022/EOI/012	Supply and Maintenance of Air Conditioners.
IOM/NG20/2022/EOI/014	Supply of cooked food to IOM Transit Centre
IOM/NG20/2022/EOI/015	Provision of Hotel Services (accommodation, Catering, Meetings, Trainings, Conferences Etc.)
IOM/NG20/2022/EOI/016	Provision of Vehicle Rental Services: SUV, Pick Up, Vehicles for Movement of Personnel.
IOM/NG20/2022/EOI/017	Provision of Vehicle Maintenance and Repair Services.
IOM/NG20/2022/EOI/018	Construction Works, Rehabilitation and Renovations Buildings.
IOM/NG20/2022/EOI/019	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/NG20/2022/EOI/020	Provision of IT Services (Maintenance, LAN Cabling, Wireless, CCTV Installation, Access Control System).
IOM/NG20/2022/EOI/021	Provision of Office Maintenance Service - Carpentry Works.
IOM/NG20/2022/EOI/022	Provision of Office Maintenance Service - Plumbing Works.

IOM/NG20/2022/EOI/023	Provision of Office Maintenance Service - Electrical Works.
IOM/NG20/2022/EOI/024	Provision of Fumigation and pest control Services.
IOM/NG20/2022/EOI/025	Provision of Generator Maintenance Services.
IOM/NG20/2022/EOI/026	Provision of Maintenance Services for X-ray machines

The Expression of Interest shall be submitted in original and duplicate copy and should be received by hand at the following IOM offices **on or before 18th March 2022, 1600hrs**:

IOM Office in Lagos: *No 1 Isaac John street, GRA , Ikeja , Lagos State.*

IOM Benin Office: *No 3 Aideyan street, off Ihama road, GRA , Benin City, Edo State.*

Documents submitted through email shall not be accepted.

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 request for the Bid documents including required annexes as well as to obtain further information from IOM by writing to the following address: iomlagostenders@iom.int with subject as EOI 2022 ENQUIRIES on or before 10th March 2022, 1600hrs.

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 Lagos Procurement

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

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 Office in Lagos: *No 1 Isaac John street, GRA , Ikeja , Lagos State.*

IOM Benin Office: *No 3 Aideyan street, off Ihama road, GRA , Benin City, Edo State.*

The submission should be received by IOM not later than **18th March 2022, 1600hrs**. 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 in one original and one copy and the envelopes must be marked "Original" and "Copy" respectively 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.

Please use the format below to address the envelopes: -

Reference Number,
Category applied for,
Bidder's Name.

Example:

IOM/NG20/2022/EOI/001 (Reference Number)

Supply of Bottled Drinking Water /Refill of Dispenser Water (Category name)

ABC Water Bottlers LTD (Bidder's Name)

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 provided. **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 Accomplished Bidders Information (Annex A)
 - d. Dully Accomplished and signed Vendor Information Sheet (Annex B) with All requested information and required documentation attached.
 - e. Duly Accomplished and signed Code of Conduct for Suppliers (Annex C).
5. Companies/Service Providers requiring any clarifications on the content of this document may notify IOM in writing at the following address: iomlagostenders@iom.int with subject as **EOI 2022 ENQUIRIES**. IOM will respond to any request for clarification received on or before **10th March 2022, 1600hrs.**
6. Applications shall be evaluated in accordance with the following criteria:

No.	Requirements	Compliance Rating
1.	Cover letter in Company's letterhead.	Pass/Fail
2.	Company Profile (including the names of owners, key officers, technical personnel)	Pass/Fail
3.	Certified true copy of Certificate of Business Registration/ Incorporation.	Pass/Fail
4.	Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.	Pass/Fail
5.	Tax Certificate	Pass/Fail
6.	Tax Compliance: Evidence of Tax payment for the last three (3) years	Pass/Fail
7.	Audited Financial Statements for the last three (3) years	Pass/Fail
8.	List of all contracts entered into for the last 3 years (completed and/or ongoing)	Pass/Fail
9.	Certificates from the Principals where applicable (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details)	Pass/Fail
10.	Dully filled, signed, and stamped Annex B and C (vendor Information Sheet and Vendor code of Conduct)	Pass/Fail

** Only companies attain overall PASS shall proceed to the next phase of prequalification.*

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 Expression of Interest. 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

Bidders should provide the following information in table form and provide proof:

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