



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

*[insert Mission Address]*

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**REQUEST FOR QUOTATIONS (RFQ)  
AND  
GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

To : All Prospective Bidders  
Project: IOM  
Ref. No.: NG10 & 20  
Date : 7<sup>th</sup> June 2021

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The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of International Organisation for Migration, IOM invites interested eligible Suppliers to submit Proposals (technical and financial) including maintenance package for the **Leasing / Rental and Purchasing Heavy Duty Multi-Purpose Printer for IOM offices in Lagos, Benin City and Abuja**

The minimum specifications of heavy duty multipurpose printer (MFP) that IOM is looking for is as follow:

1. Heavy duty Multi-Function Devices Duplex Printer Up to 55 ppm (Letter), Up to 45 ppm (Legal) with ADF. Price should be separate for 25mm/35ppm/45ppm
2. CORE FUNCTIONS: Print, Copy, Scan, Send (Scan to folder, double sided scan)
3. Printing management facility with possibility given to users to key in their pin code before their printed documents are released from the printer.
4. Interface Connection: Network: 1000Base-T/100Base-TX/10Base-T, Standard: USB 2.0 x2 (Host), USB 3.0 x1 (Host), USB 2.0 x1 (Device)
5. Optional: NFC, Bluetooth, Wireless LAN (IEEE 802.11 b/g/n)
6. Operating System: Windows Server 2008R2/2012/2012 R2/2016, Windows 10 pro
7. Memory not less than 3.0 GB RAM
8. printer pedestal is included
9. Minimum year of manufacture is 2020

*Terms and Conditions of submitting the quotation/proposal:*

- 1. Company may propose one or more models of the multipurpose printer*
- 2. Company to propose both black & white and colour printer*
- 3. Company to submit financial proposal/quotation for leasing/rental option and purchase option*
- 4. Company to submit financial proposal/quotation for regular maintenance and servicing package of the printer, detailed information of the service to be performed and frequency per year.*
- 5. Company to submit a separate price list for toners and spare parts, apart from the regular spare parts that are included in the maintenance package (if any)*
- 6. As part of the maintenance package, company must be able to provide ad-hoc maintenance/repair/service request by IOM within 24 hours, excluding weekend*

Please send detailed technical proposal and financial proposal (quotation) electronically by email to [IOMLagosTenders@iom.int](mailto:IOMLagosTenders@iom.int) by Monday 14<sup>th</sup> June 2021 at 13.00 hrs.

Should you have any questions, please contact [IOMLagosTenders@iom.int](mailto:IOMLagosTenders@iom.int)

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

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

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