

Section II – Technical Proposal Standard Forms

TPF-1: Technical Proposal Submission Form

[Location, Date]

To: *Frantz Celestin*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for the Developing and implementation of interior bus design in accordance with your Request for Proposal (RFP) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

TPF – 2: Service Providers/ Consulting Firms Organization

Term of reference

Project Background

IOM is currently implementing a project in Nigeria – The Preventing trafficking in persons in Nigeria through a travelling awareness-raising exposition. The project builds on counter-trafficking experiences in Switzerland and Nigeria to have a travelling exposition inside a newly established awareness-raising bus that addresses the challenges and risks associated to human trafficking in Nigeria. The awareness-raising bus will be developed over a period of six months after which it will travel over the course of another six months to various communities in Nigeria that are most prone to trafficking in persons (TIP), including Edo, Delta, and Lagos States.

The bus will be equipped with audio-visual and written information about trafficking in persons, showing among others the different forms of exploitation and abuse that are suffered by victims of trafficking. The project will also provide counselling and practical information about how to identify potential cases and which actors to turn to for support.

Objective of the Assignment :

The objective of the assignment is to carry out interior design and branding of the bus with Information, Education and Counselling (IEC) materials, audio-visuals and banners thereby transforming it into an exposition and one-stop shop for awareness raising campaigns.

Scope of Work /Deliverables

In close coordination with IOM, the interior designer will carry out the following tasks:

- Install the bus Yutong ZKT6100NGA9 with equipment already purchased by IOM to be used in playing audio visual content for indoor and outdoor awareness raising campaigns.
List of Equipment is provided below (exact list of brand and models will be shared with chosen vendor):

N	Description	Quantity
1	Projector - Wireless Full 3LCD, 3,200 lumens1, 1080p resolution (1920 x 1080), XGA HD	1
2	Projector Screen: 96 x 96 Tripod Projection Screen	1
3	Portable speakers - Acoustic Pro, Power- 800 W PMPD, Power - 110 V 240v/50, 12'speaker system, Woofer-12"100x1, bluetooth	2
4	Extension Box: APC Surge Arrest Extension Box – Pm5-uk – White or equivalent	2
5	3.2 KVA Generator With Key Starter 100% Copper	1
6	5. 5KVA Automatic Voltage Stabilizer - AVR 5000V	1

7	Computers (Laptop) - Intel® Core™ i7-8565U processor (1.8 GHz, up to 4.6 GHz with Turbo Boost, 8 MB Cache, 4 core) + Intel UHD Graphics 620 Window 10 Pro 64-bit, 16 GB (1x16 GB) DDR4 2400, 512 GB SATA HDD, 14" diagonal FHD LED UWVA BrightView for WWAN for HD Webcam + IR slim Touchscreen (1920x1080)(250 Nits), Discrete AMD Radeon™ Pro WX 3200 (4 GB GDDR5 dedicated), WLAN, Bluetooth.	1
8	UPS (Uninterrupted power supply) 750VA (390W) 230V with 2 years warranty	1
9	Table - 1.2 m foldable office desk	1
10	Headphones - portable wireless headset	3

- Design the interior and exterior of the bus with IEC materials such as photos, fliers and posters provided by IOM and its partners such as the National Agency for the Prohibition of Trafficking in Persons (NAPTIP). The exterior should be catchy and inviting to the audience, While the inside displaying the exposition will show the contrasting realities faced by victims of trafficking in Nigeria. Design should be approved by IOM
- Produce and design the bus with banners provided by IOM for this purpose. Design should be approved by IOM
- Where necessary, ensure the relevant permits, approvals or exemptions are received from the respective government agency or parastatal in charge of issuing such approvals.

Sample photos of expected result are attached in separate file.

TPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

TPF-6: Time Schedule for Professional Personnel

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1) _____
															Subtotal (2) _____
															Subtotal (3) _____
															Subtotal (4) _____

Full-time: _____ Part-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location: _____

Signature _____ of _____ Authorized _____ Representative:

Full Name: _____
 Title : _____

TPF-7: Activity (Work) Schedule

A. Field Investigation and Other Activities														
No.	Activity/Work Description	Duration												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10t h	11t h	12t h	
1														
2														
3														
4														
5														

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To: *[Name of Chairperson and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for the Developing and implementation of interior bus design to promote alternatives to irregular migration in accordance with your Request for Proposal (RFP) and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FPF– 2: Summary of Costs

Costs	Currency	Amount(s)
Total Amount of Financial Proposal ¹		

¹ Indicate total costs, net of local taxes, to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
Subtotals		

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-7.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

FPF-4: Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

² Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory: