



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

## Nigeria Mission

### INVITATION TO SUBMIT EXPRESSION OF INTEREST

(For Short listing of Companies/ Service Providers)

*11<sup>th</sup> September 2020*

*REF NO.: [NG30/REI/20/001](#)*

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 [COVID 19 Emergency Response](#), IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the *Drilling/rehabilitation of boreholes and supply of Borehole spare parts/materials*.

The Expression of Interest shall contain information on the following a.) Range of relevant services offered, b.) Qualification and experience of relevant professionals and technical personnel currently maintained c.) Track record and experience of the firm in similar assignment including list of major clients served and d.) Other relevant information.

The Expression of Interest shall be submitted in original and duplicate copy and should be received by hand at IOM with office address at *No 4 Gombole road, Giwa Barracks way Maiduguri Borno State* no later than *17.00hrs (5 pm) on Wednesday 30<sup>th</sup> Sept. 2020*.

On the basis of 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.

Interested Bidders may request for the word template of EOI bidding document and/or obtain further information from IOM at the above office address on *from 11<sup>th</sup> sept 2020 to 20<sup>th</sup> Sept 2020 from 9:00am-3:00pm* or by sending an email to [iommaiduguritenders@iom.int](mailto:iommaiduguritenders@iom.int).

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,  
*The Bids Evaluation & Awards Committee.*

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



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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 [COVID 19 Emergency Response](#), IOM now invites Expression of Interest from Companies/Service Providers for the *Drilling/rehabilitation of boreholes and supply of Borehole spare parts/materials*.

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

1. The Application must be submitted by hand in sealed envelope to IOM with office address at *No 4 Gombole Road, Giwa Barracks way Maiduguri Borno State* no later than *17.00hrs (5.00pm) on Wednesday 30<sup>th</sup> September 2020*. Late Application will not be considered.
2. 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.
3. 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. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Company/Service Provider.
4. 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.
5. a. The Application document should comprise of the following:
  - i. Cover Letter;
  - ii. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
  - iii. Duly Accomplished Annex A with All requested information and required documentation attached.
  - iv. Duly Accomplished Annex B (Vendor Information Sheet) with all requested information and required documentation attached.

b. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing via email [at iommaiduguritenders@iom.int](mailto:iommaiduguritenders@iom.int) IOM will respond to any request for clarification received on or before *20<sup>th</sup> September 2020 by 1600hrs.*

c. Applications shall be evaluated in accordance with the following criteria:

**I. Preliminary Evaluation:**

Prior to detailed review of the bidding documents, the preliminary check aims to screen the bidders against the minimum criteria for eligibility as follows:

1. Deadline: Time / date of submission of bidding documents were before the deadline outlined in the EOI.
2. Sufficiency of Bidding Documents: The bidders have submitted all documents requested in 5 (a) of the EOI: Cover letter,
  - I. Copy of the Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representation.
  - II. Duly Accomplished Annex A with All requested information and required documentation attached and, whether any computational errors were made, whether the documents were properly signed, and whether the proposals are generally in order.

| No. | Requirements  | Compliance Rating |
|-----|---|-------------------|
| 1.  | Company Profile (including the names of owners, key officers, technical personnel)  | Pass/Fail         |
| 2.  | Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.   | Pass/Fail         |
| 3.  | Certified true copy of Certificate of Registration/ Incorporation   | Pass/Fail         |
| 4.  | Evidence of Tax payment for the last three (3) years  | Pass/Fail         |
| 5.  | Letters of Recommendation from three of your major clients. These include UN Agencies, Government Agencies, INGOs, Parastatals, Multinationals  | Pass/Fail         |
| 6.  | Audited Financial Statements for the last three (3) years   | Pass/Fail         |
| 7.  | Audited Statement of Account  | Pass/Fail         |
| 8.  | Duly Accomplished Annex A (bidders Information) with all requested information and required documentation attached  | Pass/Fail         |
| 9.  | Dully filled, signed and stamped Annex B (vendor Information Sheet)   | Pass/Fail         |
| 10. | Where applicable, Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details. Not compulsory | Pass/Fail         |
| 11. | Quality and Safety Standard Document such as ISO 9001 etc. (if applicable) Not compulsory   | Pass/Fail         |

*\* Failure to provide any of the documents mentioned in 1 -9 above will result in automatic "fail" rating. Only companies that pass the preliminary evaluation will proceed to the technical evaluation.*

**II. Technical Evaluation (Experience, capacity, expertise and financial soundness).**

| No.   | Requirements   | Compliance Rating |
|---|--|-------------------|
| <b>Company's Experience, capacity, technical expertise and track record</b> |  |                   |
| 1.  | Company Experience In Last Three Years   | Pass/Fail         |
| 2.  | Similar Experience In Last Three Years   | Pass/Fail         |
| 3.  | Ongoing Contracts  | Pass/Fail         |
| 4.  | Qualification and Experience of permanently employed staff   | Pass/Fail         |
| 5.  | List Of Plant And Equipment (Owned And Hired)  | Pass/Fail         |
| <b>Company's Financial Soundness</b>  |  |                   |
| 6.  | Adequacy Of Working Capital  | Pass/Fail         |
| 7.  | Current Ratio  | Pass/Fail         |
| 8.  | Detailed Financial Information History;<br>Total Assets<br>Current Assets<br>Total Liabilities<br>Current Liabilities<br>Profits before taxes<br>Profits after taxes<br>Net worth (1) - (3)<br>Current ratio (2) / (4)<br>Return on equity % [ (5) / (7 of prior year) ] | Pass/Fail         |

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

- d. 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.
- e. 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.
- f. 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.
- g. 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
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business
- VAT Registration number

### 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 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:**

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Name/ Signature/ Date

**ANNEX B: VENDOR INFORMATION SHEET**



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FPU.SF-19.6

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_

Address  Leased  Owned Area: \_\_\_\_\_sqm

House No \_\_\_\_\_  
Street Name \_\_\_\_\_  
Postal Code \_\_\_\_\_  
City \_\_\_\_\_  
Region \_\_\_\_\_  
Country \_\_\_\_\_

Contact Numbers/Address

Telephone Nos. \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Location of Plant/Warehouse  Leased  Owned Area: \_\_\_\_\_sqm

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Organization  Corporation  Partnership  Sole Proprietorship

Business License No.: \_\_\_\_\_ Place/Date Issued: \_\_\_\_\_ Expiry Date \_\_\_\_\_

No. of Personnel \_\_\_\_\_ Regular \_\_\_\_\_ Contractual/Casual \_\_\_\_\_

Nature of Business/Trade

|                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Authorized Dealer | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Wholesaler   | <input type="checkbox"/> Retailer          | <input type="checkbox"/> Computer Hardware    |
| <input type="checkbox"/> Trader       | <input type="checkbox"/> Importer          | <input type="checkbox"/> Service Bureau       |
|                                       | <input type="checkbox"/>                   | <input type="checkbox"/>                      |

Site Development/ Construction      Consultancy      Others \_\_\_\_\_

Number of Years in business: \_\_\_\_\_

Complete Products & Services

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Payment Details

Payment Method  Cash     Check     Bank Transfer     Others

Currency     Loc.Currency     USD     EUR     Others

Terms of Payment     30 days     15 days     7 days upon receipt of invoice

Advance Payment     Yes     No     % of the Total PO/Contract

Bank Details:

Bank Name \_\_\_\_\_  
Bldg and Street \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Bank Account Name \_\_\_\_\_  
Bank Account No. \_\_\_\_\_  
Swift Code \_\_\_\_\_  
Iban Number \_\_\_\_\_

**Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)**

| Name  | Title/Position | Signature |
|-------|----------------|-----------|
| _____ | _____          | _____     |
| _____ | _____          | _____     |
| _____ | _____          | _____     |

Companies with whom you have been dealing for the past two years with approximate value in US Dollars:



| Company Name | Business Value | Contact Person/Tel. No. |
|--------------|----------------|-------------------------|
| _____        | _____          | _____                   |
| _____        | _____          | _____                   |
| _____        | _____          | _____                   |
| _____        | _____          | _____                   |

Have you ever provided products and/or services to any mission/office of IOM?

Yes                       No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

| Name of Person | Mission/Office | Items Purchased |
|----------------|----------------|-----------------|
| _____          | _____          | _____           |
| _____          | _____          | _____           |
| _____          | _____          | _____           |
| _____          | _____          | _____           |

Do you have any relative who worked with us at one time or another, or are presently employed with IOM? If yes, kindly state name and relationship.

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Trade Reference

| Company | Contact Person | Contact Number |
|---------|----------------|----------------|
| _____   | _____          | _____          |
| _____   | _____          | _____          |
| _____   | _____          | _____          |
| _____   | _____          | _____          |

Banking Reference

| Bank  | Contact Person | Contact Number |
|-------|----------------|----------------|
| _____ | _____          | _____          |
| _____ | _____          | _____          |
| _____ | _____          | _____          |
| _____ | _____          | _____          |

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

## REQUIREMENTS CHECK LIST

Please submit the following documents together with the Information Sheet:

| No. | Document   | For IOM use only |                |
|-----|--|------------------|----------------|
|     |  | Submitted        | Not Applicable |
| 1   | Company Profile (including the names of owners, key officers, technical personnel)   |                  |                |
| 2   | Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any.  |                  |                |
| 3   | Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry  |                  |                |
| 4   | Valid Government Permits/Licenses  |                  |                |
| 5   | Audited Financial Statements for the last 3 years*   |                  |                |
| 6   | Certificates from the Principals (e.g. Manufacturer's Authorization, Certificate of Exclusive Distributorship, Any certificate for the purpose, indicating name, complete address and contact details) |                  |                |
| 7   | Catalogues/Brochures (if applicable)   |                  |                |
| 8   | List of Plants/Warehouse/Service Facilities (if applicable)  |                  |                |
| 9   | List of Offices/Distribution Centers/Service Centers (if applicable)   |                  |                |
| 10  | Quality and Safety Standard Document / ISO 9001 (if applicable)  |                  |                |
| 11  | List of major contracts entered into for the last 3 years (indicate whether completed or ongoing ) *   |                  |                |
| 12  | Certification that Non-performance of contract did not occur within the last 3 years prior to application for evaluation based on all information on fully settled disputes or litigation              |                  |                |
| 13  | For Construction Projects: List of machines & equipment ( <i>include brand, capacity and indication if the equipment are owned or leased by the Contractor</i> )                                       |                  |                |

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

**FOR IOM USE ONLY**

Purchasing Organization \_\_\_\_\_  
Account Group \_\_\_\_\_

Industry  001  002  003

where 001 - Transportation related to movement of migrants  
002 - Goods (e.g. supplies, materials, tools)  
003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type  Global  Local