

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ NG10-22-145 (Readvertised)

Date: 30 August 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of 7KW Solar Power System for Maiduguri PTRC

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 1: Schedule of requirements ,Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Faye Simpson

IOM Abuja Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	6th September 2022 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Courier / Hand delivery to IOM Abuja Office at 55 Hassan Musa Katsina Street Asokoro <ul style="list-style-type: none"> • The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL BID” and “COPY OF BID.” The envelopes shall then be sealed in an outer envelope. • The inner and outer envelopes shall be addressed to IOM at 55 Hassan Musa Katsina Street, Asokoro, Abuja and bear the Project name, the Invitation for Bids (IFB) title and reference number, and a statement: “DO NOT OPEN BEFORE THE SCHEDULED BID OPENING DATE. • The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”. • Late submission will not be accepted. • Submissions not registered in the bid registry will not be evaluated.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Nigerian Naira
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including	English Language

catalogues, instructions and operating manuals	
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Data specification sheet for technical items <input checked="" type="checkbox"/> Annex 1: Schedule of Requirements <input checked="" type="checkbox"/> Documents establishing technical eligibility as detailed on pages 6 & 7
Quotation validity period	Quotations shall remain valid for 45 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	IOM will only pay 90% upon 100% job completion, the balance 10% will be held as retention for a period of 1 year
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: IOM Abuja Tenders E-mail address: iomabujatenders@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 2nd September 2022 before the submission deadline
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer based on the 70% technical score pass
Evaluation criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Bidder must obtain a 70% pass in Technical Evaluation Criteria as stated on pages 6 & 7 to be eligible for financial evaluation
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Supply Contract
Expected date for contract award.	26 September 2022
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

S/N	ITEMS	SPECIFICATION	BRAND	ORIGIN	WARRANTY	UNIT	QTY	UNIT RATE	AMOUNT
1	Solar panels	400W 54V monocrystalline panel				PCS	30		
2	Solar rails	Aluminum rails with accessories				Sets	8		
3	Solar combiner box	4way combiner box 125A				PCS	3		
4	Solar MC4 connectors	Double connectors				Sets	8		
5	Solar MC4 connectors	Single				Sets	16		
6	Charge controller	70A/150V MPPT				PCS	3		
7	Inverter	7KW/48V Pure sine wave 230V/50Hz, With Remote control				PCS	1		
8	Battery	12V/220AH sealed-lead acid with accessories				PCS	12		
9	Battery rack	Galvanized iron stand				PCS	1		
10	Battery disconnects	DC disconnect 160A-200A				PCS	1		
11	Output breaker	63A 2pole breaker				PCS	2		
12	PVC box	6way box				PCS	1		
13	Changeover switch	100A Changeover switch				PCS	1		

14	Distribution board	8 blocks DB				PCS	1		
15	Solar connection cable	6mm 2core flexible cable				meters	150		
16	Combiner to charge controller cable	16mm flexible cable				meters	40		
17	Charge controller to battery cable	35mm flexible cable				meters	40		
18	Battery to inverter cable	50mm flexible cable				meters	25		
19	Busbar collector	400A busbar with conduit box				meters	1		
20	Inverter AC to changeover and DB cable	16mm flexible cable				meters	30		
21	Load cables	2mm hardcore cable				Roles	1		
22	Conduit pipes/thrunking	25mm-100mm				LOTS	10		
23	Earth rod	3 fits 100% coper				PCS	1		
24	Earth cable	4mm single core				meters	10		
25	Earthing accessories	Mat/Salt				PCS	1		
26	Material cost								
27	Installation/logistics cost								
28	Total project cost								

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 14 days After Contract signature.
Exact Address(es) of Delivery Location(s)	PTRC NIS Borno state located at Federal secretariat in Maiduguri
Warranty Period	As per IOM's requirement
After-sales service and local service support requirements	Required
Preferred Mode of Transport	Land
Other information	<ul style="list-style-type: none"> • All bids must be registered in the bid registry, Bid not registered in the bid registry will not be evaluated • Late submission will not be accepted • Quotation not presented in accordance with the RFQ Instructions and data as well as the schedule of requirements (Annex1) will be rejected

Evaluation of Quotation

Technical Evaluation Criteria

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the Bid is substantially responsive to the technical requirements. All bids must be checked for substantial responsiveness to the technical requirements

S/no	Selection Criteria	Selection Requirement	Maximum Score
1.	Quotation Submission Form duly completed and signed (Annex 2) and Schedule of requirements (Annex 1)	Signed and stamped	5
2.	Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements (Annex 3)	Filled, Signed and stamped	5
3.	Previous Similar Experience: Five (5) Successful similar experience in terms of equivalent nature and complexity carried out on behalf of UN and INGOs or other reputable organizations in Nigeria.	Provide evidence such as Contracts or Purchase Orders and Completion Certificates within the last 5 years <i>2 marks per evidence provided</i>	10

4.	Technology of the proposed equipment.	The Equipment should have an effective and efficient technology capable of producing quality work with the following technical features (1) it should have UPS, synchronizing, compatibility and smart features that can function with various devices. (2) it should have environmental and material effects (10pts per features)	20
5.	Technical design/drawing for the proposed equipment	vendor should provide technical design/drawing in line with the requested solar power components. (Well detailed design/drawing provided -10 pts, drawing not detailed, not in line with solar power components (5 pts) Technical design/drawing not provided (0 pt.)	10
6.	Maintenance incentives	Bidder should provide a detailed 12-months post-installation support plan with well detailed and well defined Incidence escalation matrix with quarterly Visits to location (15 points), with bi-annual visits to location (10 points), with annual visits to location- (7.5 pts), Provided but no periodic visit (5 pts), Provided but at a financial cost to IOM irrespective of the number of visit (2.5pts) post installation maintenance plan not provided (0 pt.) PS Maintenance incentives should be at no additional financial cost to IOM	15
7.	Program of works: This category is based on the proposed time to complete the work. Detailed Gantt chart (Sequence of activities on how the work will be implemented) is required to show how the program of works was planned.	Gantt Chart that is +/- 20% within the IOM Engineer's estimated completion time (10pts) Gantt Chart that is +/- 21% and above the IOM Engineer's estimated proposed completion time (5pts), Gantt chart not provided (0 pt.)- site should take maximum of 14 days to complete with a team of 3 technicians.	10
8.	Warranty period provided for the equipment including but not limited to the charge controller, solar panels, batteries and inverter	least warranty period on listed items >3 years- 15 pts, >2 year- 10 pts, <1 year-5 pts not provided 0-pt	15
9.	Availability of the items	Vendor should be able to prove that the proposed equipment is readily available and in the desired quantity (proof provided- 10 points, No proof-0 points)	10
	Total	Pass mark is set at 70%	100

Only the Financial Proposal of bidders that obtain a 70% Pass and above in the technical evaluation shall undergo the financial evaluation.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

VENDOR INFORMATION SHEET¹

[VIS.xlsx](#) download the Vendor Information Sheet from this link

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

Currency of the Quotation: Nigerian Naira					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Please see attached annex A				
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of the company Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address: