

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

Vendors are to fill this form with the preferred **REOI reference Number** and Category in the **Description** Box

**REOI Reference:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process.

<b>Description</b> Refer to <b>Annex B</b> for preferred category	Click or tap here to enter text.
<b>UNSPSC code(s)</b>	
<b>Deadline for the Submission of EOI</b>	Date: <b>21 June 2023</b> . Time: <b>18:00</b> Time zone: <b>West African Time (WAT)</b> If any doubt exists as to the time zone, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Content of EOI</b>	The EOI should include the following information: <ul style="list-style-type: none"> <li>• <b>Refer to <a href="#">Annex A: BIDDERS INFORMATION</a></b> and provide supporting documents.</li> <li>• Brief presentation of company including number of staff, turnover, years in business</li> <li>• Reference list demonstrating qualifications for participating in this upcoming bidding process</li> <li>• Contact information: <b>full name and address, country, telephone number, e-mail address, website and contact person.</b></li> </ul> <b>Note:</b> Prices are not required at this stage.
<b>Method of Submission</b>	Expressions of interest shall be submitted by Courier/Hand delivery as follows: <input checked="" type="checkbox"/> <b>Courier / hand delivery only</b> Bid submission address: <b>No. 5 Gambole Road off Giwa Barracks, Old GRA, Maiduguri, Borno State</b> <ul style="list-style-type: none"> <li>▪ Vendor shall submit the EOI in one sealed envelope</li> <li>▪ The envelope shall indicate the reference Number of the Category, name and address of the bidder.</li> <li>▪ The outer envelope must be clearly marked with the following:  <div style="text-align: center;"><b>*ONLY TO BE OPENED BY AUTHORISED PERSONNEL*</b></div> </li> </ul>



<b>Contact Person for correspondence and clarifications</b>	<b>IOM Maiduguri Tender</b> E-mail address: <a href="mailto:iommaiduguritenders@iom.int">iommaiduguritenders@iom.int</a> ; with <a href="mailto:ealobadli@iom.int">ealobadli@iom.int</a> , <a href="mailto:eani@iom.int">eani@iom.int</a> .
<b>REOI Conditions</b>	This Request for Expression of Interest does not constitute a solicitation. IOM reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM.

## ANNEX A: BIDDERS INFORMATION

### TABLE 1 – GENERAL INFORMATION (30 Points)

- 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 Valid Certificate of Registration (Certificate of Incorporation-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 in your Company Profile)*

### TABLE 2 – COMPANY EXPERIENCE (SIMILAR OR RELATED EXPERIENCE TO THE SELECTED CATEGORY OF VENDOR) IN LAST THREE YEARS (30 Points)

- Year
- Client
- Description of Supply, works or services
- Contract Amount

Remarks *(Provide documentary evidence - include copies of Contracts, or Purchase Order, 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 3 - ADEQUACY OF WORKING CAPITAL (20 Points)

- Source of credit line
- Amount

Remarks *(Please provide proof of financial competency (This may include reference from your bankers) and audited financial statements for the last three financial years and current bank statement within the past twelve months.).*

### TABLE 4 – LIST OF PERMANENTLY EMPLOYED STAFF (10 Points)

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 5 – LIST OF PLANT AND EQUIPMENT (OWNED AND HIRED) (10 Points)

Description whether Owned or Leased

- Year of Manufacture

### TABLE 6 – 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: CATEGORY OF GOODS AND SERVICES**

Reference Number	Type of Goods/Services provided
IOM/NG30/2023/EOI/001	Bottled Drinking Water /Refill of Dispenser Water
IOM/NG30/2023/EOI/002	Provision of Genuine Printer Toners and Cartridges Supply
IOM/NG30/2023/EOI/003	Supply Office Furniture, Blinds and Curtains
IOM/NG30/2023/EOI/004	Conference/Training Facilities Services & Catering Services (Meals)
IOM/NG30/2023/EOI/005	General Office Supplies E.G. Stationery and Photocopying Papers
IOM/NG30/2023/EOI/006	Provision of Vehicle Hire Services Transport: SUV, Pick Up, Vehicles for Movement of Personnel
IOM/NG30/2023/EOI/007	Construction Works, Rehabilitation and Renovations Buildings
IOM/NG30/2023/EOI/008	Provision of Food Items
IOM/NG30/2023/EOI/009	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/NG30/2023/EOI/010	Cleaning Supplies, Groceries and Janitorial Supplies
IOM/NG30/2023/EOI/011	Provision of Safety Tools and Services (Fire Extinguishers, Safety Signage Etc.)
IOM/NG30/2023/EOI/012	Provision of IT Hardware and Services (LAN Cabling, Wireless, CCTV Installation, Access Control System).
IOM/NG30/2023/EOI/013	Provision of Construction Tools and Materials (Timber, Cement, CGI Sheet, Shovel, Nails, Door Hinges, Ridge Cap, Tarpaulins Etc.
IOM/NG30/2023/EOI/014	Provision of Medicines and Medical Consumables, Medical/Laboratory Equipment
IOM/NG30/2023/EOI/015	Provision of Non-Food Items and Hygiene Kits (Mosquito Net, Soap, Blankets, Bucket, Rechargeable Lamp, Pots, Jerry Can, Aquatab, Plate Etc.)
IOM/NG30/2023/EOI/016	Provision of Livelihood Equipment/Items (Sewing Machine, Milling Machine etc.)
IOM/NG30/2023/EOI/017	Office Maintenance - Carpentry Works
IOM/NG30/2023/EOI/018	Office Maintenance - Plumbing Works
IOM/NG30/2023/EOI/020	Office Maintenance - Electrical Works/Maintenance
IOM/NG30/2023/EOI/021	Office Maintenances (Janitorial Services)
IOM/NG30/2023/EOI/022	Office Maintenance - Fumigation Services
IOM/NG30/2023/EOI/023	Supply and Maintenance of Air Conditioners
IOM/NG30/2023/EOI/024	Supply and Installation of Solar Panel Energy Components (Inverters, Solar Panels etc.)
IOM/NG30/2023/EOI/025	Provision of Cargo Transport Services (Movement of Goods)
IOM/NG30/2023/EOI/026	Provision of Vehicle (Armored Vehicle) Maintenance and Repair Services
IOM/NG30/2023/EOI/027	Provision of Generator Maintenance Services
IOM/NG30/2023/EOI/028	Supply of Generators (Dealers in Generators)
IOM/NG30/2023/EOI/029	Provision of X-Ray Maintenance Services
IOM/NG30/2023/EOI/030	Drilling of Boreholes