

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ NG30-23-0825**

Date: 20 September 2022

**SECTION 1: REQUEST FOR QUOTATION (RFQ) for** [RFQ NG30-23-0825 One-Year Long Term Agreement for Hotel Room Accommodation and Banquet Hall Services in Borno State for IOM Nigeria.](#)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services 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 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.

Procurement & Logistics Unit,

IOM Nigeria.

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p>17:00 WAT 17th October, 2023</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Email</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="#">No 5, Gombole street, near GIWA Barracks, Maiduguri, Borno State</a></p> <ul style="list-style-type: none"> <li>Bids should be submitted as: <a href="#">Hard copy, signed and stamped</a></li> <li>Mandatory title of bid: <b>RFQ NG30-23-0825 One -Year Long Term Agreement for Hotel Room Accommodation and Banquet Hall Services in Borno State for IOM Nigeria and Bidder's name on SEALED envelope containing bids.</b></li> <li><b>Bidders are requested to submit bid in the tender box which will be made available at the point of submission at the office address above. Before submission it is requested that bidders fill/complete and sign the Bid register with these details (Company name, email address phone number, name of representative, date of submission).</b></li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in <a href="#">Naira (NGN)</a>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions, and operating manuals</b>	<a href="#">English</a>

<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 1: Technical specifications Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><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</li> <li><input checked="" type="checkbox"/> Other: <b>CAC registration certificate. (Mandatory)</b></li> <li><input checked="" type="checkbox"/> Other: <b>Tax Registration document (TIN) (Mandatory)</b></li> <li><input checked="" type="checkbox"/> Other: <b>Company profile – this should be a brief description indicating company's business address, staff organogram and a list of clients or professional referee (Mandatory)</b></li> <li><input checked="" type="checkbox"/> Other: <b>Evidence of similar past jobs executed e.g. Service delivery notes, contracts, POs etc. experience with INGOs or other UN agencies desired (Mandatory)</b></li> <li><input checked="" type="checkbox"/> Other: <b>Introduction Letter from company letterhead expressing interest to participate in LTA and price offer of listed items duly signed and stamped on letterhead (Not mandatory)</b></li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>120 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications, and clarifications</b>	<p>E-mail address: <a href="mailto:iommaiduguritenders@iom.int">iommaiduguritenders@iom.int</a></p> <p><b>Attention: Quotations shall not be submitted to this email address but to the physical address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated Via the Email provided above, by or before <b>11 October 2023</b>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer following:</p> <ol style="list-style-type: none"> <li>I. <b>Preliminary evaluation of bids</b> (based on completeness of documents based on pass or fail criteria-all MANDATORY documents requested are required and companies who do not submit complete documents will not proceed to the next stage).</li> <li>II. <b>Technical evaluation</b> (conformity to specification of Services, based on 100 points awarded for each criterion, comprising 70% of overall weighted score): <ul style="list-style-type: none"> <li>• Accommodation (with complimentary Breakfast &amp; Wi-Fi inclusive) – <b>30 points</b></li> <li>• Hotel has total number of <b>20</b> rooms and above -<b>30 points</b></li> <li>• Conference halls (fully equipped with conference chairs &amp; tables, and good air conditioning, Public address system, Projector and Projector Screen, Chart Stand and Paper - <b>20 points</b> <ul style="list-style-type: none"> <li>• Meals (components required e.g., fruit, water, etc are included in bid, menus provided are advantageous)- <b>20 points</b></li> </ul> </li> </ul> <p><b>Please note, physical assessment will be carried out by a team to be determined by the BEC to verify the information above including food.</b></p> </li> </ol>

	<p>III. <b>Financial evaluation</b> based on <b>100</b> points (prices of items comprising <b>30%</b> of the overall score and will be calculated using the formula: <b>SF=FI/F X 100</b>, Where <b>SF</b>= financial score under consideration, <b>FI</b>= lowest financial offer and <b>F</b>= financial offer under consideration.</p> <p>IV. <b>Price of facilities and catering services (food inclusive) should be all-inclusive of service charges where applicable.</b></p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Proximity of hotel to the office</p> <p><input type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input checked="" type="checkbox"/> Physical assessments of hotels</p>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	One- year Long term Agreement
<b>Expected date for contract award.</b>	15 <sup>th</sup> January 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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/Services:**

Item No	Description	Minimum technical requirements	Bidder's Specification (Please provide response on this column)  Yes Available  No - Unavailable
<b>1</b>	<b>Hotel Accommodation</b>  (For each room category, indicate the total number the hotel has)		
1.1	Hotel Rooms Accommodation (Standard room)	with complimentary breakfast and Wi-Fi	
1.2	Hotel Rooms Accommodation (Deluxe room)	with complimentary breakfast and Wi-Fi	
<b>2</b>	<b>Banquet Hall Services (indicate the size of halls in Sqm)</b>		
2.1	Conference Hall ( <b>capacity less than 50 persons</b> ) Hall with good air conditioning, Microphone, Projector and Projector Screen, Flip Chart Stand and Paper	Hall with good air conditioning, Microphone, Projector and Projector Screen, Flip Chart Stand and Paper  Complimentary Wi-Fi service will be advantageous	
2.2	Conference Hall ( <b>capacity 51-100 persons</b> ) with good air conditioning Microphone, Projector and Projector Screen, Flip Chart Stand and Paper	Hall with good air conditioning Microphone, Projector and Projector Screen, Flip Chart Stand and Paper  Complimentary Wi-Fi service will be advantageous	
2.3	Conference Hall ( <b>Capacity above 100 persons</b> ) with good air conditioning Microphone, Projector and Projector Screen, Flip Chart Stand and Paper	Hall with good air conditioning Microphone, Projector and Projector Screen, Flip Chart Stand and Paper  Complimentary Wi-Fi service will be advantageous	
2.4	Morning Tea Break	Minimum of Tea, coffee, water (75cl Bottle water,	

		and morning snacks inclusive of protein	
2.5	Lunch	<p><b>Buffet</b> Lunch consist of variety of dishes:</p> <p>starter course: drinking soup/bread/salad</p> <p>Main course: combination of continental and Nigerian dish with proportional carbohydrate, vegetable, protein, and fruits.</p> <p>Desert: a selection of pastry and/or sweets/fruits.</p> <p>All meals served with water (<b>75cl</b> Bottle water) and soft drinks (<b>1 litre fruit Juice</b>).</p>	
2.6	Lunch	<p><b>Plated</b> Lunch consist of mixed of continental and Nigerian dish with proportional carbohydrate, vegetable, protein, and fruits. All meals served with water (<b>75cl</b> Bottle water) and soft drinks (<b>1 litre fruit Juice</b>).</p>	
2.7	Afternoon Tea break	Minimum of Tea, coffee, water and evening snacks inclusive protein and fruits (Apple/Banana/Mango)	
2.8	Dinner	<p><b>Plated</b> Dinner consist of mixed of continental and Nigerian dish with proportional carbohydrate, vegetable, protein, and fruits. All meals served with water (75cl Bottle water)</p>	
2.9	Dinner	<p><b>Buffet</b> Dinner consist of variety of dishes:</p> <p>starter course: drinking soup/bread/salad</p>	

		<p>Main course: combination of continental and Nigerian dish with proportional carbohydrate, vegetable, protein, and fruits.</p> <p>Desert: a selection of pastry and/or sweets/fruits.</p> <p>All meals served with water and soft drinks.</p>	
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- **Please indicate if you cannot provide some of the requirements/specifications above, for example: unable to provide Wi-Fi, unable to provide buffet lunch**
- **Please indicate if you cannot provide some of the requirements/specifications above as complimentary service (Free). If so, please provide and indicate the cost separately for example, unable to provide complimentary breakfast but can be provided at cost.**

#### Delivery Requirements

Delivery Requirements	
Delivery date and time	Delivery will be based on request from IOM with a minimum of <b>48</b> hours' notice.
Delivery Terms (INCOTERMS 2020)	NA
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A
Other information	

## 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:	Click or tap here to enter text.	
RFQ reference:	RFQ NG30-23-0825	Date: Click or tap to enter a date.

### BIDDER'S DECLARATION OF CONFORMITY<sup>1</sup>

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.
<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.

<sup>1</sup> 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 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 <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICE

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:	Click or tap here to enter text.	
RFQ reference:	RFQ NG30-23-0825	Date: Click or tap to enter a date.

Currency of the Quotation: : NGN (Nigerian Naira)					
Item No	Description	UOM	Qty	Unit price	Total price
1	Hotel Rooms Accommodation (Standard room)-as per specs provided in Annex 1	Room per night	1		
2	Hotel Rooms Accommodation (Deluxe room)- as per specs provided in Annex 1	Room per night	1		
3	Conference Hall ( <b>capacity less than 50 persons</b> ) Hall with good air conditioning, Microphone, Projector and Projector Screen, Flip Chart Stand and Paper- as per specs provided in Annex 1	Hall per day	1		
4	Conference Hall ( <b>capacity 51-100 persons</b> ) with good air conditioning Microphone, Projector and Projector Screen, Flip Chart Stand and Paper - as per specs provided in Annex 1	Hall per day	1		
5	Conference Hall ( <b>Capacity above 100 persons</b> ) with good air conditioning Microphone, Projector and Projector Screen, Flip Chart Stand and Paper- as per specs provided in Annex 1	Hall per day	1		
6	Morning Tea Break - as per specs provided in Annex 1	Plate per person	1		
7	Buffet Lunch - as per specs provided in Annex 1	Plate per person	1		

8	Plated Lunch - as per specs provided in Annex 1	Plate per person	1		
9	Afternoon Tea break - as per specs provided in Annex 1	Plate per person	1		
10	Dinner - as per specs provided in Annex 1	Plate per person	1		
	Click or tap here to enter text.				
Total Price					
Transportation Price					N/A
Insurance Price					N/A
Installation Price					N/A
Training Price					N/A
Other Charges (specify)					
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"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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.	
<p><i>Exact name and address of the company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>