



## **INSTRUCTIONS TO BIDDERS**

**Reference Number: AD/003/LOS/2024**

## **SALE OF USED/UNSERVICEABLE ASSETS IN LAGOS**

**Prepared by**

*International Organization for Migration (IOM)*

*Mission in Nigeria*

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## Instructions to Bidders

### Section A: General

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. With 166 member states, a further eight states holding observer status, and offices in more than 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

The IOM Lagos sub-office Asset Disposal Committee (ADC) now invites interested bidders to submit bids for the sale of various unserviceable IT Equipment, furniture, and fixture (as-is).

The items are available for viewing at the IOM Lagos Office at 1 Sessagbon Street, Ikeja GRA

<b>Deadline for the Submission of Quotation</b>	<b>14-October-2024 at 16:00hrs WAT</b>
<b>Method of Submission</b>	<p>Bids must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Email</p> <p>Bid submission address: <a href="mailto:iomlagostenders@iom.int">iomlagostenders@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be a maximum of 60 characters long and must not contain any letter or special character other than from the Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>5MB in total</b></li> <li>▪ Mandatory subject of the email: <b>AD/003/LOS/2024 - Bid for sale of IOM IT Equipment, furniture, and fixture</b></li> <li>▪ <b>The Bidder shall complete the Bid form and the appropriate price clearly indicating the LOT Number and Item the bidder is bidding for. The bid form should have the bidder's Name and contact number (cell phone). The bid form can be found under Section C of the Instruction to Bidders (below).</b></li> </ul>
<b>General Bidding Procedure:</b>	<ol style="list-style-type: none"> <li>1. Bidder can bid for 1 Lot or more.</li> <li>2. Everything on the lot(s) listed below will be sold on an <b>"AS IS, WHERE IS"</b> basis. No returns and No Refunds.</li> <li>3. The winning bidder must take responsibility to remove and transport the goods out of the premises.</li> <li>4. Goods will be sold to the highest bidder. If there is a tie, those who are tied will be given another opportunity to rebid immediately.</li> <li>5. Bid winner has 1 working day to settle the full amount paid to IOM; otherwise, the bid will be awarded to the second-highest bidder</li> </ol>

	6. IOM's liability shall cease as soon as 100% payment is made and the Deed of Sale is signed
<b>Assets Viewing dates</b>	STRICTLY from Monday 30 <sup>th</sup> September to Sunday 13 <sup>th</sup> October 2024 between 11:00 am –4:00 p.m. West African time (WAT).
<b>Viewing and registration procedure:</b>	<ol style="list-style-type: none"> <li>1. The bidder who wishes to view the items must send an email to <a href="mailto:colua@iom.int">colua@iom.int</a> with the subject "Interested to view" indicating the category of interest, no later than Monday 7<sup>th</sup> October 2024, 04:00 pm. Bidder must provide name, email address, phone number, and a scanned copy of Business License/National ID/Drivers' License. IOM will contact the bidder to confirm the viewing time and date. Identification Cards will be used before gaining access to the viewing center(s).</li> <li>2. Only registered bidders can be given access to enter the premises. 1 viewing session is scheduled for not more than 30 minutes. A maximum of 20 registered bidders will be given access to enter at a time. Registered bidders must come according to the appointed viewing time.</li> </ol>
<b>Viewing location</b>	1. <a href="#">IOM Lagos Sub-Office at 1 Sassegbon Street, Ikeja GRA, Lagos (All lots)</a>
<b>Cost of Preparation of Bid</b>	IOM shall not be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.
<b>Eligibility</b>	Bidders shall have the legal capacity to enter a binding contract with IOM, or through an authorized representative.
<b>Currency of Bid</b>	Quotations shall be quoted in <a href="#">Naira (NGN)</a>
<b>Language of Bid</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"/> <a href="#">Bid submission form duly signed.</a></li> <li><input checked="" type="checkbox"/> <a href="#">Business License/National ID/Driving License</a></li> </ul>
<b>Bid validity period</b>	Bids shall remain valid for <a href="#">Forty-Five (45)</a> days from the deadline of Submission.
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% upon notification of award
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <a href="#">3 days</a> before the submission deadline. Responses to requests for clarification will be communicated <a href="#">through email</a> by <a href="#">7 October 2024</a>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The best price offer shall be awarded
<b>Right not to accept any Bid</b>	IOM reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to the disposal, without thereby

	incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for IOM's action
<b>Type of Contract to be Awarded</b>	Deed of Sale
<b>Expected date for contract award.</b>	28 <sup>th</sup> October 2024

### Section B: List of Assets in Lots

Lot Number	Item Description	Quantity
01.	Furniture	2- Tables 6 Swivel Chairs Lots Dismantled Workstations 1 Cupboards 2 Wooden Tables 2 Wooden Doors 1 Wooden Cabinet 2 Uncoupled Tables 2 Reception desk Lots-Glass Panels 1-Privacy (Doctors) screen 1 Data Registration Table.
02.	Iron Related	Lots- Aluminum Parts 1-Gate 1-Microwave 2-Security Beam Barrier
03.	Medical Related	4-Seca Weighing Scale 346-XRAY Gown 6- Medical Waste Bin (Red) 4- Medical Waste Bin (Yellow) 1-Infant Weighing Scale

### Section C: Instruction to Bidders

	<b>Bid Form/ Offer Form</b>		
	Bidder's Name:  Contact Number:  Date:		
<b>Lot Number</b>	<b>Item Description</b>	<b>Unit</b>	<b>Price Offered in NGN</b>
	Hereby I certify that I am offering the above price for the above item knowing that it is sold on the bases of as-is, where-is, and in case of winning, I will pay the amount within seven (7) days of notification.  Please ensure you enter the above details fully. Forms with missing information will be waived.  Signature of bidder:		