

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ NG10-24-507**

Date: **18.11.2024**

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for The Supply and Delivery of Medical equipment and other commodities to equip health facility in Song LGA, Adamawa state**

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.

Approved by: IOM Abuja Tenders

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<b>02.12.2024</b> 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> .
<b>Method of Submission</b>	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Email  Bid submission address: <a href="mailto:iomabujabids@iom.int">iomabujabids@iom.int</a>  <ul style="list-style-type: none"> <li>File Format: PDF</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission:</li> <li>Mandatory subject of email: <b>RFQ NG10-24-507 For the Supply and Delivery of Medical equipment and other commodities to equip health facility in Song LGA, Adamawa state</b></li> <li>Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y."</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The proposer should receive an email acknowledging email receipt.</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="https://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 into 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 <b>Nigerian Naira</b>
<b>Duties and taxes</b>	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
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English Language
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed

	<p>☑ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p>☑ <b>Annex 4: Documents establishing eligibility and technical compliance as mentioned on page 15</b></p>
<b>Quotation validity period</b>	Quotations shall remain valid <b>for 60 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>	<p><b>Permitted by lots alone.</b></p> <p><b>Please note that bidders must bid for all units in a lot</b></p>
<b>Payment Terms</b>	100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: IOM Abuja Tender</p> <p>E-mail address: <a href="mailto:iomabujatenders@iom.int">iomabujatenders@iom.int</a></p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>5 days</b> before the submission deadline. Responses to request for clarification will be communicated by mail to the individual bidder
<b>Evaluation method</b>	<p><b>The contract will be awarded to the lowest price substantially compliant offer per lot based on the overall Pass in the technical and eligibility evaluation</b></p> <p><b>Ps: please note that sample of some items may be requested and evaluated from bidders by the BEC. Note that all samples will be returned after evaluation.</b></p> <p><b>Kindly indicate which items samples can be provided for at no financial cost to IOM</b></p>
<b>Evaluation criteria</b>	<p>* Full compliance with all requirements as specified in Annex 1</p> <p>* Full acceptance of the General Conditions of Contract</p> <p>* Comprehensiveness of after-sales services</p> <p><b>* Earliest Delivery /shortest lead time (preferred delivery period 3 weeks after issuance of Purchase Order)</b></p> <p><b>* Compliance with the eligibility and technical requirements as mentioned on page 15</b></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>	Purchase Order for Goods
<b>Expected date for contract award.</b>	4 weeks from Tender submission deadline
<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:

Item No	Minimum technical requirements	Unit	Quantity
<b>Lot 1</b>			
1.	Portable Ultrasound scan machine (Monitor: 10-inch CRT; Probe connector: 2 Body Mark: 140; scanning model: Ba 2Ba B/Ma Ma 4B, Real-time Zoom on B mode; Scanning depth: a Y250mm, 16 selectable scanning depth and turn adjusting by encoder; Zoom: 10 steps 1.5\2.0\2.5\3.0\3.5\4.0\4.5\5.0\5.5)	Each	1
2.	Delivery Couch (Manual Delivery beds, stainless steel.)	Each	1
3.	Wheelchair (Generic self-propelled wheelchairs "Wheelchair adult, 18 Inch Seat Width"). Weight between 12 to 16kg	Each	2
4.	Hospital bed with mattress and pillow. Hospital bed, not less than 225x95x25cm. Mattress full size at least 54x74 inches to fit the bed. Pillow 20x26 inches.	Each	10
5.	Stainless steel hospital emergency trolley to transport patients within the hospital. Equipped with an I.V pole, four 15cm diameter castors (Two with breaks) and a comfortable surface for the patient to lay or sit on. Two adjustable swings away type safety side railing protects the patient from rolling off the trolley	Each	2
6.	Hospital stretcher (Foldable Stretcher with Double fold Portable Stretcher for Emergency, Hospitals (fire and waterproof)	Each	2
7.	Examination couch (Hand adjustable Examination couch	Each	2
8.	Blood analyser; automatic haematology analyser Machine	Each	2
<b>Lot 2</b>			
1.	Paediatric weighing scale (Infant weighing scale)	Each	2
2.	Privacy screen section - Folding Privacy hospital Screen (Hospital Folding stainless examination screens	Each	6
3.	Good quality professional Digital Blood pressure measuring apparatus with adjustable cuffs for upper arm	Each	6
4.	Glucometer -Digital device with battery, lancets, lancet pin, and 50 test strips	Each	6
5.	Drip giving stand (Hospital IV/Infusion Drip stand (Hospital Medical Stainless Steel Foldable Lightweight Portable IV Drip Stand)	Each	10

6.	Hospital Bed spread sheet set with pillowcase, sky blue or white colour. Bedsheet 70x120inches. Pillowcase 25x30 inches.	Each	20
7.	Standing Adult weighing scale	Each	10
8.	Stethoscope	Each	10
9.	Infrared thermometer	Each	10
10.	Syringe, hypodermic, Luer, 2-part, 5 ml, sterile, disposable. In packs of 100 pieces.	Each	100
11.	Syringe, hypodermic, Luer, 2-part, 10 ml, sterile, disposable. In packs of 100 pieces.	Each	100
12.	Cannula, intravenous placement unit (w injection port + wings), sterile, 20G set	Each	500
13.	Cannula, intravenous placement unit (w injection port + wings), sterile, 24G set	Each	500
14.	Tablet bag, plastic, resealable, 60 x 80 x 0.05 mm, with 3 writing bars & pictograms. In packs of 100 pieces	Pack	500
15.	Specimen bottles in packs of 36 pieces	Pack	100
16.	Latex hand gloves. Pack of 100 pieces.	Pack	50
17.	Urinalysis strip. Pack of 100 pieces	Pack	100
18.	Pregnancy Strip in packs of 100 pieces	Pack	100
19.	Hepatitis-B Strip in packs of 100 pieces	Pack	100
20.	Sanitary Pad (pack of 30 pieces) for Heavy flow.	Pack	120
21.	Face mask a pack of 50 pieces	Pack	100
22.	Plastic lancets, blood sampling, sterile. In packs of 100 pcs	Pack	25
23.	Glucometer strips in packs of 100 pieces	Pack	25
24.	Surgical hand gloves in packs of 10 pieces	Pack	50

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods <b>4 weeks</b> After Contract signature.
<b>Exact Address(es) of Delivery Location(s)</b>	IOM Yola office 3, Zungeru Street, behind DSS Office. Jimeta-Yola, Adamawa State
<b>Preferred Mode of Transport</b>	Road

Other information

**Kindly include the brand names of all applicable items in your submission**

## 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:

### 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:

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:

Item No	Description	UOM	Qty	Brand name and Model number where applicable	Unit Price	Total Price	Delivery period	Can sample be provided (Indicate yes/no)
<b>Lot 1</b>								
1.	Portable Ultrasound scan machine (Monitor: 10-inch CRT; Probe connector: 2 Body Mark: 140; scanning model: Ba 2Ba B/Ma Ma 4B, Real-time Zoom on B mode; Scanning depth: a Y250mm, 16 selectable scanning depth and turn adjusting by encoder; Zoom: 10 steps 1.5\2.0\2.5\3.0\3.5\4.0\4.5\5.0\5.5)	Each	1					
2.	Delivery Couch (Manual Delivery beds, stainless steel.)	Each	1					
3.	Wheelchair (Generic self-propelled wheelchairs "Wheelchair adult, 18 Inch Seat Width"). Weight between 12 to 16kg	Each	2					
4.	Hospital bed with mattress and pillow. Hospital bed, not less than 225x95x25cm. Mattress full size	Each	10					

	at least 54x74 inches to fit the bed. Pillow 20x26 inches.							
5.	Stainless steel hospital emergency trolley to transport patients within the hospital. Equipped with an I.V pole, four 15cm diameter castors (Two with breaks) and a comfortable surface for the patient to lay or sit on. Two adjustable swings away type safety side railing protects the patient from rolling off the trolley	Each	2					
6.	Hospital stretcher (Foldable Stretcher with Double fold Portable Stretcher for Emergency, Hospitals (fire and waterproof)	Each	2					
7.	Examination couch (Hand adjustable Examination couch	Each	2					
8.	Blood analyser; automatic haematology analyser Machine	Each	2					
Total Item Cost for Lot 1								
Transportation cost for lot 1								
<b>Total final and all-inclusive cost for Lot 1</b>								

Item No	Description	UOM	Qty	Brand name and Model number where applicable	Unit Price	Total Price	Delivery period	Can sample be provided (Indicate yes/no)
<b>Lot 2</b>								
1.	Paediatric weighing scale (Infant weighing scale)	Each	2					
2.	Privacy screen section - Folding Privacy hospital Screen (Hospital Folding stainless examination screens	Each	6					
3.	Good quality professional Digital Blood pressure measuring apparatus with adjustable cuffs for upper arm	Each	6					
4.	Glucometer -Digital device with battery, lancets, lancet pin, and 50 test strips	Each	6					
5.	Drip giving stand (Hospital IV/Infusion Drip stand (Hospital Medical Stainless Steel Foldable Lightweight Portable IV Drip Stand)	Each	10					
6.	Hospital Bed spread sheet set with pillowcase, sky blue or white colour. Bedsheet 70x120inches. Pillowcase 25x30 inches.	Each	20					
7.	Standing Adult weighing scale	Each	10					
8.	Stethoscope	Each	10					
9.	Infrared thermometer	Each	10					

10.	Syringe, hypodermic, Luer, 2-part, 5 ml, sterile, disposable. In packs of 100 pieces.	Each	100					
11.	Syringe, hypodermic, Luer, 2-part, 10 ml, sterile, disposable. In packs of 100 pieces.	Each	100					
12.	Cannula, intravenous placement unit (w injection port + wings), sterile, 20G set	Each	500					
13.	Cannula, intravenous placement unit (w injection port + wings), sterile, 24G set	Each	500					
14.	Tablet bag, plastic, resealable, 60 x 80 x 0.05 mm, with 3 writing bars & pictograms. In packs of 100 pieces	Pack	500					
15.	Specimen bottles in packs of 36 pieces	Pack	100					
16.	Latex hand gloves. Pack of 100 pieces.	Pack	50					
17.	Urinalysis strip. Pack of 100 pieces	Pack	100					
18.	Pregnancy Strip in packs of 100 pieces	Pack	100					
19.	Hepatitis-B Strip in packs of 100 pieces	Pack	100					
20.	Sanitary Pad (pack of 30 pieces) for Heavy flow.	Pack	120					
21.	Face mask a pack of 50 pieces	Pack	100					
22.	Plastic lancets, blood sampling, sterile. In packs of 100 pcs	Pack	25					
23.	Glucometer strips in packs of 100 pieces	Pack	25					
24.	Surgical hand gloves in packs of 10 pieces	Pack	50					

Total Item Cost for Lot 2	
Transportation cost for lot 2	
<b>Total final and all-inclusive cost for Lot 2</b>	

## EVALUATION CRITERIA

S/no	Eligibility Requirement	Document required	Importance	Criteria
1	Annex 2 Quotation submission from duly completed and signed (and preferably stamped).	Quotation submission form	High	Pass /Fail
2	Annex 3 Technical and financial offer duly completed and stamped	Technical and Financial form	High	Pass/Fail
3	Evidence of Company Registration	Provide a Copy of Certificate of Incorporation/ Registration with the Corporate Affairs Commission (CAC)	High	Pass/Fail
4	Evidence of Tax Compliance	Provide Valid Evidence of Tax compliance (Valid up to the tender submission date)	High	Pass/Fail

**Bidders must achieve a pass in all categories to proceed to the technical evaluation**

s/no	Criterion	Document Requirement	Criteria
1.	<b>Similar experience:</b> Similar experience delivering medical items and Equipment to the UN, Government or other reputable NGOs within the last 4 years	Bidder must provide 3 copies of evidence such as Purchase Order, Contract or Award Letter and completion letters	Pass/ Fail
2.	<b>Reference Letter:</b> showing a good track record working with the Government, United Nations or other NGOs	Bidder must provide 2 reference letters	Pass/ Fail
3.	<b>Delivery Time:</b> Delivery time in line with IOMs proposed schedule <b>IOM's proposed schedule is within 3 weeks</b>	Vendor should provide a commitment to delivering within the proposed schedule	Pass/Fail

**Bidders must achieve a pass in all categories to proceed to the financial evaluation**

### 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 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"/>	
Other requirements <i>[pls. specify]</i>	<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.	
<i>Exact name and address of the company</i> Company Name Address:  Phone No.: Email Address:	Authorized Signature:  Date:  Name:  Functional Title of Authorised Signatory:  Email Address: