

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: [4200467270](#)

Date: 31 May 2023

SECTION 1: Request for Quotation (RFQ) for One Year Long Term Agreement for the Supply of Vaccines in MHAC Lagos and Benin City.

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:

Signature: _____

Name: Mohamed Abdi

Title: Procurement and Logistics Officer

Date: 31.05.2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>14th June 2023 at 16:00hrs WAT</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlagostenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF for all files ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 30MB in total ▪ Mandatory subject of email: 4200467270: One Year Long Term Agreement for the Supply and delivery of Vaccines for MHAC in Lagos and Benin City ▪ 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”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>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.</p>
Supplier Code of Conduct	<p>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).</p>
Conflict of Interest	<p>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.</p>
General Conditions of Contract	<p>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.</p>
Eligibility	<p>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.</p>
Currency of Quotation	<p>Quotations shall be quoted in Click or tap here to enter text.</p>
Duties and taxes	<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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ol style="list-style-type: none"> 1. Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped) 2. Annex 3: Vendor Information Sheet completed and signed (and preferably stamped) 3. Annex 4: Declaration of Conformity completed and signed (and preferably stamped) 4. Annex 5: Technical and Financial Offer duly completed and signed (and preferably stamped) 5. Company Profile (including the names of owners, key officers, technical personnel) 6. Copy of Corporate Affairs Commission Certificate (CAC). 7. Tax Compliance: Submit 2021 Tax Clearance Certificate 8. Audited Financial Statements for the last three (3) years 9. List of contracts with the UN/GoN and Corporate entities for the last 1 year (completed and/or ongoing). Include copies of Contracts/ Purchase orders.
Quotation validity period	Quotations shall remain valid for One (1) year 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 <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<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 Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Mohamed I. Abdi E-mail address: abdmohamed@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 2 days before the submission deadline. Responses to request for clarification will be communicated through email by 12 June 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<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 type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <i>Refer to the Evaluation criteria shown in ANNEX 1 (Schedule of Requirements)</i>
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	Medical Service Agreement

Expected date for contract award.	01 July 2023
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

A. Preliminary Examination of Bids [Pass/Fail criteria]

This stage of the evaluation is to assess the document formality required for each bidder with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned in 9.1 above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

No.	Requirements	Importance	Criteria
1.	Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	Important	Pass/Fail
2.	Annex 3: Vendor Information Sheet completed and signed (and preferably stamped)	Important	Pass/Fail
3.	Annex 4: Declaration of Conformity completed and signed (and preferably stamped)	Important	Pass/Fail
4.	Annex 5: Technical and Financial Offer duly completed and signed (and preferably stamped)	Important	Pass/Fail
5.	Company Profile (including the names of owners, key officers, technical personnel)	Important	Pass/Fail
6.	Copy of Corporate Affairs Commission Certificate (CAC).	Important	Pass/Fail
7.	Manufacturer's Authorization to distribute vaccines.	Important	Pass/Fail
8.	Tax Compliance: Submit 2021 Tax Clearance Certificate	Important	Pass/Fail
9.	Audited Financial Statements for the last two (2) years	Important	Pass/Fail
10.	List of of contracts with the UN/GoN and Corporate entities for the last 1 year (completed and/or ongoing). Include copies of Contracts/ Purchase orders	Important	Pass/Fail

*Bidders must attain the rating of "pass" in all areas shown as of "high" importance so as to proceed to the technical evaluation.

Technical Specifications for Services:

Criteria		Score
1. Specific experience of the Service Providers relevant to the assignment: [Max 20 points]		
Duration of experience in proposed work: Total number of years engaged in providing Essential Vaccines to the Nigerian population with key focus on Vaccines preventable diseases	=>5 years	20
	2 to <5 years	10
	<2 years	5
2. Adequacy of the facilities in response to the Terms of Reference: [Max 60 points]		
Volume of the quantity of vaccines that can be supplied per time	Can supply 1000 individual dosages or more per week	10
	Can supply between 500-999 individual dosages per week	5
	Can only supply 500 or less individual dosages per week	3

Quality of the cold chain storage equipment (CCE)	Date of manufacture < 3yrs	15
	Date of manufacture => 3 to =5years	10
	Date of manufacture > 5years	5
Availability of sufficient appropriate refrigerators, freezers, or cold rooms to maintain the required temperature ranges to accommodate various types of vaccines (please indicate total volume of doses storage your spaces can accommodate)	Sufficient space for the storage of 30,000 doses and above of vaccines	20
	Sufficient space for the storage of 20,000 – 29,999 doses and above of vaccines	15
	Sufficient space for the storage of less than 19,999 doses and above of vaccines	10
Proximity to IOM MHAC Facility on No 1 Isaac John Street.	Between 5-25 km to IOM offices in Ikeja GRA	15
	Between 25 to 35km to IOM offices in Ikeja GRA	10
	Over 35 km to IOM offices in Ikeja GRA	5
3. Key professional staff qualifications and competence for the assignment: [Max 20 points]		
Qualifications and Experience of the Technical Vaccines' teams	A valid license with the Pharmacists Council of Nigeria (PCN) and experience of 5 Years or more in offering vaccine distribution service/supervision	20
	A valid license with the Pharmacists Council of Nigeria (PCN) and experience of 3-4 Years in offering vaccine distribution services	10
	A valid license with the Pharmacists Council of Nigeria (PCN) and experience of less than 3 Years in offering vaccine distribution services.	5

Note: Prices quoted will be fixed for one year of the agreement period starting June 2023 till June 2024

C. Detailed Examination of Bids (financial)

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

The financial evaluation accounts for 60 points (60%) out of the total combined score (technical + financial) of 100 points.

The lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$Sf = 100 \times FI / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,

Fl - is the price of the lowest Financial Proposal, and

F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.40; F = the weight given to the Financial Proposal = 0.60; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the quoted unit rate will govern, unless in the opinion of IOM there is an obviously gross misplacement of the decimal point in the unit rate, in which case the unit rate will be corrected and the line item total respected or corrected in accordance with this paragraph, if need be. The amount stated in the bid shall be adjusted by IOM in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid will be rejected. IOM may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance (including the rates) of their proposal. IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods After Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
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)	1 Isaac John Street Ikeja GRA, Lagos and 1 Fred Ilekhuba Street Off Boundary Road, GRA Benin city, Edo state
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
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:	4200467270: One Year Long Term Agreement for the Supply and delivery of Vaccines for MHAC in Lagos and Benin City	Date: Click or tap to enter a date.

ANNEX 3: VENDOR INFORMATION SHEET¹



Vendor Information
Sheet.xlsx

¹ [Vendor Information Sheet.xlsx](#)

ANNEX 4: 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.
<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.

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 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: 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 - 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:	Click or tap here to enter text.	
RFQ reference:	4200467270: One Year Supply and delivery of Vaccines for MHAC in Lagos and Benin City	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Varicella Virus vaccine	Single Dose	1		
2.	Hepatitis B Virus Vaccine Engerix B, Euvax B, Genevac B, Revac B	Single Dose	1		
3.	Hepatitis B Virus Vaccine Engerix B, Euvax B, Genevac B, Revac B	Multiple Dose	1		
4.	Diphtheria and tetanus toxoids absorbed. Tetanus Diphtheria	Multiple Dose	1		
5.	Measles and Mumps and Rubella Virus Vaccine Priorix and Tresivac	Single Dose	1		
6.	Poliovirus Vaccine Inactivated Polio Vaccine	Multiple Dose	1		
7.	Rota Virus Vaccine Rotarix, Rotateq	Multiple Dose	1		
8.	Pneumococcal Vaccine Prevanar 13, Pneumonia Vaccine	Single Dose	1		
9.	Meningococcal Vaccine Nimerix, Meningitis Vaccine	Single Dose	1		

10.	Hepatitis A virus Vaccine Havrix, Avaxim, Hepatitis A	Single Dose	1		
11.	Influenza Virus Vaccine Vaxigrip Tertra , Flu, Vaccine	Single Dose	1		
				Total Price	
				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 <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<i>Exact name and address of the company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.