

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: NG10.24.273	Date: 20 May 2024
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Click or tap here to enter text. 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>	REOI for Printing and Merchandise Services
<b>UNSPSC code(s)</b>	Click or tap here to enter text.
<b>Deadline for the Submission of EOI</b>	27 May 2024 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>	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> <li>• Brief presentation of company including number of staff, turnover, years in business (minimum 2 years' experience), and picture of the workshops.</li> <li>• Minimum 3 (three) list of long-term agreement or reference letters from former clients for the provision of similar services</li> <li>• Complete Business registration documents (CAC, FIRS certificate and other relevant documents).</li> <li>• List of printing equipment owned by the company.</li> <li>• Contact information: full name and address, country, telephone number, e-mail address, website and contact person.</li> </ul> <p><b>Note:</b> Prices are not required at this stage.</p>
<b>Method of Submission</b>	<p>Expressions of interest shall be sent by email as follows:</p> <p>Email address: <a href="mailto:iomabujabids@iom.int">iomabujabids@iom.int</a></p> <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: 10 MB</li> <li>▪ Mandatory subject of email: <b>REOI for Printing and Merchandise Services</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>▪ You should receive an email acknowledging receipt.</li> </ul>
<b>Contact Person for correspondence and clarifications</b>	<p>IOM Abuja Procurement</p> <p>E-mail address: <a href="mailto:iomabujabids@iom.int">iomabujabids@iom.int</a></p>
<b>REOI Conditions</b>	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Abuja reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Abuja 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. Visit to supplier's office and/or workshop will be also conducted after the evaluation for verification purpose.</p>

