

RFQ Reference: Long Term Agreement_003

Date: 06 May 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) FOR ONE YEAR LABORATORY TESTING SERVICE ABUJA

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 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 Procurement.

Date: 06.05.2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>11am Monday 20 May 2024</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</p> <p><input checked="" type="checkbox"/> Email iomlagostenders@iom.int</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><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 ▪ 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: not more than 30MB ▪ Mandatory subject on Email: NG10-24-237 One Year Laboratory Testing Service for MHAC at No 55 Hassan Musa Katsina Road, Asokoro, Abuja, Nigeria 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 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 Nigerian Naira (NGN)</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 be in Naira</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>

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for One 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.
Price adjustment	The price quoted by the Bidder shall be subject to adjustment during the performance of the contract.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
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	Focal Person: Procurement Unit E-mail address: iomabujatenders@iom.int Attention: Quotations shall not be submitted to this address just as stated in the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by email on or before the 16 May 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other Delivery Timeline
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 checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time/ competitive price <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</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	Contract/ Long term Agreement
Expected date for contract award.	10 June 2024
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.

EVALUATION CRITERIA

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 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)	High	Pass/Fail
2.	Annex 3: Vendor Information Sheet completed and signed (and preferably stamped)	High	Pass/Fail
3.	Annex 4: Declaration of Conformity completed and signed (and preferably stamped)	High	Pass/Fail
4.	Annex 5: Technical and Financial Offer duly completed and signed (and preferably stamped)	High	Pass/Fail
5.	Valid License to operate as a Medical Laboratory.	High	Pass/Fail
6.	Proven ISO 15189:2022 accreditation document.	High	Pass/Fail
7.	Fully licensed, trained, qualified, and insured medical personnel in accordance with applicable national medical standards related to health care and medical laboratory testing. (Please support with license to practise)	High	Pass/Fail
8.	Company Profile (including the names of owners, key officers, technical personnel)	High	Pass/Fail
9.	Copy of Corporate Affairs Commission Certificate (CAC).	High	Pass/Fail
10.	Tax Compliance: Submit 2022 Tax Clearance Certificate	High	Pass/Fail
11.	Audited Financial Statements for the last three (3) years (2021-2023)	High	Pass/Fail
12.	Proven track record and experience as a medical laboratory service provider. 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	High	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.



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:	NG10-24-237	Date: Click or tap to enter a date.

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.

¹ [Vendor Information Sheet.xlsx](#)

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.unghm.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 - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	Ng10-24-237	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Nigeria Naira

Ref	Description of Deliverables	Unit of Measure	Qty	Price (Naira)
1	Albumin/ Creatinine Ratio	Per Test	1	
2	AFP (Alpha fetoprotein)	Per Test	1	
3	Albumin	Per Test	1	
4	BHCG Qualitative	Per Test	1	
5	Calcium	Per Test	1	
6	Chloride	Per Test	1	
7	Creatinine clearance	Per Test	1	
8	eGFR	Per Test	1	
9	ELECTROLYTES	Per Test	1	
10	FBC/CBC (Full/Complete Blood Count)	Per Test	1	
11	GeneXpert MTB/RIF	Per Test	1	
12	Gonococcal (PCR)	Per Test	1	
13	Glucose Fasting	Per Test	1	

14	Glucose Random	Per Test	1	
15	HBA1C	Per Test	1	
16	HIV Rapid Test (Screening)	Per Test	1	
17	HIV Ag/Ab (ELISA) OR p24	Per Test	1	
18	HIV CD4	Per Test	1	
19	HIV Viral load Quantitative	Per Test	1	
20	HBsAg Rapid Test (Screening)	Per Test	1	
21	HBsAg Quantitative	Per Test	1	
22	Hepatitis B Envelope Antigen	Per Test	1	
23	Hepatitis B Envelope Antibody	Per Test	1	
24	HEP B Core IgG	Per Test	1	
25	HEP B Core IgM	Per Test	1	
26	HEP B Core Antibody Total	Per Test	1	
27	Hepatitis B Viral load	Per Test	1	
28	Hepatitis C Test (Rapid)	Per Test	1	
29	Hepatitis C Viral load	Per Test	1	
30	Liver Function Test	Per Test	1	
31	Magnesium	Per Test	1	
32	Malaria Blood Smear	Per Test	1	
33	Microalbuminuria	Per Test	1	
34	Micro U-Albumin 24hrs	Per Test	1	
35	Phosphate	Per Test	1	
36	Pregnancy Test	Per Test	1	
37	Protein 24hrs urine	Per Test	1	
38	Renal Function Test	Per Test	1	
39	Serum Creatinine	Per Test	1	
40	Syphilis RPR	Per Test	1	
41	Syphilis TPHA	Per Test	1	
42	TB Culture / specimen	Per Test	1	

43	TB AFB Smear / specimen			
44	TB QuantiFERON Gold (IGRA)	Per Test	1	
45	Thyroid profile	Per Test	1	
46	TST (Tuberculin Skin Test)	Per Test	1	
47	Urea 24hrs urine	Per Test	1	
48	Uric acid	Per Test	1	
49	Urine dip stick	Per Test	1	
50	VDRL	Per Test	1	
51	Vitamin D 25	Per Test	1	
52	Western blot test	Per Test	1	
Total Price				
Transportation Price (if applicable)				
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
Delivery Lead Time	<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 company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. 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>

Terms of Reference (ToR)

Title: Request for Laboratory Testing Service

Background:

The International Organization for Migration (IOM) is part of the United Nations Systems as the leading international governmental organization promoting since 1951 humane and orderly migration for the benefit of all, with 174 member states and a presence in over 100 countries. IOM has had a presence in Nigeria since 2002.

Migrants actively contribute to positive development outcomes in both host and origin countries. Yet, they are often marginalized and face considerable barriers in accessing health care services; as a result, their ability to remain healthy and productive can be compromised. To this end, IOM operates Migration Health Assessment Centers (MHACs) in Abuja and in Lagos and now with extension to Benin City, providing migration health-related assistance for immigrants, refugees, asylum seekers and mobile populations. It's expected more than 100 clients are visiting the MHAC laboratory facility in Abuja on daily basis.

The purpose of health assessments is to identify and address medical conditions of public health and public safety concern, and conditions impacting health and social services. IOM has bilateral agreements with the United Kingdom, Australia, New Zealand, United States of America, Canada, and South Korea to provide travel migration health assessments according to each country's technical specifications.

The IOM Migration Health Assessment Centre (MHAC) in Abuja is seeking to engage a qualified Medical Laboratory test service provider. The laboratory will be considered as a referral laboratory and backup to IOM Abuja Laboratory for some tests.

Locations:

This service will be required for specimens referred by IOM MHAC Abuja Laboratory.

Tasks to be performed under this contract:

1. Performance of the pathological examination to IOM beneficiaries as requested by the IOM Migration Health Assessment Center laboratory in Abuja. (Annex-I)
2. Interpretation of test results by qualified medical personnel using the official and standard forms. Provision of pathologist consultation in all areas of pathology in particular on the interpretation or clarification of tests results.
3. Provision of courier services to pick up samples from the IOM MHAC Abuja laboratory facility.
4. Deliver laboratory reports to IOM MHAC Abuja laboratory via its own courier system. Provide backup results via email to an email address to be provided by IOM.

5. Provide examination and the interpretation of test results within acceptable turnaround times, unless if due to the type of the examination additional time for an accurate interpretation is required.
6. Provision of dedicated officer to the operation and administration for enquiries from IOM MHAC Abuja laboratory staff.
7. The laboratory is expected to maintain an independent external and internal Quality Assurance (QA) system that will be responsible for training and empowering Quality Improvement. And provide documented evidence upon request by IOM MHAC.
8. Upon request, the Laboratory will make available for IOM's inspection licenses and certificates which indicates that the medical personnel performing the service are duly licensed.
9. Provide documentation related to the maintenance of its laboratory's equipment, procedures, safety measures and quality of consumables. All the equipment used shall comply with the highest applicable international and national standards on medical examinations.
10. Provision of all services performed with confidentiality and impartiality.
11. The laboratory must be financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactorily, within the stipulated completion period.
12. The laboratory is expected to comply with all applicable laws, ordinances, rules and regulations when performing its obligations.
13. The laboratory shall abide by the highest ethical standards in the performance.

Qualifications, Specialized Experience, and additional competencies:

1. Valid License to operate as a Medical Laboratory in Nigeria.
2. Proven track record and experience as a medical laboratory service provider.
3. Proven ISO 15189:2022 accreditation document.
4. Fully licensed, trained, qualified and insured medical personnel in accordance with applicable national medical standards related to health care and medical laboratory testing.