



International Organization for Migration (IOM)
The UN Migration Agency

REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR SUPPLY OF VARIOUS CATEGORIES OF GOODS AND SERVICES TO IOM OFFICES IN LAGOS AND BENIN, NIGERIA

For Short listing of Companies/ Service Providers

REOI Reference: EOI/IOM/NG20_01	Date: 06-March-2025
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The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of Programs being Implemented by IOM's Offices in Lagos and Benin Cities, IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the supply of the following categories of Goods and Services:

A. Categories of Goods and Services

Reference Number	Type of Goods/Services required
IOM/NG20/2025/EOI/001	Supply of Office Consumables, Supplies & Non-Food Items (NFIs) including clothing wear
IOM/NG20/2025/EOI/002	Supply of Genuine Printer Toners and Cartridges.
IOM/NG20/2025/EOI/003	Supply of Diesel for Office Generators
IOM/NG20/2025/EOI/004	Provision of Freight Services: Freight/Sea/Road_ Local & International
IOM/NG20/2025/EOI/005	Supply of Medicines and Medical Consumables.
IOM/NG20/2025/EOI/006	Supply of IT Equipment including laptops, printers and accessories
IOM/NG20/2025/EOI/007	Supply of Cell phones and tablets (basic to complex)
IOM/NG20/2025/EOI/008	Construction Works; Basic Building Rehabilitation and Renovations
IOM/NG20/2025/EOI/009	Designing, Printing and supply of Visibility materials (branded T-Shirts, Brochures, Signage, Banners, Manuals etc).
IOM/NG20/2025/EOI/010	Provision of Office Maintenance Service –Plumbing & Electrical Works.

B. Deadline for Submission of EOI

Monday, 31-March- 2025, 16:00hrs, WAT. If any doubt exists as to the time zone, refer to

<http://www.timeanddate.com/worldclock/>.

C. Content of EOI

The EOI should include the following information:

- A company profile; including number of staff, organisational chart, years in business
- Clear list of Categories of goods/services the bidder is interested in.
- At least three (3) copies of past contracts/purchase orders demonstrating qualification for selected Category (ies) applied for.
- Contact information: full name and address, country telephone number, e-mail address, website and at least two contact person (s).

- Valid Certificate of Registration/Incorporation
- Certification from relevant regulatory bodies (where applicable)
- Certification for dealerships, franchise, distributorships (where applicable)
- Tax Certificates for 2023 and 2022
- Audited Financial Statements for the last two (2) years

D. Method of Submission

Expressions of interest **MUST** be sent by email as follows:

Email address: **IOMLagosTenders@iom.int**

- 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.
- All documents must be in the English language
- Max. File Size per transmission: **10mbs**
- Mandatory subject of email: **IOM/NG20/2025/EOI/001 (including more if applying for multiple categories**
- Multiple emails must be clearly identified by indicating in the subject line “email no. “1 of 2”, and the final “email no. 2 of 2.

In the subject line of your email, please specify the Goods/Services category or categories you are interested in.

****Hard Copy Submissions will not be accepted****

E. Contact Person for clarifications (only) NOT submissions!

Okemuo Stella,

Email: SOKEMUO@iom.int

E. REOI Conditions:

This Request for Expression of Interest does not constitute a solicitation. IOM reserves the right to change or cancel the requirement at any time during the EOI. IOM 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 orders or contract will be issued in accordance with the rules and procedures of IOM

Very truly yours,

IOM Lagos Procurement