

INTERNATIONAL ORGANISATION FOR MIGRATION (IOM)

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **Long Term Agreement (LTA) 001024**

SECTION 1: REQUEST FOR QUOTATION (RFQ) for Provision of Janitorial Services to IOM Lagos and Benin, Nigeria.

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

Annex 5: Bidder's Declaration of Conformity

Annex 6: Vendor Information Sheet

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. Also Annexes 4, 5, 6 and 7 should be submitted along these two. 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.

Deadline for the Submission of Quotation

25 March, 2024 at 4:00pm WAT

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