



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones

RO Nairobi Global Stocks  
 Regional Office Nairobi

**REQUEST FOR INFORMATION**  
**NBORFI2021-001**

**16<sup>th</sup> June 2021.**

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.

IOM has initiated a global stockpile for core Non-Food Items (NFIs) in Nairobi, Manila, Gaziantep, and Panama City since 2014 with funds from the Innovation Norway, Foreign, Commonwealth & Development Office (FCDO), the Swedish International Development Cooperation Agency (SIDA).

IOM global stock warehouse in Nairobi has stored core NFIs such as Sleeping Mats, Blanket, Bucket, Mobile Storage Unit (MSU), Multi-purpose Tent, Rope polypropylene, Kitchen sets and other IOM assets and it is playing the key role to provide relief goods for acute natural disaster response. In 2020, IOM successfully delivered approximately 2,035 m3 of NFIs from Nairobi to 8 IOM field missions (Burundi, Chad, DRC, Djibouti, Ethiopia, Mozambique, Somalia, and Yemen).

IOM now requests information from Service Providers located in Nairobi, Kenya for the following services:

1. Leasing of Warehouse Space based on the space occupied that will store IOM NFIs.
2. Leasing of Cold Room (117 sqm) Space for IOM Quality Control activities.
3. Performing warehouse space management including:
  - a. Receipt, Unloading and Inventory of IOM NFIs (handling IN)
  - b. Release and loading of IOM NFIs upon pick up of IOM nominated freight forwarder (handling OUT)

The Information shall contain the following a.) Technical specification of the warehouse (Please see Annex 1) b.) Storage price (USD) per cubic meter, other services such as handling IN and OUT and manpower c.) Operations with other humanitarian and U.N. agencies. d). List of items stored in the warehouse.

This RFI is issued for market research and internal planning purposes of IOM. Service Providers are requested to review above questions and complete their answers in their chosen format. Service Providers should clearly mark any proprietary information submitted in response to this RFI.

On the basis RFI, IOM shall draw up the Terms of Reference (TR) from the gathered information which may be issued later as a Request for Proposals (RFP).

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Please also note that IOM does not intend to pay for any information furnished in response to this RFI or will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to preparation of information. This call for RFI does not constitute a solicitation.

Please note that this is not an Expression of Interest (EoI), and therefore the outcome of this survey may not necessarily result in an Invitation to Bid or a Request for Proposal.

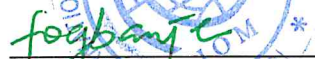
The Responses shall be submitted through electronic mail at [RONairobiGS@iom.int](mailto:RONairobiGS@iom.int) email address not later than **25 June 1100Hrs Nairobi time**. Receipt confirmations, status updates or clarifications in response to this RFI or planned solicitation, will not be provided.

IOM also reserves the right to require compliance with additional conditions as and when issuing the solicitation documents. Submitting a reply to a call for RFI does not automatically guarantee that a supplier will be invited to tender.

All information which comes into IOM's possession or knowledge in connection with the RFI is to be treated as strictly confidential and will not be communicated to any third party.

Nothing in this RFI affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Very truly yours,



Ms. OGBANUFE Fejiro

Regional Resource Management Officer

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.



17/06/2021

## Annex 1

### REQUIRED TECHNICAL SPECIFICATIONS

#### PART 1: Warehouse Required General Information:

S/no.	Question	Description of the facility	Yes/No	Essential/ Desired
1	<p><b>Warehouse Location:</b> Complete Address of warehouse, including the distance in km from Jomo Kenyatta International Airport (JKIA)</p> <p><i>(Kindly note that this is location of the proposed warehouse)</i></p>			Essential
2	Warehouse distance from main Road: Maximum within 500m from the main road			Essential
3	<p>Capacity of the Warehouse (m<sup>3</sup>/ m<sup>2</sup>)</p> <p>a- Storage Area, (Based on the occupied space)</p> <p>b- Storage Room for QC Equipment (QC Center; minimum 117.00 m<sup>2</sup>)</p> <p>c- Storage Room for QC Samples (minimum 18.00 m<sup>2</sup>)</p>			Essential
4	Fire Safety Measures (Provision of fire Extinguishers) Adequate portable & stationery units including fire alarm, smoke detectors, sprinklers or water tank with fire hoses.			Essential
5	<p>Handling Services capability (Loading/ Offloading)</p> <p>a- 40ft container</p> <p>b- 40ft high cube container</p>			Essential
6	<p>Warehouse Management</p> <p>a- Warehouse Manager (with minimum 2 years' experience) and Assistants.</p> <p>b- Daily Implementation Reporting and inventory check.</p> <p>c- Experience of Quality Control assistance.</p> <p>d- IT equipment (Wi-Fi, computer with MS Word and Excel)</p> <p>e- Skill and knowledge to conduct periodic fumigation and pest control for the warehouse.</p>			Essential
7	<p>Type and Number of Handling Equipment available</p> <p>a- Fork lifter:</p> <p>b- Pallets:</p>			Essential
8	<p>Security of Premises,</p> <p>a- Conducting Entry/ Exit Control:</p> <p>b- Provision of Security Guards:</p> <p>c- Installment Inside and outside lights:</p>			Essential

#### PART 2: Quality Control Space Requirements:

S/no.	Requirement	Description of the Warehouse	Yes/No	Essential/ Desired
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1	Door type (preferably sealing sliding doors at least 1.2m wide for forklift access);			Essential
3	Smooth flooring (preferably with rubberized paint) to absorb impacts from drop testing;			Essential
4	Well-lighted and well-ventilated with AC (at least 2 tonner; some testing requires controlled temperature environment):			Essential
5	Lighting, Power, Water, Drainage connections and the Internet connection (Wi-Fi).			Essential
6	Water and drainage connection for drop test:			Essential
7	Insulated ceiling to lessen heat/ noise from neighboring establishments			Essential
8	Storage cabinet for supplies			Essential

### **PART 3: Warehouse Building Requirements:**

S/no.	Requirement	Description of the Warehouse	Yes/No	Essential/Desired
1	Lighting – Inside and outside of the building covering the whole warehouse			Essential
2	Un-obstructed height of the warehouse:			Essential
3	Construction: ➤ Walls: Made with brick or reinforced concrete. ➤ Roofing with Water Proofing			Essential
4	Ventilation: Allow 20% over the required floor area for access and ventilation, eaves should be covered with metal mesh.			
5	Roof and windows (waterproof and pest screens).			Essential
6	Doors/Opening: Secure sliding doors with at least 6 Meters width, with insert pedestrian entrance will be preferred.			
7	Wall surface (should be clean and smooth)			
8	Availability of Ramps of each building entrance			
9	Floor: Concrete Slab Flooring or any other type of equivalent strength. Floor level should above the ground level to avoid rainwater. If the floor is not above the ground level, drainage system is installed.			
10	Building should be within a dedicated perimeter with controlled access via security gates and easy in and out traffic.			Essential
11	Perimeter wall / fencing			Essential

12	Electricity / water connections		Essential
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17/10/22