



International Organization for Migration (IOM)
The UN Migration Agency

INVITATION TO BID ITB RO23-001
SERVICES FOR
CUSTOMS CLEARANCE AND BROKERAGE SERVICES FOR IOM KENYA
BID BULLETIN
Addendum No. 1

This Addendum No. 01 is issued to address the following:

1) **Extension on Bid Submission:**

Previous: 08 November 2023, 0900 HRS Nairobi Time	Adjusted Date: 15th November 2023 1100 HRS Nairobi time
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1) **Clarifications received prior to the Pre-Proposal Conference:**

Clarification	Response
Kindly confirm the bid security amount and how the bid security is supposed to be presented. Details in the ITB are not very clear	The Bid security amount should be USD 3,000. Refer to Section 2 Instruction to Bidder, Article 19 (Bid Security) and Section 3 Data Sheet Article 19 (Bid Security)
To provide strong value proposition, please share any historical data on volumes per year that will guide our pricing	Estimated total 10,000 CBM from the past project operation. Please note that these quantities are just estimates and do not in any way represent any commitment from IOM. The exact amounts to be purchased shall depend on the actual requirements of IOM operations and funds available on individual Purchase Orders that will be issued against the Long-Term Agreement (LTA). Therefore, exact quantities may be higher or lower than indicated above.
The details in the price schedule appear not complete with input expected to be provided by procurement. Please clarify this.	Kindly refer on the amended FORM H – Price Schedules (Use different forms for Pricing Customs Brokerage and Transport Services) attached.
Bid/ Proposal Security	2% of the submitted bid value, refer to section 19 of data sheet
Performance Security	10% of the total contract amount, refer to section 52 of data sheet

Approved By:

Isabella Erawoc
Regional Procurement and Logistics Office

Annex **SCHEDULE 1 – CARGO BY AIR**

CUSTOMS CLEARANCE SERVICES FROM/TO AIRPORT

1.	Airport clearance		
1.1	Grace Period		Days
1.2	Agency Processing Fees / Customs clearance and inspection to Bonded / Non- Bonded Warehouse		USD Per shipment (AWB)
1.3	Export entries and/or cancellation of bonds from Bonded/ Non- Bonded Warehouse		USD Per shipment (AWB)
2.	Transport Charges from Airport		
2.1	Handling and Delivery Charges of Cargo from Airport to destination within NAIROBI, including labor cost of loading and offloading		
2.1.1	Category: USD Minimum charge 1 to 200 kilograms		USD/ Shipment
2.1.2	Category per weight: 201 to 500 kilograms		USD per shipment
2.1.3	Category per weight: 501 to 1000 kilograms		USD per shipment
2.1.4	Category per weight: 1001 to 5000 kilograms		USD per shipment
2.1.5	Category per weight: More than 5000 kilograms		USD per shipment
	Transport Charges from IOM Warehouse		
2.2	Handling and Delivery Charges of Cargo from IOM Nairobi Warehouse to JKIA, including labor cost of loading and offloading		
2.2.1	Category: USD Minimum charge 1 to 200 kilograms		USD/ Shipment
2.2.2	Category per weight: 201 to 500 kilograms		USD per shipment
2.2.3	Category per weight: 501 to 1000 kilograms		USD per shipment
2.2.4	Category per weight: 1001 to 5000 kilograms		USD per shipment
2.2.5	Category per weight: More than 5000 kilograms		USD per shipment
	Transport Charges from IOM Warehouse to IOM Fieldmissions in Africa (refer to IOM location list on Annex2 below)		
2.3	Handling and Delivery Charges of Cargo from IOM Nairobi Warehouse to JKIA, including labor cost of loading and offloading		USD/ Shipment
2.3.1	Category: USD Minimum charge 1 to 200 kilograms		USD per shipment
2.3.2	Category per weight: 201 to 500 kilograms		USD per shipment
2.3.3	Category per weight: 501 to 1000 kilograms		USD per shipment
2.3.4	Category per weight: 1001 to 5000 kilograms		USD per shipment
2.3.5	Category per weight: More than 5000 kilograms		USD per shipment

I hereby certify that the information provided above is true to the best of my knowledge and I agree that further documentary proof will be provided if required.

Signature: _____

Name in Full, Designation,

Date: _____



SCHEDULE 2 – CARGO BY SEA

CUSTOMS CLEARANCE SERVICES FROM/TO PORT

1.	Sea Port / Dry Port Clearance		
1.1	Grace Period		Days
1.2	Agency Processing Fee / Customs clearance and inspection from Bonded / Non- Bonded warehouse	USD per 20' container	USD per 40' Container
1.2.1	Category per containers: 1 to 5 containers		
1.2.2	Category per containers: 6 to 10 containers		
1.2.3	Category per containers more than 10 containers		
1.2.4	Export entries and cancellation of bonds from Bonded/Non Bonded Warehouse		
2.	Transport Charges from/to Sea / Dry port for Loose Cargo Shipments		
2.1	Handling and Delivery Charges from Sea port / Dry port to destination within Nairobi City limits for Category per weight Including labor cost of Loading & Offloading		
2.1.1	1 to 1500 kilograms	USD	
2.1.2	1501 to 3000 kilograms	USD	
2.1.3	More than 3000 kilograms	USD	
2.2	Handling and Delivery Charges from IOM Warehouse to Port for Category per weight Including labor cost of Loading & Offloading		
2.2.1	1 to 1500 kilograms	USD	
2.2.2	1501 to 3000 kilograms	USD	
2.2.3	More than 3000 kilograms	USD	
3.	Transport Charges from/to Sea / Dry port for Containerized shipments		
3.1	To Nairobi City Limits	USD per 20'	USD per 40'
3.1.1	General / Conventional Cargo		
3.2	From IOM Nairobi Warehouse	USD per 20'	USD per 40'
3.2.1	General / Conventional Cargo		
	Transport Charges from/to Sea / Dry port for Containerized shipments and Loose Cargo (separate if needed) towards IOM fieldmissions (refer to Annex2 IOM location list)		
4.	From IOM Nairobi Warehouse (General Cargo)	USD per 20'	USD per 40'

I hereby certify that the information provided above is true to the best of my knowledge and I agree that further documentary proof will be provided if required.

Signature: _____

Name in Full: _____

Designation: _____

Date: _____



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SCHEDULE3 – CLEARANCE WITHOUT LOADING / UNLOADING AND WITHOUT TRANSPORTATION (AIR / SEA / OVERLAND CARGO)

1.	Sea Port / Dry Port Clearance		
1.1	Grace Period		# Days
1.2	Agency processing fees for clearance of Relief Items		USD
1.3	Agency processing fees for clearance of Medical Items		USD
1.4	Export Clearance and/or Cancellation of Bonds		USD

SCHEDULE 4 – HANDLING DOCUMENTS WITHOUT CUSTOMS CLEARANCE

1.	Overland / Airport permit		
1.1	Grace Period		# Days
1.2	Agency processing fees for obtaining Exemption Letters / Customs Import / Export Permissions		USD per document

ANNEX 2 – IOM Location List

Full Address Available on this link [Where we work | International Organization for Migration, IOM](#)

IOM Angola	Luanda
IOM Burkina Faso	Ouagadougou
IOM Burundi	Burundi
IOM Cameroon	Yaoundé
IOM Central African Republic	Bangui
IOM Chad	N'Djamena
IOM Congo, Democratic Republic of the	Kinshasa
IOM Djibouti	Djibouti (city)
IOM Eritrea	Asmara
IOM Ethiopia	Addis Ababa
IOM Gambia	Banjul
IOM Ghana	Accra
IOM Guinea	Conakry
IOM Guinea-Bissau	Bissau
IOM Malawi	Lilongwe
IOM Mali	Bamako
IOM Mauritania	Nouakchott
IOM Mozambique	Maputo
IOM Niger	Niamey



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IOM Nigeria	Abuja
IOM Rwanda	Kigali
IOM Senegal	Dakar
IOM Sierra Leone	Freetown
IOM Somalia	Mogadishu
IOM South Sudan	Juba
IOM Sudan	Khartoum
IOM Tanzania	Dar Es Salaam
IOM Uganda	Kampala
IOM Zambia	Lusaka
IOM Zimbabwe	Harare

NOTES:

- 1) Transport routes shall not be limited to the above listed.
- 2) Routes not envisioned at the time of tender (above list) shall be quoted separately on a need basis guided by choice of vehicle, distance and geographical location.
- 3) Quoted amount shall be in USD **all-inclusive amounts** for applicable driver fee, drivers allowance, fuel, parking fees, toll fees etc and **shall remain unchanged for a period of 24 months.**