



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

IOM Ukraine  
8, Mykhailivska Street, Kyiv, 01001, Ukraine

## INVITATION TO BID

No: [UA1-2018-3019](#)

Date: [13.06.2018](#)

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of the international technical assistance project «[New face of the border in Ukraine](#)», supported by the Bureau of International Narcotics and Law Enforcement Affairs of United States Department of State, the IOM Ukraine Bids Evaluation and Awards Committee (“BEAC”) now invites interested Bidders to submit “Bid” for the [delivery of document authenticity verification equipment](#), according to the details below:

Lot No	Description of the Goods/Services	Quantity	UM
1	<b>Document authenticity verification device Regula 4115.01 (or analogue) including:</b> 1) Magnifier Regula 1003M or analogue; 2) Spectral luminescent magnifier Regula 4127 or analogue.	28	pcs.

Rules, requirements for bidding documentation, instructions for the participants, terms of reference and standard forms may be found at:

<http://www.iom.org.ua/en/iom-announces-public-tender-delivery-document-authenticity-verification-equipment-framework-project>

The offered price of the Goods shall be quoted in **USD VAT excluded**.

IOM Ukraine reserves the right to reject any or all bids that includes VAT.

The Goods are to be delivered in the framework of the international technical assistance project, which according to the Resolution of the Cabinet of Ministers dd. 15.02.2002 №153 is a justification for granting the tax exemption for the supplier, as it is required statutorily and in accordance with the Ukraine international treaties.

**In calculating the unit prices in US Dollars (USD), bidders must use the official UN exchange rate indicated in the link:** <https://treasury.un.org/operationalrates/OperationalRates.php>.

Payments under the signed Supply Agreement shall be made in the Invoice currency, according to UN operational exchange rate as of the date of payment.

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and IOM shall be written in English and/or Ukrainian language.

Bids must be valid for a period of *45 calendar days* after the deadline of submission of the bids.

All bids must be placed in sealed envelope with clear markings containing the

Tender number: *UA1-2018-3019*

Project name: *Delivery of document authenticity verification equipment*

and submit not later than **16:00, 03.07.2018** to:

*International Organization for Migration, Mission in Ukraine*

*The Bids Evaluation and Awards Committee*

*8, Mykhailivska Street,*

*Kyiv, 01001*

*Ukraine*

**IOM Ukraine reserves the right to reject any or all bids submitted after the deadline.**

The following documents must be placed inside the sealed envelope containing the official bid:

- 1) Official Bid (according to bid template Form-1, Form-2) signed and stamped;
- 2) Specification of Bid (see template on page 20);
- 3) Warranty service terms (Form-7) signed and stamped;
- 4) Vendor Information sheet (given as a separate template) – signed and stamped;
- 5) Code of Conduct for Suppliers (template is given separately) – signed and stamped;
- 6) Authorization certificate or any other document, confirming the bidder's status as the official distributor or trade partner of the Goods manufacturer;
- 7) Authorization certificate of the service center(s), which are going to provide the warranty and post-warranty service of the Goods offered;
- 8) Quality certificates for the Goods offered for delivery, proving the Goods' compliance with the terms of reference of the present bidding documents and government standards of Ukraine;
- 9) Bid Security (in the form of bank guarantee from a reputable commercial banking institution or from insurance company) (Form-3);
- 10) Bid Securing Declaration (in case bid securing bank or insurance company guarantee are not submitted) (Form-4);
- 11) Certificate of Registration from government agency in Ukraine or abroad;
- 12) Bidder's Charter (if available);
- 13) Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;
- 14) Copy of financial statements (Statement of condition, Profit and Loss Account) for 2017 year;
- 15) List of main contracts related to similar projects execution entered by the bidder into for the last 3 years;
- 16) Key customers' references;
- 17) Bid documents checklist (Form-6).

Along with sending the hard copy of the original bid, Bidders shall deposit the electronic versions of the bid documents (scan copies) on a free file hosting service (Dropbox, Google Drive, etc.) which does not require registration and shall send the link to the folder containing the bid's documents to [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) no later than **16:00 03.07.2018**. The subject line of the e-mail containing the link for the electronic bid download shall clearly indicate the following:

*UA1-2018-3019 – [insert full name of the Bidder] – Electronic bid*

The bidders confirm their commitment to accept and sign the standard supply agreement with IOM Ukraine using the Supply Agreement template annexed to this Instruction, which is to be signed with the winning bidder(s). The supply agreement template is given in the Section III.

All bidders must send their query or any request for clarification through email [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int).

The email must be with subject line

*“UA1-2018-3019 – [insert bidder’s name] – request for clarification”.*

Written copies of IOM’s response (including an explanation of the query but without identifying the source of inquiry) will be published at the country website of the IOM Mission in Ukraine for all prospective bidders (<http://www.iom.org.ua/en/tenders/current-tenders>).

**Interested bidders shall submit their preliminary confirmation of participation in tender on e-mail [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) (any form, specifying name and contact details of a contact person) not later than 16:00 19.06.2018. The preliminary confirmation shall not be considered as an obligation to participate and may be withdrawn by the bidder any time before the specified deadline of bids submission.**

IOM reserves the right to accept or reject any bid and/or to annul the selection process and/or reject all proposals at any time prior to agreement award, without thereby incurring any liability to affected Bidder

Very truly yours,

BEAC Chairperson

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