



International Organization for Migration (IOM)  
The UN Migration Agency

Date. 12/7/2023

## Bid Bulletin No 1

# Establishment of Long-Term Agreement of the Third-Party Monitoring Services

### RFP.2023.10274.TPM

In reference to the Request for Proposal RFP.2023.10274.TPM issued on 3rd July 2023 via UNGM, IOM Website, and IOM email Establishment of Long-Term Agreement of the Third-Party Monitoring Services.

#### Question 1:

1. *Is a Vendor Information Sheet required for each firm in a consortium?*
2. *We do not see any page limits for the technical approach or CVs. Please confirm.*
3. *The RFP says to include CVs of staff needed as per TOR. TOR does not include a staff list. Please confirm that it is up to the bidder to propose the relevant staff??"*

#### Answer 1:

1. *Yes the Vendor Information Sheet is required for each firm in a consortium.*
2. *There is no page limit to the CVs*
3. *Yes it is up to the bidder to propose the relevant staff??"*

#### Question 2:

1. *CONFLICT OF INTEREST: Will it be considered as Col if the proposer includes a team member who have previously worked with the IOM or IOM Ukraine but are no longer affiliated with the organization?*
2. *Approvals: as the proposer holds complete responsibility for coordinating with relevant authorities to facilitate field work and other office activities that require prior official permission. To what extent IOM can support within the process? Will the proposer have the permission to utilize project documents and the IOM's name during the approvals seeking process?*
3. *Proof of capacity: As we read within this section's instruction, a capacity statement is required in addition to the registration proof in Ukraine. What other documentation/proof is required to ensure that the team has the capability to cover all geographical areas and obtain necessary approvals and permits is adequately demonstrated?*
4. *Furthermore, regarding the supporting office, if the proposer has an EU based company that is assisting in the operations in Ukraine, and headquarters in the middle east region, what specific proof or documentation is needed to establish the relationship between these companies?*

5. *Previous Experience: As a service provider with over eight years of experience operating in Middle East and North Africa regions, with similar challenging environments to Ukraine, with a strong track record in handling complex projects outside of Ukraine. We have recently obtained registration in Ukraine and the EU, and we currently only implementing one similar contract in Ukraine, and negotiating another contract, we would like to know if this track record qualifies us to submit a bid for this opportunity, noting that we have the necessary legal status and availability of human resources in the field.*

6. *Financial Standing: The audit report we will present, will be covering the operation of our full entity, however, as the company in Ukraine was established after the report was finalised it will not be included within the last audit report, please advise if that is fine.*

RFP.2023.10274.TPM LTA Third Party Monitoring, SECTION 2: INSTRUCTIONS TO PROPOSERS:

7. *Eligible proposers: As for the restricted nationality list for implementing team members, can you please indicate the exception list of countries? Because it is not clearly mentioned in the Section 3: Data Sheet.*

8. *For the CVs of key personnel, could you please indicate how many CVs are required? And should we include the CVs of all team members including field team?*

Answer 2:

1. Please include in your proposal a declaration with information regarding the staff (position , subject , time in IOM etc.)

2. IOM does not facilitate processes or provides assistance to open offices or obtain permissions to operate in Ukraine. The most IOM can do is provide letters or allow the partner to use documents to facilitate permissions to conduct field work. Beyond that, the partner is responsible for obtaining all permissions without IOM direct assistance. It is important to note that IOM is seeking for partners that already has capacities to work in Ukraine and to obtain clearances to access target locations across the country.

3. This can be various types of documents but are open to the available documentation of each applicant. Documents may include, but are not limited to:

- Proof of registration in different oblasts or regions as well as information on offices or staff at different locations
- Agreements with local partners that have access to locations
- Evidence of previous work in target locations that are not older than 2 years.
- Other documents proving the capacity or potential capacity to operate across the country.

4. Please include all agreements, statement/declarations that justify the connection of the two parties.

5. Please include all necessary proofing documentation and they will be evaluated after the closing date of the RFP.

6. Since the proposal will be from your full entity it is acceptable.

7. There is no restricted nationality list for implementing team members,.

8. Its up to the bidder to indicate the key personnel number. Please only include only key personnel.