



International Organization for Migration (IOM)  
The UN Migration Agency

Date. 28.03.2024

### Clarifications No 1

## Expression of Interest for the provision of IT services in support of enhancing technical capacities linked to return and readmission.

REOI Ref.: REOI/2024/MG/001

#### **Question 1:**

The pdf formatted document that needs to be sent to the e-mail for expressing the interest – there is also a signature line added to the appendix documents. Must the document be signed by hand (then scanned and converted to pdf) or could the document be submitted without the signature part?

#### **Answer 1:**

The documents should be submitted signed, either signed by hand (and then scanned) or using an electronic signature.

#### **Question 2:**

Regarding Annex 2. If we mark that we comply, then at this stage we don't have to provide the exact contract information? The relevant references can be submitted in later phases?

#### **Minimum requirements of the proposal**

<b>Table 2: Minimum requirements of the proposal</b>
Minimum three (3) years of relevant experience.
Minimum two (2) contract of value over \$ 500.000, nature and complexity implemented over the last 5 (five) years.
Minimum turnover of \$ 1 million for each of the last three (3) years.
Capability to use the following architecture and technology: Programming language : C# Dev. Frameworks : .NET 7, Angular 15, Material, Entity Framework, REST API, Open API Infrastructure : Kubernetes, Linux
Capability on deploying/maintaining software both on-premises and in various countries across different continents.

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Also, due to time restrictions, it would not be possible to put together detailed CV's at this stage (see below). I hope that is OK. Still, a question remains which CV's would you wait from a company? We have 1500 people over the group and a lot of business units. The CV's of C level personnel would probably not be relevant in this case.

<b>Table 1: List of supporting documents for submission</b>
Completed Expression of Interest Forms. (Annex 1 and Annex 2)
Copy of audited financial statements for the last three (3) years
<p>List of similar projects in nature and complexity over the last five (5) years.</p> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Client name</li> <li>• Duration</li> <li>• Contract amount.</li> </ul> <p>Optional: Development of IT systems for case management either in the field of migration management or for a UN agency would be considered as an asset.</p> <p><i>Interested vendors may also attach their own Project Data Sheets with more details for assignments above.</i></p>
<p>List of key staff members</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Designation Qualification</li> <li>• No. of Years of Experience</li> </ul> <p>Provide an organizational chart and detailed CVs for key management and personnel in the Company.</p> <p><i>Interested vendors may also attach their own Project Data Sheets with more details for assignments above.</i></p>
Any other information the interested vendor would like to submit (Optional)

**Answer 2:**

Table 2 mentions the minimum requirements and you need just to mark “comply” or “no comply”.

What is needed to be submitted is listed at Table 1.

As Table 1 mentions, a list of the most relevant contracts is needed (Year/Short Description/Value/Client).

Please ensure that at least the 2 contracts over \$500.000 are included in this list.

Regarding the CVs, at this stage, you need to submit just a summary of the key/lead personnel who can be employed in this Project.

You don't have to submit the full CVs just the important areas of it (Name, Current Position, Summary of experience). 2-3 CVs are enough.