



International Organization for Migration (IOM)  
The UN Migration Agency

Manila Philippines  
**INVITATION TO SUBMIT EXPRESSION OF INTEREST**

27 December 2018

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.

The IOM Bids Evaluation and Award Committee (“BEAC”) now invites Expression of Interest (EOI) from *Third Party Contractors (TPC)* to provide *Personnel Services to various IOM Missions worldwide*. *Detailed Terms of Reference (TOR) shall be provided in the Request for Proposals (RFP) document which will be issued to short-listed Service Providers. The RFP process shall result in a Long Term Agreement (LTA) to be concluded with one or more successful bidders for an initial period of one (1) year and maybe extended for another year subject to satisfactory performance.*

The Expression of Interest shall contain information on the following a.) Range of relevant services offered. b.) Track record and experience of the firm in providing personnel services including list of major clients served, c.) Qualification and Experience of relevant professionals and technical personnel currently maintained d.) Current engagements e.) Capacity to provide personnel services for both long term and short-term positions at various level to any location in the world f.) Eligibility documents.

On the basis of the above information the BEAC shall draw up a short list from those who have submitted Expression of Interest, including the eligibility documents (VIS). The criteria and rating system for short listing shall be nondiscretionary “pass/fail” criterion.

The Expression of Interest shall be submitted in original and duplicate copy and should be received either by hand or through mail by the BEAC with office address at *25F Citibank Tower, Paseo De Roxas, Makati City Philippines* or via email at [gpsulta@iom.int](mailto:gpsulta@iom.int) no later than *20 January 2019, 1500H Manila Time*.

Interested Service Providers/ Consulting Firms may obtain further information from the BEAC at the above office address or via email at [gpsulta@iom.int](mailto:gpsulta@iom.int) on *from 27 December 2018 to 15 January 2019, from 0900H to 1700H, Manila time*.

The BEAC reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Service Providers/ Consulting Firms

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.



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## **Request for Expression of Interest**

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 now invites Expression of Interest from *Third Party Contractors (TPC)* for the *provision of Personnel Services under a Long Term Agreement (LTA) for one (1) Year subject to extension.*

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information and Annex A 1: Vendor Information Sheet (VIS) and Supplier's Code of Conduct.

### **A. Registering as a Vendor with UNGM**

Companies/Service Providers interested in participating in this EOI must be registered with UNGM. Visit [www.ungm.org](http://www.ungm.org) for full registration information.

### **B. EOI Application Process**

1. The Application must be submitted either by hand, though mail in sealed envelope to IOM with office address at *25F Citibank Tower, Paseo De Roxas, Makati City Philippines* or by email at email address [gpsulta@iom.int](mailto:gpsulta@iom.int) no later than *20 January 2019, 1500H Manila Time* . Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider.
3. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
4. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
  - c. Duly Accomplished Annex A with All requested information.
5. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: *25F Citibank Tower, Paseo De Roxas, Makati City Philippines* or via email at [gpsulta@iom.int](mailto:gpsulta@iom.int). IOM will respond to any request for clarification received during the period of *27 December 2018 to 15 January 2019*.

6. Applications shall be evaluated in accordance with the following criteria:
  - a. Capacity
  - b. Track Record and Experience
  - c. Technical Expertise
  - d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

7. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
8. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
9. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
10. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.



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## **ANNEX A: BIDDERS INFORMATION**

### **TABLE 1 – GENERAL INFORMATION**

- Use Annex 1A – Vendor Information Sheet(VIS)
- **Provide certified copies**

### **TABLE 2 – VENDOR TYPE and GENERAL QUALIFICATION**

- The Service Provider must have specialization and five (5) years of experience in the area of Recruitment and Provision of Personnel Including but not limited to below working condition/location:
  - Large – Scale deployments – circumstances where it is necessary to deploy a large number of personnel within a limited timeframe
  - With Security and Safety Considerations
- **Provide documentary evidence**

### **TABLE 3 – RELEVANT SERVICES CARRIED OUT IN THE LAST FIVE YEARS EXPERIENCE**

- **Provide documentary evidence**

**Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.**

### **TABLE 4 – ONGOING CONTRACTS**

- Client
- Description of Contracts
- Location
- Amount
- % of Completion (**Provide documentary evidence**)

### **TABLE 5 - ADEQUACY OF WORKING CAPITAL**

- Source of credit line
- Amount
- Remarks (*Provide documentary evidence*)

**Please provide proof of financial competency and audited financial statements for the last three financial years.**

**TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF**

- Name
- Designation Qualification
- No. of Years of Experience

**Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization**

**TABLE 7 – LIST OF OFFICES/SUB OFFICES WORLDWIDE INCLUDING PARTNERS/SUBCONTRACTORS**

- Description whether Owned or Leased

**TABLE 8 – ANY OTHER INFORMATION**

**In addition to the required information, Companies may provide brochures and other related documents**

**I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:**

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Name/ Signature/ Date