



International Organization for Migration (IOM)
The UN Migration Agency

London UK

INVITATION TO SUBMIT EXPRESSION OF INTEREST

On

Provision of 21-24 month study in Gambia, Guinea and Senegal on the extent that development interventions affect people's migration aspirations, decision and movement

Addendum No. 1

This addendum No. 1 is issued to modify information and clarify inquiries from Service Providers in the Expression of Interest (EOI) for the provision of Provision of 21-24 month study in Gambia, Guinea and Senegal on the extent that development interventions affect people's migration aspirations, decision and movement, posted IOM and UNGM websites on 18 January 2019.

A. EOI Application Process

Under Annex A: BIDDERS INFORMATION, Table 1 – GENERAL INFORMATION should read as

TABLE 1 – GENERAL INFORMATION

- *Use Annex 1A – Vendor Information Sheet (VIS) along with the Supplier's Code of Conduct*
- *The forms, VIS and Supplier's Code of Conduct must be accomplished and signed by the Company's authorized representative.*
- *Please provide Certified True Copies of the documents required in the VIS.*

B. Inquiries from Service Providers

Question No. 1: Is it correct that we do not need to submit any budget information in our responses to the EOI and that the application shall contain information on the following a.) range of relevant services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information" ?

Answer No. 1: *Yes. This is correct.*

Question No. 2: If the above is correct, and we are invited to submit a full application at a later stage, what would the submission deadline for the full application? Would we have plenty of time to collate the costs from

all the collaborators and partners after we know if we have been invited to the full submission stage?

Answer No. 2: *The deadline for submission for the technical and commercial proposal shall be stated in the RFP to be issued to shortlisted Service Providers. The Service Providers will be provided with reasonable time to prepare the full proposal.*

Question No. 3: Please clarify whether the guidance we received came from an application website for further guidance. Please provide the link.

Answer No. 3: *The Invitation for EOI containing the application process can be accessed through IOM and UNGM websites below.*

IOM website:

<https://www.iom.int/procurement-opportunities>

UNGM website

<https://www.ungm.org/Public/Notice/82718>

Use the IOM Supplier's Code of Conduct posted in these websites.

Question No. 4: What information is required in the case of an EOI from a consortium? For the EOI, do all partners need to be registered as UNGM vendors? Do they all need to provide the information specified in Annex A? Or are these requirements only for the lead organisation? If this is the case, will it be sufficient to demonstrate potential partners' interest through letters of intent?

Answer No. 4: *If you are a consortium, partnership or joint venture, only the lead Service Provider shall submit the required documents. Guidelines and conditions on consortium, partnership or joint venture shall be indicated in the RFP.*

Question No. 5: Where can we have access to Annex 1A- Vendor information sheet? Is there a specific format for the supplier's code of conduct?

Answer No. 5: *The Vendor Information Sheet (VIS) and Supplier's Code of Conduct can be both accessed through IOM and UNGM websites as follows:*

IOM website:

<https://www.iom.int/procurement-opportunities>

UNGM website

<https://www.ungm.org/Public/Notice/82718>

Use the IOM Supplier's Code of Conduct posted in these websites.

Question No. 6: For Table 1, it asks for the VIS and Code of Conduct to be certified copies. Can you clarify what this means? Can it just be internally certified by a senior company officer, or must it be legally notarized?

Answer No. 6: The Vendor Information Sheet (VIS) and Supplier's Code of Conduct must be signed by Company's authorized representative.

The company documents that will be submitted as indicated in the VIS must be certified true copies. This means that the government entity who has issued the documents must certify that the documents are true copies.

In case when documents, example, business licenses are obtained electronically, then a Senior Company Officer must certify that these are true copies.

Question No.7: The invitation mentions "ongoing and new" development interventions. Would you be able provide any additional details about these interventions? In particular, we are wondering if any components of these interventions are supposed to be developed, implemented, and funded as part of this contract? And if the interventions are ongoing or funded and implemented through some other mechanism, are any of these interventions randomly assigned, or will they permit researcher-led random assignment

Answer No. 7: The explanation of interventions and their role in the research will be further explained in the full call for proposals stage. No interventions are envisaged to be implemented by the research partner.

Question No.8: What are the capital requirements for this EOI? It says IOM doesn't provide payments upfront, but does this mean the vendor has to be able to put up the full contract amount in advance? Or can there be intermediate payments, and if yes, in what tranches?

Answer No. 8: Payments will be made in tranches to the research partner based on the submitted deliverables.