



International Organization for Migration (IOM)
The UN Migration Agency

REQUEST FOR PROPOSAL

IFB No.: 2019.045_RFP for Provision of Personnel Services for IOM Global Use

Date: 27 March 2019

The International Organization for Migration (hereinafter called IOM) intends to hire Service Providers as Third Party Contractors for the *Provision of Personnel Services Globally under a Long Term Agreement (LTA) for two (2) years subject to extension* for which this Request for Proposals (RFP) is issued.

The IOM through the Bids Evaluation and Awards Committee (“BEAC”) now invites eligible Bidders to submit “Bid” for the provision of *personnel services globally under a Long Term Agreement for two (2) years subject to extension*. The description of eligible Bidder is contained in the RFP documents, particularly in Section I. Instructions to Eligible Bidders.

Bidders may submit offer based on their geographical coverage and expertise. Award shall be on per geographical coverage basis.

A complete set of RFP Documents is available for issuance to Interested Bidders at *IOM MAC office in Manila Philippines on 27 March 2019. Alternatively, Bidders may obtain RFP documents through electronic mail by sending request to email address, gpsuglobalta@iom.int.*

Bidders are encouraged to submit questions and clarifications through electronic mail to email address, gpsuglobalta@iom.int from 27 March 2019 until 05 April 2019.

Bid proposals shall be valid for a period of *60 calendar days* after submission of Bid proposal and must be accompanied by a Bid Security equivalent to not less than *USD 7,500.00* in the form of *manager’s check, certified check, bank guarantee or letter of credit from a reputable commercial banking institution* and shall be delivered to the BEAC at *IOM MAC Office on or before 1500H Manila time 25 April 2019*.

If the bid proposal will be submitted through email the corresponding bid security should also be scanned and submitted together with the bid. However, hard copy of bid security should be submitted to respective IOM Office where the bidder is located (eg. bidders coming from Geneva to be submitted to IOM Geneva) on or before 1500H IOM Office country time 25 April 2019. Bidders should notify IOM through email at gpsuglobalta@iom.int which IOM Office they plan to submit the hardcopy of bid security 5 calendar days before bid submission deadline in order for IOM to coordinate with the respective IOM Office.

Late bids shall be rejected. Bids will be opened at the above address, date and time in the presence of the Bidders who wish to attend.

IOM reserves the right to accept or reject any bids, and to cancel the procurement process and reject all bids at any time prior to award of Contract, without obligation to inform the affected Bidder/s of the ground for IOM action.

Very truly yours,



Ms. Hui Chuan Yang
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.