



International Organization for Migration (IOM)  
The UN Migration Agency

**REQUEST FOR PROPOSAL**  
**for the**  
***Provision of Personnel Services***  
**by a**  
***Third Party Contractor under a Long Term Agreement (LTA)***

**BID BULLETIN**  
**Addendum No. 1**

This Addendum No. 01 is issued to modify information provided in the Request for Proposal for the *Provision of Personnel Services by a Third Party Contractor under a Long Term Agreement* issued to the prospective Bidders on 27 March 2019.

**A. General Instructions to Bidders**

1. Clause 12.4, d.4 should read as follows:

*“d.4 Any other pricing structure using Bidder’s pricing format that cannot be captured by the Price Schedule Form provided under Form 2 **maybe submitted as a separate sheet including volume pricing.**”*

**B. Response to Bidders’ Inquiries/Clarification**

**B.1 Commercial Inquiries**

**Q:** Please share the current deployment numbers, locations and roles of TPCs for IOM in their entirety around the globe?

**A:** *The procurement process for TPCs has been decentralized until the recent implementation of related guidelines, and we currently have no comprehensive information on the use of TPCs worldwide. However, we are aware of the current use of TPCs in at least eight countries, with the total number of deployed personnel between 2,000 – 3,000.*

**Q:** Regarding Form 2 - Price Schedule - You have requested an all-in cost for the HR Management, Payroll Services and Invoicing, Asset Administration, Reporting and Audit and Security. Is this all-in cost per annum or for the entire lifetime of the contract (2 years) or would it be preferable to be presented as a monthly cost?

**A:** *Form 2 – Price Schedule has been revised to show which services are to be priced as one-time cost or as a percentage of employment cost and which ones are to be priced as recurring monthly cost. These costs should be valid for the duration of the LTA.*

*Refer also to RFP Clause 12.4.d.4.*

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Q: In the first section of the price schedule form 'I. Recruitment And On- Boarding cost (one-off cost)', we would like IOM to clarify how we should price on-going activities as a one-off cost? Services 3 – 7 are services that normally are provided during the length of the employment/contract and is normally not a service connected to recruitment and on-boarding only.

A: *Form 2 – Price Schedule has been revised to show which services are to be priced as one-time cost or as a percentage of employment cost and which ones are to be priced as recurring monthly cost.  
Refer also to RFP Clause 12.4.d.4.*

Q: The draft contract refers to fees being as a % of employments costs but the wording elsewhere refers to fixed fees. Can either be provided in the pricing template? If relevant, can a mixture of %'s and fixed fees be provided?

A: *Form 2 – Price Schedule has been revised to allow for pricing to be provided as a percentage of employment costs, fixed cost and recurring cost or a combination of all.  
Refer also to RFP Clause 12.4.d.4.*

Q: Can different pricing tables be provided for International Consultants versus Local Nationals?

A: *Yes. Please ensure the Price Schedule are labelled accordingly.*

Q: Can volume-based pricing be provided?

A: *Yes, volume pricing should be provided if available including mechanism for applying discount related to volume.*

Q: In the price schedule form we are asked to insert geographical location. Does that mean we can submit pricing grouping countries in to either regional or even continental areas?

A: *Grouping countries can be done either by region or continent provided the prices are similar in these countries. Identify the countries under each grouping.*

Q: The draft contract provided by IOM states that 'IOM may terminate this agreement at any time in whole or in part'. In regard to the notice period for our staff following local labour laws, would it be possible to revise this to a two way 30 day notice period?

A: *Upon receiving a request, minor variations in the Service Agreement may be considered by IOM during Contract Negotiation following the Notice of Award, if IOM agrees that there is a justified reason for such request.*



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- Q. Regarding the non-medical evacuation insurance of a minimum of USD1,000,000.00, can IOM please confirm this applies to international staff only?
- A. *We confirm that the non-medical evacuation insurance of a minimum of USD1,000,000 applies to international employees only, as stated in the Annex 2 of the TPC Service Agreement.*

Very truly yours,

  
for Ms. Hui Chuan Yang  
BEAC Chairperson

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