



International Organization for Migration (IOM)
The UN Migration Agency

Request for Expression of Interest ***EOI/IOM/001/2020***

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.

In the framework of the activities of *IOM Bujumbura in Burundi*, IOM now invites eligible Consultancy Firms, INGOs, Universities and Research Institutions to submit *Expressions of Interest* to undertake the following consultancy opportunity:

“Multi Hazard Assessment and Risk Mapping in Burundi”

Timeline for tender process as stated below:

- March 4th – Release/ Advertisement of Request for Expression of Interest
- March 20th – Submission deadline for Expressions of Interest by Consultancy Firms/ Service Providers
- March 25th – Evaluation Process
- March 26th to 27th – Release of Direct Request for Proposal
- April 1st – Pre-Bid Conference Meeting
- April 6th – Submission of Proposals
- April 6th – Final Technical and Financial Evaluation Process
- April 16th – Tentative Date to Release Notice of Award

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder’s Information. All EOI and other tender documents will be posted in <https://www.iom.int/procurement-opportunities>

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at *IOM MAIN OFFICE #13 AVENUE RIRIKUMUTIMA BUJUMBURA, BURUNDI* or email at IOMBurundiProcurementLogistics@iom.int no later than 20th March 2020 on or before 3pm – Burundi Time. Late Applications will not be considered.
2. A detailed description must be provided on how the requirements specified in *Annex B: Terms of Reference* match the capability, experience, knowledge and expertise of the Consultancy Firms/ Service Providers.
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 Consultancy Firms/Service Provider's Authorized Representative; and
 - c. Duly Accomplished Annex A with all requested information.
7. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: *IOM MAIN OFFICE #13 AVENUE RIRIKUMUTIMA BUJUMBURA, BURUNDI* or email at IOMBurundiProcurementLogistics@iom.int. IOM will respond to any request for clarification received *from March 4-17, 2020, will answer on March 18, 2020 via email (EOI-Bid Bulletin #1)*.
6. Applications shall be evaluated in accordance with the Consultancy Firms'/Service Providers' demonstrated capacity, track record and experience and technical expertise. Only eligible and qualified Consultancy Firms/Service Providers based on above shall be invited to participate in the competitive bidding process.
8. 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.
9. The Consultancy Firms/Service Providers 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.
10. All information given in writing to or verbally shared with the Consultancy Firms/Service Providers in connection with this Request for EoI is to be treated as strictly confidential. The Consultancy Firms/Service Providers 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 Consultancy Firm /Service Provider is successful.
11. 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.

ANNEX A: BIDDERS INFORMATION

TABLE 1 – GENERAL INFORMATION

- Name of the Consultancy Firms
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business
- VAT Registration number

Provide certified copies

TABLE 2 – SERVICE PROVIDER EXPERIENCE IN LAST THREE YEARS

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

Remarks (**Provide documentary evidence**)

TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Year
- Client
- Description of works
- Contract Amount
- Remarks (**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 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 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:

Name/ Signature/ Date
(Name of Consultancy Firms/Service Providers)