



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones

25<sup>th</sup> floor Tower 6789 Ayala Ave., Makati, Metro Manila

**INVITATION TO SUBMIT EXPRESSION OF INTEREST**  
 (For Short listing of Companies/ Service Providers)

**March 22, 2019**

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 **ICT Operations**, IOM now invites Expression of Interest (EOI) from Companies and Service Providers of software development services, staff augmentation and placement as well as other ICT related services, with the intent of establishing a multi-year Services Agreement(s) with qualified vendors to allow for the hiring of technology professionals on an as-needed, temporary basis. Selected vendors will be eligible to provide services ranging from the involvement in full or partial onsite/off-site software development lifecycle, to staff augmentation under agreed upon terms as needs arise.

It is envisaged that vendors will be able to provide services in Philippines, Switzerland and Panama, or as may be required globally. A global presence with local offices around the world will be an added advantage.

All forms/required documents needed for submitting the Expression of Interest (EOI) are available on the website at [www.iom.int/procurement-opportunities](http://www.iom.int/procurement-opportunities)

The Expression of Interest shall contain information on the following:

- a) range of relevant consulting 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) any other relevant information.

The Expression of Interest shall be submitted in original and duplicate copy, **including a soft copy on a CD or pen drive**, and should be received either through mail ([gpsu@iom.int](mailto:gpsu@iom.int)) copying ([evargas@iom.int](mailto:evargas@iom.int)) or by hand to IOM, with office address at 25<sup>th</sup> floor Tower 6789 Ayala Ave., Makati, Metro Manila, no later than **April 5, 2019, 1:00pm (GMT+8)**.

On the basis of the above information, IOM shall draw up the shortlist of Companies/Service Providers Only short-listed Companies/Service Providers will be invited to submit technical and financial proposals.

Interested Consultants may obtain further information from IOM at the above office address on or before March 25, 2019 to 29th March 2019 8:00-5:00PM (GMT+8). to [evargas@iom.int](mailto:evargas@iom.int) copying [gpsu@iom.int](mailto:gpsu@iom.int)

IOM 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 Companies/Service Providers.

Very truly yours,

[Mumbi Gichuki](#)  
[ICT Operation Manager](#)



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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.

In the framework of ICT Global Operations, IOM now invites Expression of Interest (EOI) from Companies and Service Providers of software development services, staff augmentation and placement as well as other ICT related services, with the intent of establishing a multi-year Services Agreement(s) with qualified vendors to allow for the hiring of technology professionals on an as-needed, temporary basis. Selected vendors will be eligible to provide services ranging from the involvement in full or partial onsite/off-site software development lifecycle, to staff augmentation under agreed upon terms as needs arise.

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information.

1. The Application must be submitted either through mail ([gpsu@iom.int](mailto:gpsu@iom.int) copying [evargas@iom.int](mailto:evargas@iom.int)) by hand in sealed envelope to IOM with office address at *25th floor Tower 6789 Ayala Ave., Makati, Metro Manila*, no later than *April 5, 2019, 1:00pm (GMT+8)*. Late Application will not 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 on one original and one copy, **including a soft copy on a CD or pen drive**, and envelop must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Company/Service Provider.
4. The Application must be submitted in 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.
5. Depending on the service to be provided, consultants can submit an EOI as an individual or an entity. An entity can be a single consulting firm, lead consulting firm with sub-consultants, or a joint venture.
6. When expressing interest as an individual, consultants offer up-to-date information on how their qualifications and experiences conform to the TOR requirements.

7. When expressing interest as an entity, the vendor must highlight their most recent projects and geographical experiences relevant to the TOR, as well as its management capacity. If a consultant is submitting an EOI as a joint venture (JV), the EOI will be submitted by the lead firm or lead partner, and should clearly identify each joint venture partner.
8. CVs are not required when an entity submits an EOI.
9. 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.
10. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: *25th floor Tower 6789 Ayala Ave., Makati, Metro Manila*. IOM will respond to any request for clarification received on or before March 25, 2019 to 29th March 2019 8:00-5:00PM (GMT+8).
11. Applications shall be evaluated in accordance with the following criteria:
  - a. Capacity to Provide Services
  - 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.
12. 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.
13. 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.
14. 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.

15. 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 Company
- Year founded
- 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 – COMPANY 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 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 PLANT AND EQUIPMENT (OWNED AND HIRED)**

- Description whether Owned or Leased
- Year of Manufacture

**TABLE 8 – ANY OTHER INFORMATION**

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

## **ANNEX B: SERVICES REQUIRED**

The International Organization for Migration (IOM) is seeking proposals from qualified vendors to establish long term agreements for the procurement of IT staff augmentation services. The service would allow for the hiring of technology professionals on an as-needed, temporary basis under agreed upon terms as needs arise. Terms will be dependent on the actual determined requirements and could be based on:

- Time and Material Model
- Staff Augmentation Model
- Fixed Price Model
- Project specific milestones

Depending on service activity and deliverables, the approach undertaken may also be on a fully outsourced support model, on-site or off-site support.

Examples of ICT services that we may engage in are:

- Application software development
- Web design and development
- Mobile applications and API development
- Content management and SEO support
- Technical writing support
- Application support or management
- Technical support/help desk support
- Database development/management
- Infrastructure and telecoms project rollout or support
- And more.












**TABLE 1 – RESOURCE ROLES & PROFILES REQUIRED**

Position Required	Ability to Provide Resource as required (Years of xperience)				Lead Time Needed to Provide
	Junior 1 - 3 years	Intermediate 4 – 5 years	Senior + 6 years	Advanced + 8	
<i>E.g. Senior .Net Developer</i>			✓		<i>4 Weeks</i>
<b>Architecture</b>					
<b>Technical Architecture Specialist</b>					
<b>Functional Architect</b>					
<b>Data Architect</b>					
<b>Database Architect</b>					
<b>Developers</b>					
<b>Software Development Manager</b>					
<b>Software Release Officer</b>					
<b>Web Developer</b>					
<b>Mobile Developer</b>					
<b>.NET Developer</b>					
<b>SharePoint Developer</b>					
<b>Drupal Developer</b>					
<b>Java Developer</b>					
<b>API Developer</b>					
<b>Block Chain Developer</b>					
<b>Chatbot Developer</b>					
<b>AI Developer</b>					
<b>Designers</b>					
<b>Graphics Designer</b>					
<b>UI/UX Designer</b>					
<b>Business Analytics Group</b>					
<b>Business Analyst</b>					
<b>Business Intelligence Analyst</b>					
<b>Business Subject Matter Expert</b>					
<b>Reporting &amp; Budget Analyst</b>					
<b>Data Analyst</b>					
<b>Help Desk Analyst</b>					
<b>Technical Writer</b>					
<b>Content Manager</b>					
<b>Search Engine Optimization (SEO) Specialist</b>					

<b>Position Required</b>	<b>Ability to Provide Resource as required (Years of xperience)</b>				<b>Lead Time Needed to Provide</b>
	<b>Junior</b>	<b>Intermediate</b>	<b>Senior</b>	<b>Advanced</b>	
<b>Software Testing</b>					
<b>Tester</b>					
<b>Quality Assurance Specialist</b>					
<b>Project Management</b>					
<b>Project Manager</b>					
<b>Project Information Assistant</b>					
<b>Configurations Management Specialist</b>					
<b>Change Management Specialist</b>					
<b>Administrators</b>					
<b>SharePoint Administrator</b>					
<b>Datawarehouse Administrator</b>					
<b>System Administrator</b>					
<b>User Support Group</b>					
<b>Data Entry Operator</b>					
<b>Help Desk Technician</b>					
<b>Service Desk</b>					
<b>Engineering Group</b>					
<b>Telecom Engineer</b>					
<b>Voice/Data Engineer</b>					
<b>Network Support Engineer</b>					

**TABLE 2 – CATALOGUE OF RESOURCE ROLES & PROFILES**

<b>Roles Category</b>	<b>Role File</b>
<b>Architecture</b>	 Architects Role Profiles.xlsx
<b>Developers</b>	 Developers Role Profiles.xlsx
<b>Designers</b>	 Designers Role Profiles.xlsx
<b>Business Analytics Group</b>	 BusinessAnalysts Role Profiles.xlsx
<b>Software Testing</b>	 Software Testing Role Profiles.xlsx
<b>Project Management</b>	 Project Management Role P
<b>Administrators</b>	 Administrators Role Profiles.xlsx
<b>User Support Group</b>	 User Support Group Role Profiles.
<b>Engineering Group</b>	 Engineers Role Profiles.xlsx

**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