



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

Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Providers/ Consulting Firms for the Provision of *Change Management Support and Delegation of Authority Structure Design* for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the Provision of *Change Management Support and Delegation of Authority Structure Design under the Internal Governance Framework initiative*. More details on the services are provided in the attached Terms of Reference (TOR).

The Service Provider /Consulting Firm will be selected under a Quality –Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference
- Section V. Standard Form of Contract
- Section VI. Vendor Information Sheet (VIS)

A complete set of RFP Documents is available for issuance to Interested Bidders at *IOM MAC office in Manila Philippines from 08 November 2019 until 27 November 2019*. Alternatively, Bidders may obtain RFP documents through electronic mail by sending request to email address, gpsubids@iom.int.

The Proposals must be delivered by hand to IOM with office address at *25F Tower 6789 Ayala Avenue, Makati City* or through electronic mail at email address gpsubids@iom.int on or before *27 November 2019 1500H Manila Time*. No late proposal shall be accepted.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms.

Mr. Vladimir Maslarov
Global Procurement and Supply Unit Head

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.