



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

No 62, Ananda Coomaraswamy Mawatha, Colombo 6, Sri Lanka

**INVITATION TO SUBMIT EXPRESSION OF INTEREST**  
 (For Short listing of Companies/ Service Providers)  
**EOI LK18-001**

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 **Health Assessment**, IOM now invites Expression of Interest (EOI) from Companies/Service Providers **to develop, implement and support (including end user training and maintenance) an Information System for Health Assessment Programme which will be operated in coordination with the Government of Sri Lanka.**

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.) other relevant information.

The Expression of Interest shall be submitted in original and duplicate copy and should be received either by hand or through mail by IOM with office address at **No.62, Ananda Coomaraswamy Mawatha, Colombo 03**. no later than **2.30 p.m. on 08<sup>th</sup> October 2018**. **The application shall also be submitted through email at [iomlkprocurement@iom.int](mailto:iomlkprocurement@iom.int) on or before deadline.**

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 Companies/Service Providers may request for further information. The request must be sent by email at [iomlkprocurement@iom.int](mailto:iomlkprocurement@iom.int) from 01<sup>st</sup> to 5<sup>th</sup> of October 2018.

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,

**BEAC Chairperson**

No. 62, Ananda Coomaraswamy Mawatha,  
 Colombo-03



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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 **Health Assessment**, IOM now invites Expression of Interest (EOI) from Companies/Service Providers **to develop, implement and support (including end user training and maintenance) an Information System for Health Assessment Programme which will be operated in coordination with the Government of Sri Lanka.**

The specific objectives of the assignments are to design and implement of the Inbound Health Assessment and Health Security Coverage Systems, to operationalize a proposed facility owned by the Quarantine Unit of the Ministry of Health, Nutrition and Indigenous Medicine, under the supervision of the International Organization for Migration, Sri Lanka.

The key functionalities of the proposed workflow will include, but not limited to;

- Call center operations with multi-language Interactive Voice Response integration
- Integrated Online Appointment scheduling and queue management
- Internet Payment Gateway and on-site payment integration
- Registration of the applicants with the biometric data capture and verification against the passport and sharing with government counterparts, PACS/Radiology Information and Laboratory Information System integration
- Health Assessment workflow support by interlinking IOM and the relevant government counterparts
- Integration of the Health Assessment System with the existing health information systems Ministry of Health
- Integration of the Health Assessment System with the relevant government partners
- Facilitate the introduction of Health Security Coverage scheme by the Ministry of Health

The consultancy firm may associate with other firms in the form of Joint Venture under above requirements to enhance their qualifications and need to be indicated details of such Joint Venture particulars. However, the consultancy firm shall not subcontract any part of the assignment. International firms shall have local agents with required infrastructure facilities or own locally registered company with required locally available infrastructure facilities to perform this assignment.

Total duration of the consultancy would be three (03) years and a working solution agreed by the consultancy firm and the International Organization for Migration, Sri Lanka shall be delivered within a two (02) month period from the date of awarding of the contract.

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 by hand or through mail in sealed envelope to IOM with office address at **No.62, Ananda Coomaraswamy Mawatha, Colombo 03**. no later than **2.30 p.m. on 08<sup>th</sup> October 2018**. **The application shall also be submitted through email at [iomlkprocurement@iom.int](mailto:iomlkprocurement@iom.int) on or before deadline**. Late Application will no longer 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 and envelopes 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 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.
5. 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.
6. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: **BEAC, No.62, Ananda Coomaraswamy Mawatha, Colombo 03 or e-mail at [iomlkprocurement@iom.int](mailto:iomlkprocurement@iom.int)** IOM will respond to any request for clarification received on or before **5<sup>th</sup> October 2018**.
7. Applications shall be evaluated in accordance with the following criteria:
  - a. **Capacity**
  - b. **Track Record and Experience**
  - c. **Technical Expertise** (*List down minimum three projects completed in last three years*)
  - d. **Financial Strength**

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender 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 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.
10. 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.
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 Company
- 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 COTRACTS

- 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) – If applicable**

- 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**

**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