



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

IOM Ukraine
8, Mykhailivska Street, Kyiv, 01001, Ukraine

INVITATION TO SUBMIT PROPOSALS
UA1-2018-232

14 May 2018

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 [Support for Migration and Asylum Management](#) in Ukraine the Bids Evaluation and Award Committee (“BEAC”) of IOM Ukraine now invites Proponents submit their proposals for services on [Study on the implementation and use of biometrics for the visa handling of concerned authorities in Ukraine](#), in accordance with the Instruction to Proponents and ToR, given in the Bidding Documents.

The Proponent submits following information and documents together with the original of bid:

- a) Technical Proposal – TPF-1;
- b) Proponent Relevant Experience – TPF-2;
- c) Comments and Suggestions of the Proponent on the Terms of Reference and on Data, Services, and Facilities to be Provided by IOM – TPF-3;
- d) Description of the Approach, Methodology and Work Plan for Performing the Assignment – TPF-4;
- e) Team Composition and Task Assignments – TPF-5;
- f) Format of Curriculum Vitae (CV) for Proposed Professional Staff – TPF-6;
- g) Time Schedule for Professional Personnel – TPF-7;
- h) Activity (Work) Schedule – TPF-8;
- i) Financial Proposal – FPF-1;
- j) Summary of Costs – FPF-2;
- k) Breakdown of Costs by Activity – FPF-3;
- l) Breakdown of Remuneration by Staff – FPF-4;
- m) Breakdown of Reimbursable Expenses – FPF-5;
- n) Bid Securing declaration (Section VI);
- o) Company Profile (including the names of owners, key officers, technical personnel) – Vendor Information sheet (given as a separate template);
- p) Code of Conduct for the Supplier (signed and stamped) (template given separately);
- q) Signed Code of Conduct for Suppliers (template given separately);
- r) List of main contracts, entered by the Proponent during the last 3 (three) years on fulfilling the project tasks of similar type and scope, in case of joint venture – for each partner. For each contract it is required to specify the general description of the project, duration, contract value, and Proponent’s role.
- s) Key customer’s references;

- t) Certificate of Registration from government agency in Ukraine or abroad;
- u) Proponent's Charter (if available);
- v) Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;
- w) Valid Government Permits/Licenses regarding the activity, related to the subject of the current tender (if applicable);
- x) Audited Financial Statement for the last business year;
- y) General presentation of the Proponent's activities and experience (free format).

The Proposal shall be submitted in original and duplicate copies and should be received either by hand or through mail by the BEAC with office address at

*International Organization for Migration, Mission in Ukraine
Procurement Unit
8, Mykhailivska Street,
Kyiv, 01001,
Ukraine*

not later than *17:00, 05 June 2018*, which is considered to be the deadline for Proposals submission.

Bids must be valid for a period of *60 calendar days* after the deadline of submission of the proposals.

Please address your requests for Bidding Documents and other tender related questions in writing to the following email iomkieltenders@iom.int specifying in the subject line:

UA1-2018-232 - [Proponent's company name] – Clarification request (attn: Maksym Koshel)

not later than 5 (five) working days prior to deadline for submission.

All bids must be prepared in EUR VAT excluded.

IOM Ukraine reserves the right to reject any or all bids that includes VAT.

The BEAC reserves the right to accept or reject any Proposal, and to annul the selection process and reject all Proposals at any time, without thereby incurring any liability to the affected Proponents.

Very truly yours,

**BEAC Chairperson
IOM Ukraine**