



International Organization for Migration (IOM)
The UN Migration Agency

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

INVITATION TO SUBMIT PROPOSALS

No: [UA1-2018-2756](#)

Date: [12.10.2018](#)

The International Organization for Migration (hereinafter called IOM) intends to engage Service Provider for *feasibility study to identify a mechanism for migrant investment in Ukraine* under the project “Facilitating Migrant Investment in Ukraine”

The proposals must be valid for no less than 60 calendar days from the date of bids opening (next business day after submission deadline); it should be clearly stated in the bid. The prices should be indicated *in US Dollars without VAT*. Proposals including VAT will be rejected.

The Bidding document containing rules, requirements for documentation, instructions for the Proponents, terms of reference and standard forms may be received by forwarding the correspondent request on e-mail: iomkieltenders@iom.int

The subject line of the request shall be:

[UA1-2018-2756 – \[Proponent’s company name\] – request of Bidding documents](#)

The application, submitted for participation in the competition, should include the following documents:

1. *Technical Proposal Forms TPF-1 – TPF-9;*
2. *Financial Proposal Forms FPF-1 – FPF-5;*
3. *Company Profile (general presentation of the Proponent’s activities and experience);*
4. *Vendor Information sheet (template provided in separate file);*
5. *Signed Code of Conduct for the Supplier (signed and stamped) (template provided in separate file);*
6. *List of main contracts, entered by the Proponent during the last 5 (five) 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.*
7. *Key customer’s references;*
8. *Certificate of Registration from government agency in Ukraine or abroad;*
9. *Proponent’s Charter (if available);*
10. *Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;*
11. *Valid Government Permits/Licenses regarding the activity, related to the subject of the current tender (if applicable);*
12. *Confirmation on payment of taxes for the last business year;*
13. *In case the potential Service Provider is going to assign any subcontractors, the potential Service Provider should provide full scope of documents confirming capacities of the subcontractor, including a) Company Profile, b) Certificate of Registration from government agency in Ukraine or abroad; c) Valid Government*

Permits/Licenses, including confirmations of Tax Identification Number and local taxes, issued by respective government agency in Ukraine or abroad d) List of main contracts entered by the Company into for the last 5 years and customers' references; e) Proof of Tax Payment for last business year.

The Proposal shall be submitted in original and digital copy on CD and should be received either by hand or through mail by the BEAC.

Proposals, which are not compliant to the abovementioned, will not be considered by IOM.

The originals of proposals must be submitted to the BEAC in the sealed envelopes with tender reference UA1-2018-2756 "Services for feasibility study to identify a mechanism for migrant investment in Ukraine" to the address:

*International Organization for Migration, Mission in Ukraine
Procurement Unit
8, Mykhailivska Street,
Kyiv, 01001,
Ukraine
Attn. of Sakhanda Svitlana*

on or before **4:00 PM (EEST), 10 December 2018**. Late bids will not be considered.

Additionally, a complete electronic version of the proposal (scanned copies of all the documents) shall be sent to the address iomkieltenders@iom.int before the indicated deadline - **4:00 PM (EEST), 10 December 2018**

Applications submitted after the deadline shall not be accepted.

Please address questions in writing to the following email iomkieltenders@iom.int specifying in the subject line: *UA1-2018-2756 - [Proponent's company name] – Clarification request (attn: Svitlana Sakhanda)* not later than 3 (three) working days prior to deadline for submission.

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 agreement award, without thereby incurring any liability to affected Proponents.

Very truly yours,

**BEAC Chairperson
IOM Ukraine**