



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

14 September 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 Project, funded by EUR, the Bids Evaluation and Award Committee (“BEAC”) of IOM Ukraine now invites Proponents submit their proposals for services on *Development of special software “Subsystem for Registration of Administrative Offences” for the State Migration Service of Ukraine*, in accordance with the Instruction to Proponents and ToR, given in the present Bidding Documents.

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

- a) Technical Proposal Forms TPF-1 – TPF-9;
- b) Financial Proposal Forms FPF-1 – FPF-5;
- c) Bid Security in the form of bank guarantee from a reputable commercial banking institution and equivalent to 2% of total bid (Section VI (B));
- d) Company Profile (general presentation of the Proponent’s activities and experience);
- e) Vendor Information sheet (template provided in separate file);
- f) Signed Code of Conduct for the Supplier (signed and stamped) (template provided in separate file);
- g) 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.
- h) Key customer’s references;
- i) Certificate of Registration from government agency in Ukraine or abroad;
- j) Proponent’s Charter (if available);
- k) Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;
- l) Valid Government Permits/Licenses regarding the activity, related to the subject of the current tender (if applicable);
- m) Confirmation on payment of taxes for the last business year;
- n) 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 3 years and customers' references; e) Proof of Tax Payment for last business year.

Proposal shall be submitted in original hard copy 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, 01 October 2018, which is the deadline for Proposals submission.

Proponents also submit electronic copies of their proposals by depositing files either on Dropbox, OneDrive or other open fileshare hosting and shall send the link of the folder containing the proposals by e-mail addressed to: [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) with subject line: #UA1-2018-3048\_[Proponent's name]\_Electronic proposal.

Proposals must be valid for a period of 60 calendar days after the date of opening of the proposals (next business day after set deadline).

Please address questions in writing to the following email [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) specifying in the subject line:

*UA1-2018-3048 - [Proponent's company name] – Clarification request (attn: Anna Kozachenko)*

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.**

**Interested Proponents shall submit their preliminary confirmation of participation in tender on e-mail [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) (any form, specifying name and contact details of a contact person) not later than 11.00 26.09.2018. The preliminary confirmation shall not be considered as an obligation to participate and may be withdrawn by the bidder any time before the specified deadline of bids submission.**

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**