



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

## INVITATION FOR BIDS (revised as of 08 January 2019)

No: [UA1-2018-3104](#)

Date: [12.12.2018, revision on 08.01.2019](#)

The International Organization for Migration (IOM) is an intergovernmental 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, implemented by IOM and funded by European Union*, the IOM Ukraine Bids Evaluation and Awards Committee (“BEAC”) now invites interested Bidders to submit “Bid” for *supply and delivery of IT equipment for the State Migration Service of Ukraine*, according to the details below:

Lot №	Description of the Goods/Services	Quantity	UM
1	Server (detailed specification provided in Section II of the Bidding Document)	4	item
2	Switch (detailed specification provided in Section II of the Bidding Document)	4	item
3	Stack modules (detailed specification provided in Section II of the Bidding Document)	4	item
4	Cables for connecting servers 3m (detailed specification provided in Section II of the Bidding Document)	8	item
5	Uninterruptable Power Supply units (detailed specification provided in Section II of the Bidding Document)	2	item
6	Server cabinet (detailed specification provided in Section II of the Bidding Document)	2	item
7	Workstations with monitor, mount, computer mouse, keyboard and preinstalled software (detailed specification provided in Section II of the Bidding Document)	5	set

The offered price of the Goods and services shall be quoted in **Euro, VAT excluded**. Delivery terms – DDP-Kyiv (Incoterm 2010).

In calculating the unit prices in Euro, bidders must use the official UN exchange rate indicated in the link: <https://treasury.un.org/operationalrates/OperationalRates.php>.

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and IOM shall be written in English and/or Ukrainian language.

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

All bids must be placed in sealed envelope with clear markings containing the

Tender number: *UA1-2018-3104*

Title: *Supply and delivery of IT equipment for the State Migration Service of Ukraine*

and submitted not later than **17.00, 18 January 2019** to:

*International Organization for Migration, Mission in Ukraine  
The Bids Evaluation and Awards Committee  
8, Mykhailivska Street,  
Kyiv  
01001  
Ukraine*

Along with sending the hard copy of the original bid, Bidders shall deposit the electronic versions of the bid documents, including a clear scanned copy of the Bid Security on a file hosting service (Dropbox, One Drive, etc.) and shall send the link of the folder containing the bids to [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) no later than **17.00, 18 January 2019**. The subject line of the e-mail containing the link for the electronic bid download shall clearly indicate the following:

*UA1-2018-3104 – [insert full name of the Bidder] – Electronic bid*

**IOM Ukraine reserves the right to reject any or all bids submitted after the deadline.**

The following documents must be placed inside the sealed envelope containing the official bid:

- a) Official Bid and price list (according to bid template Form-1, Form-2);
- b) Specification of Bid (offered product specification of goods correspondent to the requirements provided in Section II of Bidding Document, manufacturer's datasheets / technical literature);
- c) Manufacturer's Authorization Letters / Forms;
- d) Warranty service terms (Form-6);
- e) Vendor Information sheet (provided as a separate file);
- f) Authorization certificate or any other document, confirming the bidder's status as the official distributor or trade partner of the Goods manufacturer;
- g) Authorization certificate of the service center(s), which are going to provide the warranty and post-warranty service of the Goods offered;
- h) Quality certificates for the Goods offered for delivery, proving the Goods' compliance with the terms of reference of the present bidding documents and government standards of Ukraine;
- i) Signed Code of Conduct for Suppliers (template is provided in separate file);
- j) Bid Security (in the form of bank guarantee for 2% amount of total bid, from a reputable commercial banking institution or from insurance company) (Form-3);
- k) Certificate of Registration from government agency in Ukraine or abroad;
- l) Bidder's Charter (if available);
- m) Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;
- n) Proof of Tax Payment for last business year (certificate / statement on absence of tax areas);
- o) Key customers' references;
- p) Bid documents checklist (Form-7);
- q) 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) product manufacturer's authorization (certification); e) customers' references; f) Proof of Tax Payment for last business year.

The bidders confirm their commitment to accept and sign the standard supply agreement with IOM Ukraine using the Supply Agreement template annexed to this Instruction, which is to be signed with the winning bidder. The supply agreement template is provided in the Section III.

Interested Bidders may address questions related to Bidding Documents and / or Technical Requirements and Specifications to the BEAC by email: [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) no later than 3 (three) working days prior to the deadline for the submission of bids.

The email must be with subject line "*UA1-2018-3104 – [insert bidder's name] – to the attention of Anna Kozachenko*".

Written copies of IOM's response (including an explanation of the query but without identifying the source of inquiry) will be published at the respective section of IOM Mission in Ukraine website for all prospective bidders (<http://www.iom.org.ua/en/tenders/current-tenders>).

Interested bidders 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, 15.01.2019. 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.

IOM reserves the right to accept or reject any bid and/or to annul the selection process and/or reject all proposals at any time prior to agreement award, without thereby incurring any liability to affected Bidders.

Very truly yours,

BEAC Chairperson

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