



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

## INVITATION TO BID

No: **UA1-2018-359**

Date: **13.07.2018**

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 the project *«Provision of Lifesaving Non-Food Items and WASH Support for the Most Vulnerable Households»*, supported by Central Emergency Respond Fund, the IOM Ukraine Bids Evaluation and Awards Committee (“BEAC”) now invites interested Bidders to submit “Bid” for the *Supply and delivery of family hygiene kits (Luhansk)* in accordance with the Instructions for Bidders and ToR, given in the Bidding Documents.

The Bidding Documents containing rules, requirements for bidding documentation, instructions for the Bidders, terms of reference and standard forms may be received by forwarding the correspondent request on e-mail: [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int)

The subject line of the request shall be:

*UA1-2018-359 – [insert bidder’s name (no brackets)] – request of the Bidding Documents*

Interested Bidders must submit the following information and documents together with the original of the bid:

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

- 1) Official Bid (Form-1);
- 2) Price-list (Form-2);
- 3) Specification of Bid (according to the template given);
- 4) Vendor Information sheet (signed and stamped) (given as a separate template);
- 5) Code of Conduct for Suppliers (signed and stamped) (given as a separate template);
- 6) Bid Security (Form-3) equivalent (in the form of bank guarantee from a reputable commercial banking institution or insurance guarantee from insurance company);
- 7) Bid Securing Declaration (in case bid security (bank guarantee) or insurance company guarantee are not submitted) (Form-4);
- 8) Certificate of Registration from government agency in Ukraine or abroad;
- 9) Bidder’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) List of main contracts entered by the Bidder into for the last 3 years;

- 13) Financial statements (Statement of condition, Profit and Loss account or Tax declaration of the single tax payer) – as of 2015-2017;
- 14) Key customers' references;
- 15) Manufacturer's quality certificates for the Goods offered for delivery, proving the Goods' correspondence to the terms of reference of the present bidding documents and government standards of Ukraine.
- 16) Bid documents checklist (Form-5).

**Interested bidders should provide a complete packed sample of the requested kits, including the labelling and duct tape (if used), for evaluation and comparison (the duct tape of the samples may be non-branded, however quality and type of sample duct tape shall be identical to the offered one).**

Goods, which are the subject of current bidding, shall be delivered on [DDP IOM warehouse in Luhansk](#) (Incoterms 2010) terms.

**Please note, that the goods shall be delivered to the non-government controlled areas of Ukraine – Luhansk city.**

**Winning bidder(s) shall be fully responsible for fulfilment of all the relevant procedures of cargo clearance with state authorities and organization of transportation process in strict accordance with the legislation in effect.**

**IOM will not provide support of any kind (including consultancy services) to the winning bidder(s) on execution of any applicable cargo clearance and transportation procedures.**

The bid shall be submitted either by hand or through mail to the BEAC with office address at [International Organization for Migration, Mission in Ukraine](#)  
[Procurement Unit](#)  
[8 Mykhailivska Street,](#)  
[Kyiv, 01001](#)  
[Ukraine](#)

not later than [16:00 \(EEST\), 07 August 2018](#), which is considered to be the deadline for bids submission.

Bids must be valid for a period of [45 calendar days](#) after the deadline of submission of the bids.

All bids must be prepared in **USD 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 bid, and to annul the selection process and reject all bids at any time, without thereby incurring any liability to the affected bids.**

**BEAC Chairperson**  
**IOM Ukraine**