



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

No: [UA1-2018-368](#)

Date: [17.07.2018](#)

The International Organization for Migration (hereinafter called **IOM**) intends to engage qualified non-governmental organizations (NGOs) to submit expression of interest as Implementing Partners for the project *“Provision of Lifesaving Non-Food Items and WASH Support for the Most Vulnerable Households in Luhansk and Donetsk (NGCA)”*.

The project will be implemented given the availability of funding.

IOM now invites NGOs operating on non-government controlled areas of Donetsk Oblast of Ukraine to submit Project and Budget Proposal on project aimed at provision of lifesaving non-food items for vulnerable population in the East of Ukraine *through services on distribution of winterization and hygiene kits*.

The Request for Proposal (RFP) 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:

UA1-2018-368 – [insert NGO’s name (no brackets)] – request of tender documents

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

1. *Technical Proposal (TPF-1 form);*
2. *Budget Proposal (BPF2 form), certified by signature and stamp;*
3. *Completed and signed Vendor / NGO Information Sheet;*
4. *Signed Code of Conduct for Suppliers / NGOs;*
5. *Completed and signed List of Implemented Projects;*
6. *CVs of staff engaged in project implementation;*
7. *Copies of the registration and constituent documents of the NGO;*
8. *Copies of the financial statements submitted in 2017-2018.*

The Applications must be delivered by hand or through mail on or before **14:00 on July 30, 2018**, to the one of the following addresses:

In government controlled area:

International Organization for Migration (IOM)

Mission in Ukraine

8 Mykhailivska St.

Kyiv, 01001

Attn. of Anastasiia Dan

In non-government controlled area:

IOM Donetsk Field Office

UN Common Premises

1a Polotska Str.

Donetsk

Attn. of Elena Kutsel

Be sure to send additionally a complete electronic version of the application (scanned copies of all the documents) to the address iomkieltenders@iom.int before the indicated deadline - **14:00 on July 30, 2018**.

Please, indicate clearly in the subject line of an e-mail and on the envelope with the application the tender number:

UA1-2018-368 – Distribution of winterization and hygiene kits, [NGO's name]

Applications submitted after the deadline shall not be accepted.

The selection process of the project implementing partners will be carried out during the period defined after confirmation of funding, and may include a personal meeting with the staff of the organization in the IOM mission.

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 selection participants and Implementing Partners.