



International Organization for Migration (IOM)
The UN Migration Agency

IOM Ukraine
8 Mykhailivska Street, Kyiv, 01001, Ukraine

REQUEST FOR QUOTATION (RFQ) UA1-2020-1704

Date: 21 January 2020

Revision date: 27 January 2020¹, 04 February 2020²

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 the projects *Essential Humanitarian Assistance and Early Recovery Support to Vulnerable Returnees, IDPs and other Conflict-Affected Communities in Eastern Ukraine and Essential relief to vulnerable returnees and conflict-affected communities in Donetsk and Luhansk regions (NGCA)*, IOM invites interested Contractors to submit Quotations for the execution of *renovation of social institutions in Luhansk region (non-government controlled areas - NGCA)*, in accordance with the General Instruction to Contractors (GIS) and Terms of References (ToRs), given in Request for Quotation (RFQ) documents, *as revised on 27.01.2020 and 04.02.2020*.

The Request for Quotation (RFQ) documents, *as revised on 27.01.2020 and 04.02.2020*, containing rules, requirements for quotations, instructions for the Contractors, 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:

UA1-2020-1704 – [insert bidder's name (no brackets)] – request of the RFQ documents

Interested Contractors must submit the following information and documents together with the original of quotation:

- 1) Standard Quotation Form (template provided in Form-1);
- 2) Bill of Quantities (BoQ), separately for each site (template provided in Forma-2);
- 3) Schedule of the offered works execution separately for each site (template provided in Form-3);
- 4) Declaration of Bid Security (template provided in Form-4);
- 5) Confirmation (including confirmation from relevant bank) of provision of Advance Payment Security (template provided in Form-5), in case requested advance payment higher than ten thousand US Dollars (USD 10,000.00) or 10% of the Agreement total value, whichever is lower.
- 6) Vendor Information Sheet (template provided in Form-6);
- 7) Copies of Certificate of Registration from government agency in Ukraine or abroad;
- 8) Copies of Company's statutory documents;

¹ Premises plan was added to Terms of References (ToRs) in accordance with the Request for Quotations revisions as of 27.01.2020.

² Tender deadline was extended for one week in accordance with the Request for Quotations revisions as of 04.02.2020.

- 9) Copies of Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;
- 10) Certification from the Bank Regarding the Company's Bank Account;
- 11) Copies of Valid Government Permits/Licenses regarding the activity, related to the subject of the this RFQ;
- 12) Copies of documentary evidence of the financial capacity: statement of condition (MFU Form No.1) and Statement of financial results (MFU Form No.2) for the last 2 years;
- 13) List of similar project/contracts, executed by the Contractor as a prime contractor or subcontractor for the last 3 years (template provided in Form-7);

- 14) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the works execution (template provided in Form-8);
- 15) List of contractor's personnel (viz. Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the works execution, with their complete qualification and experience data on experience along with CVs;
- 16) IOM Code of Conduct for Suppliers (template provided in Form-9)
- 17) In case the Constructor is going to assign any subcontractors for works execution, the Contractor shall provide list of such subcontractors and full scope of documents specified for each subcontractor (including documents g-o as per list in this clause);
- 18) Quotation Documents Checklist (template provided in Form-10).

The quotation shall be submitted in original and should be received either by hand or through mail by the IOM Procurement Unit with office address at

*International Organization for Migration, Mission in Ukraine
Procurement Unit
8, Mykhailivska Street,
Kyiv, 01001,
Ukraine*

not later than **16:00 (EET), 11.02.2020³**, which is considered to be the deadline for bids submission.

Quotations must be valid for a period of **65 calendar days** after the deadline of submission of the bids.

All quotations must be prepared in USD VAT excluded.

IOM Ukraine reserves the right to reject any or all quotations that includes VAT.

IOM 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.

Very truly yours,

**Procurement Unit
IOM Ukraine**

³ *Tender deadline was extended for one week in accordance with the Request for Quotations revisions as of 04.02.2020.*