



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

(IOM Iraq, UNAMI Compound, D2, International Zone, Baghdâd, Iraq)

INVITATION TO SUBMIT EXPRESSION OF INTEREST

07-Mar 2022

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.

IOM Bids Evaluation and Award Committee (“BEAC”) now invites interested service providers to express their interest to provide *Event Management services in Iraq*. **As a long Term agreement for two years.**

Locations:

(Erbil, Dohuk, Sulaimaniah, Kirkuk, Ninawa, Salahaddin, Baghdad, Anbar, Basra, Missan, Thiqr, Karbala, Najaf, Babil, Diyala, Al Qadisiyah, Wasit and Al Muthanna)

The Expression of Interest shall contain information on the following:

1. Service provider license that proof that the company is specialized in event management and/or relevant services.
2. Service provider profile.
3. Service provider valid official registration certificate and/or a copy of the license.
4. Track record and experience of the company in similar assignment including list of major clients served during last three years. (please list the year, client name, description of services and contract amount) and provide documentary evidence.
5. Previous contracts for event management with UN agencies or INOGs.
6. Proof of financial capacity (bank statement for the last two years showing the financial capability of the service provider),
7. Any other relevant documents

The Expression of Interest shall be submitted through email at

Email: IRAQEVENTSMANAGEMENTLTA@iom.int No later than *[30 Mar 2022 at 11:00AM]*.

Please note that the capacity of the email should not exceed **9MB** otherwise will be neglected by our server.

On the basis of the above information, the BEAC shall draw up the shortlist of Service Providers. Only short-listed Service Providers will be invited to submit technical and financial proposals.

Interested suppliers must submit all the requested documents listed above in this EOI Requirements. In the absence of specific documents as indicated, other documentation providing similar information may be accepted by the evaluation panel at its own discretion.

In this regards the evaluation panel reserves the right to request additional information, documents or further clarification from one or multiple bidders.

1. Interested Service Providers may obtain further information from the evaluation panel or send their enquires 2 days before mentioned deadline (if any) through this Email: IRAQEVENTSMANAGEMENTQUESTIONIER@iom.int

The evaluation panel reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Service Providers.

Very truly yours,
IOM Iraq Procurement and Logistics Department

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