

Date: 06/14/2023

Addendum No. 1
Travel Management Services for IOM USA
RFP Reference No: IOMUSRAP001

This Addendum No. 1 is issued to amend the information provided in the RFP documents and for the “Travel Management Services for IOM USA” issued to the prospective service providers.

Addendum No 1

SECTION 3: DATA SHEET

1. Clarifications:

7.	Clarification of solicitation documents	Contact details for clarification of solicitation documents: Focal Person: Mohamed Elmissawi Address: 1625 Massachusetts Ave, NW, Suite 500 Washington, DC 20036 E-mail address: moelmissawi@iom.int ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).
		Deadline for submitting requests for clarifications / questions: 09-June-2023 09-Jun-23. Time 05:00pm ., Time zone: Eastern (EST).
		Manner of disseminating supplemental information to the RFP and responses / clarifications to queries: Direct communication to prospective proposers by email.

Is replaced with the following:

7.		Contact details for clarification of solicitation documents: IOM Washington Procurement Unit
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	Clarification of solicitation documents	Address: 1625 Massachusetts Avenue NW, Suite 500, Washington, DC 20036
		E-mail address: wasusrapprocurementstaff@iom.int
		Deadline for submitting requests for clarifications/questions: Date: 19-Jun-23 Time: 04:00 pm Time zone: Eastern Time (EST)
		Manner of disseminating supplemental information to the ITB and responses/clarifications to queries: Direct communication to prospective bidders by email.

3. Instruction for bid submission

26.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> e-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / hand delivery</p> <p>SUBMISSION BY EMAIL:</p> <p>The Technical Proposal shall be sent in a separate email with the mandatory subject line: RFP US2023-001_Vendor Name_Technical proposal</p> <p>The Financial Proposal shall be sent in a separate email with the mandatory subject line: RFP US2023-001_Vendor Name_Financial proposal.</p> <p>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</p> <p>Proposal submission address: wasusrapprocurement@iom.int. PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ul style="list-style-type: none"> File Format: pdf.
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		<ul style="list-style-type: none"> ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10MB per file ▪ Mandatory subject of email: RFP US2023-001_Vendor Name_Technical or Financial proposal ▪ If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: Not required ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
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Is replaced with the following:

26.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> e-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / hand delivery</p> <p>SUBMISSION BY EMAIL:</p> <p>The Technical Proposal shall be sent in a separate email with the mandatory subject line: RFP US2023-001_Vendor Name_Technical proposal</p> <p>The Financial Proposal shall be sent in a separate email with the mandatory subject line: RFP US2023-001_Vendor Name_Financial proposal.</p> <p>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</p>
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		<p>Proposal submission address: SMUSAIOMWashingtonUSRAPTender@iom.int</p> <p>PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ul style="list-style-type: none"> ▪ File Format: pdf. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10MB per file ▪ Mandatory subject of email: RFP US2023-001_Vendor Name_Technical or Financial proposal ▪ If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: Not required ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
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SECTION 4: EVALUATION CRITERIA

4. Eligibility and Qualification Criteria

Eligibility Criteria	Documents to establish compliance
Proposer belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Bidder Information

is replaced with the following:

Eligibility Criteria	Documents to establish compliance
Proposer belongs to a diverse supplier group including micro, small or medium sized	Form D: Bidder Information: Not applicable

enterprise, women or youth owned business or other. (Not Applicable)	
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Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Form F: Eligibility and Qualification Form
Turnover: Proposers should have annual sales turnover of minimum 3 (three) million. for the last three years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification Form

Is replaced with the following:

Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Form F: Eligibility and Qualification Form Or: copies of US Corporate income tax returns which contain all financial information will suffice. Please submit proof of submission to tax authorities.
Turnover: Proposers should have annual sales turnover of minimum 3 (three) million. for the last three years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification Form Or: copies of US Corporate income tax returns which contain all financial information will suffice. Please submit proof of submission to tax authorities.

SECTION 5: TERMS OF REFERENCE

A. Background and General Considerations

1. Background

In order to achieve time and cost efficiency while ensuring outstanding quality of service, IOM Washington DC. USARAP Office envisages entering into one Long Term Agreement (LTA) with one qualified Travel Agency with 1st ranked bids for the provision of Travel Management Services for an initial period of one year with the option to extend for one additional year, subject to a satisfactory performance evaluation. The signing of the LTA will not exclude the situation for IOM to procure travel management services from other vendors.

Is replaced with the following:

1. Background

In order to achieve time and cost efficiency while ensuring outstanding quality of service, IOM Washington DC. USARAP Office envisages entering into one Long Term Agreement (LTA) with one qualified Travel Agency with 1st ranked bids for the provision of Travel Management Services for an initial **period of two (2) years with the option to extend for one additional year,** subject to a satisfactory performance evaluation. The signing of the LTA will not exclude the situation for IOM to procure travel management services from other vendors.

C. Contractual and Institutional Arrangements

7. Contract Parameters

IOM envisages entering into an agreement with one selected Service Provider for the provision of Travel Management. The initial period of the contract will be one year with the option to extend for one additional year, subject to a satisfactory performance evaluation.

Is replaced with the following:

IOM envisages entering into an agreement with one selected Service Provider for the provision of Travel Management. **The initial period of the contract will be two (2) years with the option to extend for one additional year,** subject to a satisfactory performance evaluation.

All other terms and conditions of the clauses of the ITB with Ref. No. ITBUS2023-001 remain unchanged.