# **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

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| REOI Reference: 20997 | Date: 25 September 2023 |

The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of the provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process. This (EOI) is open to both local service providers in Iraq and international service providers who have an operational presence and are legally registered in Iraq and are able to demonstrate their ability to provide the services required and have the necessary personnel, equipment, and resources to deliver the services.

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| **Description** | **IOM Iraq seeks expressions of interest from vendors for Building Maintenance for UN-IOM Erbil Office (Long Term Agreement for two years)** |
| **Deadline for the Submission of EOI** | 25 Sep 2023 at 11:00hrs Iraq Local Time  If any doubt exists as to the time zone, refer to <http://www.timeanddate.com/worldclock/>. |
| **Content of EOI Requirements** | The EOI should include the following information:   * Company Profile including the number of staff and years of business * Company Valid Official Registration documents proving that the company is allowed to provide such services.(Construction companies will be excluded) * Previous experience, proof of previous experience offering such a service, demonstrating agreements with INGOs or UN Agencies or other Companies. * Audited Financial Statements/Bank Statements for the last 3 years 2021, 2020, and 2019 with a minimum turnover of USD$50,000.   **Note:** No technical or financial proposals are required at this stage.  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 regard, the evaluation panel reserves the right to request additional information, documents or further clarification from one or multiple bidders. |
| **Method of Submission** | Expressions of interest shall be sent by email as follows:  Email address: IRAQ TENDERS Iraq Tender LTA [Iraqtenderlta@iom.int](mailto:Iraqtenderlta@iom.int)  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: 8MB * Mandatory subject of email: 20997 * 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. * You should receive an automatic email acknowledging receipt. |
| **Contact Person for correspondence and clarifications** | IOM Iraq /Supply Chain Department (Erbil)  E-mail address Iraq Tender Questionier <iraqtenderquery@iom.int> |
| **REOI Conditions** | This Request for Expression of Interest does not constitute a solicitation. IOM Iraq reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Iraq also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued as the Service Providers may be eliminated if they do not meet the minimum requirements of the project, as determined by IOM Iraq Evaluation Committee. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM. |