

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: REOI-ZM10-NOV 23	Date: 15 November 2023
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The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process.

Description	Goods, Services and Works
UNSPSC code(s)	N/A
Deadline for the Submission of EOI	15th Dec 2023
Content of EOI	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> Brief presentation of company including number of staff, turnover, years in business in the company profile. Comprehensive List of goods and/or services that the company provides. Contact information: full name and address, telephone number, e-mail address, website and contact person. <p>Note: Prices are not required at this stage.</p>
Method of Submission	<p>Expressions of interest shall be sent by email as follows:</p> <p>Email address: <u>iomlusakaprourement@iom.int</u></p> <ul style="list-style-type: none"> File Format: PDF File names must be maximum 50 characters long and must not contain any special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Max. File Size per transmission: 4MB Mandatory subject of email: <i>REOI-ZM10-NOV 23(Name of your company)</i> Only one email submission per vendor, vendors can express their interest in Multiple “LOTS’ by clearly indicating the LOT numbers in the submission. You should receive an email acknowledging receipt.
Contact Person for correspondence and clarifications	<p>Tendai Chaiwila</p> <p>E-mail address: tchaiwila@iom.int</p>
REOI Conditions	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Zambia reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Zambia 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. 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.</p>

LOT 1- ICT equipment and services

A. Equipment

- Laptops
- Desktops
- Printers
- Scanners
- Cell Phones and Accessories
- PABX telephone systems
- Back up power supply units
- Computer Accessories
- Cameras
- Multi-functional Devices
- Supply and installation of Microsoft Teams Desk Phones
- Teleconferencing phone and desk phones
- Video Conferencing Equipment
- Televisions
- Installation and supply of Access Control Solutions
- Installation and supply of CCTV equipment with smart camera / smart camera IoT Sensor
- Internet of Things systems / devices
- Digital, Web Cameras and accessories
- Tablets and accessories
- Desktop and laptop Hardware spares
- Online Storage Solution & Cloud Services
- Monitors
- Projectors
- Supply, maintenance, and installation of Generator

B. Services

- Handwear maintenance and ICT repairs
- Internet services
- IT support
- Networking services
- Data management
- Consulting services
- Supply and development of General Software solutions , Information System solutions and Mobile Application Solutions
- Vehicle Tracking systems
- Network peripherals and devices
- Iridium Sim-Card and hardware supply / installation, BGAN solution e.g vehicle docking station, airtime etc
- Hiring of information communication and technology equipment e.g laptops, projectors, mobile video conferencing systems, public announcement systems etc
- Supply servicing and maintenance of Server Room fire suppression system
- Supply, maintenance, and installation of Electrical Solar Power Solutions
- Supply maintenance and installation electrical security fence
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LOT 2- Printing Services

- Offset Printing: Ideal for high-volume printing, such as newspapers and magazines.

- Textile and fabric printing (including supply of T-shirts, shirts, jackets, etc)
- Digital Printing: Suitable for smaller print runs and variable data printing.
- Screen Printing: Common for apparel, posters, and promotional products.
- Flexography: Used for packaging materials like labels and cartons.
- Gravure Printing: Often used for high-quality printing, such as packaging and magazines.
- Letterpress Printing: Traditional method for fine art prints and specialty items.
- 3D Printing: Creates three-dimensional objects layer by layer.
- Large Format Printing: For banners, posters, and signage.
- Embossed and Debossed Printing: Adds texture to printed materials.
- Thermography: Creates raised text for business cards and invitations.

LOT 3- Hospitality services

- A. Accommodation
 - Hotel/Lodge Accommodation for IOM staff and partners
 - Boarding and lodging for IOM beneficiaries (migrants/Refugees)
- B. Conferencing
 - Conferencing facilities and services
 - Outside catering

LOT 4- Office Supplies

- A. Stationery
- B. Household supplies (groceries, toiletries etc)

LOT 4 – Premises and building maintenance Works.

- Electrical
- Plumbing, Water, and sewer works.
- Carpentry
- Roofing structural works
- Air-conditioning

LOT 6 - Medical

- A. Medical supplies
- B. Medical Equipment and maintenance
- C. Medical waste disposal services
- D. Medical services
 - Primary Care: General healthcare provided by doctors, nurse practitioners, and physician assistants for routine check-ups, vaccinations, and basic health concerns.
 - Specialty Care: Medical care from specialists in fields such as cardiology, dermatology, neurology, etc., for more specific health issues.
 - Emergency Services: Immediate care for critical medical situations provided in hospital emergency rooms.
 - Hospitalization: Inpatient care for severe illnesses or surgeries that require an extended stay in a hospital.
 - Diagnostic Services: Tests and procedures like X-rays, blood tests, and MRIs used to diagnose medical conditions.
 - Mental Health Services: Treatment and therapy for mental health issues, including counselling, medication management, and inpatient psychiatric care.
 - Pharmacy Services: Dispensing prescription medications and providing information on their use.
 - Rehabilitation Services: Physical, occupational, or speech therapy to help individuals recover from injuries or surgeries.

- Home Healthcare: Medical care provided in a patient's home, often for those with chronic illnesses or disabilities.
- Telemedicine: Remote medical consultations via video calls or phone for non-emergency issues.
- Preventive Care: Health promotion and disease prevention services, including vaccinations and screenings.
- Hospice and Palliative Care: End-of-life care focused on comfort and quality of life for individuals with terminal illnesses.

LOT 7- Supply of Office and House furniture/good

- A. Office Furniture
- B. Household Furniture/Goods

LOT 8 – interpretation and Translation Services

- A. Translators
- B. Interpreters
- C. Hire of interpretation equipment and services

LOT 9- Transportation services

- A. Transportation services for IOM beneficiaries
 - Maheba-Solwezi to Lusaka route
 - Mayukwayuka-Kaoma to Lasaka route
- B. Hire of motor vehicles for IOM staff
 - 4x4 vehicles
 - Sedans
 - Minibuses (14, 20, 30, 60 seaters)

LOT 10 – Construction and Civil Works

- A. Consultancy service for civil engineering
- B. Civil construction works.

Note to Vendors.

1. This is not a solicitation document and prices are not required.
2. EOIs should be submitted electronically to the email provided on or before 15th December 2023
3. All EOIs should be accompanied by a signed UN suppliers Code of conduct and IOM declaration of conformity for suppliers form
4. EOIs should not be more than 4MB in size.
5. EOIs should comprise of a cover letter indicating the LOT number/s, a copy of the company profile and detailed account of the products and/or services provided.
6. The company profile should include all up to date registration documents such as PACRA certificate, ZAR tax clearance, NAPSA etc.