



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

## Request for Expression of Interest

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 Returns and Recovery of IDPs in Anbar, Baghdad and Ninewa Programme. IOM now invites Expression of Interest from Companies/Service Providers for the provision of services in specific locations outlined in the attached project overview.

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information.

1. The Application must be submitted through e-mail to the address [IraqRRUCFP@iom.int](mailto:IraqRRUCFP@iom.int) no later than *Friday 29th May 9:00 AM- Iraq Time*. Late Applications will no longer be considered.
2. A detailed validation must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider. This is done through following the format in Annex A.
3. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
4. The Application document should comprise of the following:
  - a. Cover Letter: Please indicate which services in which locations you are applying for according to Service/Location Matrix. This will only be used as a guide for IOM and will not be used to qualify/disqualify bidders.
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
  - c. Duly Accomplished Annex A (below) with all requested information.
5. Applications shall be evaluated in accordance with the following criteria:
  - a. Capacity
  - b. Track Record and Experience
  - c. Technical Expertise

Only eligible and qualified Organizations based on above shall be invited to participate in the bidding/tender process.

6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
9. IOM reserves the right to accept or reject any application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

## ANNEX A: BIDDERS INFORMATION

### TABLE 1 – GENERAL INFORMATION

- Name of the Company/Service Provider
- Address
- Phone Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration or Facilitation*)
- Registration number
- Place of Registration
- Principal place of business
- Membership of Durable Solutions Network Iraq (if applicable)

**Provide certified copies.**

### TABLE 2 – COMPANY EXPERIENCE IN LAST FIVE YEARS

- Starting Month/ Year
- Ending Month / Year
- Client(s) and contact details
- Completed/ Ongoing (%) / Not completed
- Geographic Areas
- Description of services
- Contract Amount

Remarks (**Provide documentary evidence**)

**Please include copies of completion certificates issued by former clients and / or performance appreciation / final reports or evaluation letters from former clients or donors providing their contact details and approval to contact them.**

### TABLE 3 – LIST OF PERMANENTLY EMPLOYED STAFF

- Name
- Designation Qualification
- No. of Years of Experience

**Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization. All applications should include the CV of a professional accountant with experience at the company/organization.**

### TABLE 4 – ANY OTHER INFORMATION

**In addition to the required information, Companies may provide brochures and other related documents**

**I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:**

\_\_\_\_\_  
Name/ Signature/ Date