



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

IOM Ukraine  
8 Mykhailivska Street, Kyiv, 01001, Ukraine

## INVITATION TO BID UA1-2018-385

03 September 2018

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 [humanitarian assistance projects, funded by the international Donors](#), the Bids Evaluation and Award Committee (“BEAC”) of IOM Ukraine now invites Bidders submit their bids for [Supply, delivery and distribution of coal for households of vulnerable individuals in eastern Ukraine](#), in accordance with the Instructions to Bidders and ToR, given in the Bidding Documents.

The Bidding Documents containing rules, requirements for bidding documentation, instructions for the Bidders, terms of reference and standard forms may be received by forwarding the correspondent request on e-mail: [iomkiemtenders@iom.int](mailto:iomkiemtenders@iom.int)

The subject line of the request shall be:

*UA1-2018-385 – [insert bidder’s name (no brackets)] – request of the Bidding Documents*

Interested Bidders must submit the following information and documents together with the original of bid:

- 1) Official Bid (according to the templates given);
- 2) Specification of Bid (according to the template given);
- 3) Schedule (Gantt chart) of the supply and distribution process (according to the template given);
- 4) Vendor Information sheet (according to the template given) – signed and stamped;
- 5) Code of Conduct for Suppliers (according to the template given) – signed and stamped;
- 6) Bid Security equivalent (in the form of bank guarantee from a reputable commercial banking institution or from insurance company);
- 7) Bid Securing Declaration (in case Bid Security is not submitted);
- 8) Certificate of Registration from government agency in Ukraine or abroad;
- 9) Bidder’s Charter (if available);
- 10) Confirmations of Tax Identification Number and certificate of tax payer, issued by respective government agencies in Ukraine or abroad;
- 11) Valid Government Permits/Licenses regarding the activity, related to the subject of the current tender (if applicable);
- 12) List of main contracts entered by the Company into for the last 3 years;
- 13) Financial statements (Statement of condition, Profit and Loss Account for 2015-2017 years);
- 14) Key customers’ references;

- 15) Quality certificates for the Goods offered for delivery, proving the Goods' correspondence to the terms of reference of the present bidding documents and government standards of Ukraine;
- 16) General process map of the supply and distribution process (including description of the key stages: packing of the goods and labeling (if required according to the requirements specification), transportation, unloading at the point of delivery, reporting, etc.);
- 17) Bid documents check list.

The bid shall be submitted in original and duplicate copies and should be received either by hand or through mail by the BEAC with office address at

*International Organization for Migration, Mission in Ukraine  
Procurement Unit  
8, Mykhailivska Street,  
Kyiv, 01001,  
Ukraine*

not later than *16:00, 14.09.2018*, which is considered to be the deadline for bids submission.

Bids must be valid for a period of *45 calendar days* after the deadline of submission of the bids.

**All bids must be prepared in USD VAT excluded.**

**IOM Ukraine reserves the right to reject any or all bids that includes VAT.**

The BEAC reserves the right to accept or reject any bid, and to annul the selection process and reject all bids at any time, without thereby incurring any liability to the affected bids.

Very truly yours,

**BEAC Chairperson  
IOM Ukraine**