



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

## INVITATION TO BID

No: **UA1-2019-1502**

Date: **07.02.2018**

The International Organization for Migration (IOM) is an intergovernmental 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 of the international technical assistance project implemented by IOM and supported by the international Donor, the IOM Ukraine Bids Evaluation and Awards Committee (“BEAC”) now invites interested Bidders to submit “Bid” for the *delivery of IT equipment and peripheral devices* in accordance with the Instructions for Bidders and ToR, given in the Bidding Documents.

Lot №	Description of the Goods/Services	Quantity	UM
1	Desktop PC Dell Vostro Desktop 3470 SFF or equivalent	168	pcs.
2	LCD monitor Dell SE2219H Black (210-AQOL) or equivalent	168	pcs.
3	APC Smart-UPS 750VA LCD 230V (SMT750I) or equivalent	168	pcs.
4	Multi-function device HP Color LaserJet Pro M180n (T6B70A) or equivalent	168	pcs.
5	Laptop Dell Vostro 3568 (N058VN3568EMEA01_1901-08) or equivalent	4	pcs.
6	Gemalto Cogent CS500e Tenprint Livescan or equivalent	148	pcs.
7	Web-camera Logitech HD Pro C920 or equivalent	148	pcs.

Rules, requirements for bidding documentation, instructions for the participants, terms of reference and standard forms may be found at:

<http://www.iom.org.ua/en/node/2644>

The offered price of the Goods shall be quoted in **USD VAT excluded**.

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

Kindly note that

The Goods are to be delivered in the framework of the international technical assistance project, which according to the Resolution of the Cabinet of Ministers dd. 15.02.2002 №153 allows tax benefits, in particular VAT exemption, for the local suppliers as it is required statutorily and in accordance with the Ukraine international treaties.

**In calculating the unit prices in US Dollars (USD), bidders must use the official UN exchange rate indicated in the link: <https://treasury.un.org/operationalrates/OperationalRates.php>.**

Payments under the signed Supply Agreement shall be made in the Invoice currency, according to UN operational exchange rate as of the date of payment.

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and IOM shall be written in English and/or Ukrainian language.

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

All bids must be placed in sealed envelope with clear markings containing the

Tender number: *UA1-2019-1520*

Project name: *Delivery of IT equipment and peripheral devices*

and submit not later than **16:00, 27.02.2019** to:

*International Organization for Migration, Mission in Ukraine*

*The Bids Evaluation and Awards Committee*

*8, Mykhailivska Street,*

*Kyiv, 01001*

*Ukraine*

**IOM Ukraine reserves the right to reject any or all bids submitted after the deadline.**

The following documents must be placed inside the sealed envelope containing the official bid:

- 1) Official Bid (according to bid template Form-1, Form-2) signed and stamped;
- 2) Specification of Bid (see template on page 20);
- 3) Authorization certificate or any similar document, confirming the bidder's status as the official distributor or trade partner of the Goods manufacturer;
- 4) Vendor Information sheet (given as a separate template) – signed and stamped;
- 5) Code of Conduct for Suppliers (template is given separately) – signed and stamped;
- 6) Bid Security (in the form of bank guarantee from a reputable commercial banking institution or from insurance company) (Form-3);
- 7) List of warranty service providers (Form-5);
- 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) Copy of financial statements (Statement of condition, Profit and Loss Account) for 2017-2018 year;
- 12) Key customers' references;
- 13) Bid documents checklist (Form-6).

Along with sending the hard copy of the original bid, Bidders shall deposit the electronic versions of the bid documents (scan copies) on a free file hosting service (Dropbox, Google Drive, etc. – which does not require registration for downloading) and shall send the link to the folder containing the bid's documents to [iomkiemtenders@iom.int](mailto:iomkiemtenders@iom.int) no later than the bids submission due date specified above. The subject line of the e-mail containing the link for the electronic bid download shall clearly indicate the following:

*UA1-2019-1520 – [insert full name of the Bidder (no brackets)] – Electronic bid*

The bidders confirm their commitment to accept and sign the standard supply agreement with IOM Ukraine using the Supply Agreement template annexed to this Instruction, which is to be signed with the winning bidder(s). The supply agreement template is given in the Section III of the Bidding documents.

All bidders must send their query or any request for clarification through email [iomkiemtenders@iom.int](mailto:iomkiemtenders@iom.int).

The email must be with subject line

*UA1-2019-1520 – [insert bidder's name (no brackets)] – request for clarification*

Written copies of IOM's response (including an explanation of the query but without identifying the source of inquiry) will be published at the country website of the IOM Mission in Ukraine for all prospective bidders (<http://www.iom.org.ua/en/tenders/current-tenders>).

IOM reserves the right to accept or reject any bid and/or to annul the selection process and/or reject all proposals at any time prior to agreement award, without thereby incurring any liability to affected Bidder

Very truly yours,

BEAC Chairperson

*IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.*