



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

## INVITATION TO SUBMIT PROPOSALS

No: **UA1-2019-1523**

Date: **20.03.2019**

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 Proponents to submit “Proposal” for *delivery of services on implementing the use of biometrics in the visa system of MFA of Ukraine*, in accordance with the Instructions to Proponents and ToR given in Request for Proposals.

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

<http://iom.org.ua/en/node/2706>

The offered price of the services shall be quoted in **EUR VAT excluded**.

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

The services 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 Euro (EUR), proponents must use the official UN exchange rate indicated in the link: <https://treasury.un.org/operationalrates/OperationalRates.php>.**

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

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

Proposals must be valid for a period of *60 calendar days* after the deadline of submission of the proposals.

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

Tender number: **UA1-2019-1523**

Project name: *Services on implementing the use of biometrics in the visa system of MFA of Ukraine*

and submit not later than **12:00 (EEST), 19.04.2019** 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 proposals submitted after the deadline.**

Along with sending the hard copy of the original proposal, Proponents shall deposit the electronic versions of the proposal 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 proposal documents to [iomkiemtenders@iom.int](mailto:iomkiemtenders@iom.int) no later than the proposal submission due date specified above. The subject line of the e-mail containing the link for the electronic proposal download shall clearly indicate the following:

*UA1-2019-1523 – [insert full name of the Proponent (no brackets)] – Electronic proposal*

The Proponents 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 Proponent(s). The supply agreement template is given in the Section III of the Bidding documents.

All Proponents 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

*UA1-2019-1523 – [insert Proponent'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 Proponents (<http://www.iom.org.ua/en/tenders/current-tenders>).

IOM reserves the right to accept or reject any proposal 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 Proponent

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.*