

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: REOI/RW10-009-2024	Date: 02 July 2024
------------------------------------	--------------------

The International Organization for Migration (IOM) in Rwanda 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	Security items: CCTV Camera System, Fire Alarm, Fire Extinguishers, Metal detectors and Access control
UNSPSC code(s)	46171600
Deadline for the Submission of EOI	8 July 2024, 5:00PM (Kigali, Rwanda) If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ .
Content of EOI	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> • (i) Brief presentation of company (profile) including number of staff, (ii) turnover, (iii) years in business (preferable 5 years or more), (iv) experience in working with UN Agency will be an advantage. • Business Registration/ VAT registration certificate • Reference list demonstrating qualifications for participating in this upcoming bidding process • Contact information: full name and address, country, 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: IOMRwandaEOI@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 8 MB ▪ Mandatory subject of email: for the provision of purchase of CCTV Camera System, Fire Alarm, Fire Extinguishers and Metal detectors ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ You should receive an email acknowledging receipt.
Contact Person for correspondence and clarifications	<p>Mrs Sujeena Tuladhar, Supply Chain Officer</p> <p>E-mail address: IOMRwandaEOI@iom.int</p>
REOI Conditions	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Rwanda reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Rwanda 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 Rwanda.</p>

Issued by: Sujeena Tuladhar
Supply Chain Officer

Signature: _____