

# REQUEST FOR PROPOSAL (RFP)

## Migration Health Assessment of Refugees in Germany and Poland

RFP Reference No: RFP- UA90-014/2024      Country: Poland and Germany      Date: 15 July 2024

### SECTION 1: LETTER OF INVITATION

International Organization for Migration, Mission in Poland, hereinafter referred to as IOM. hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- Form A: Proposal Confirmation
- Form B: Checklist
- Form C: Technical Proposal Submission
- Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Technical Proposal
- Form H: Format for CV of proposed key personnel
- Form I: Statement of Exclusivity and Availability
- Form J: Financial Proposal Submission
- Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Please acknowledge receipt of this RFP completing and returning the attached Form A: Proposal Confirmation by email to [ktrzebinkam@iom.int](mailto:ktrzebinkam@iom.int) no later than 19/07/2024., indicating whether you intend to submit a proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this RFP.

We look forward to receiving your proposal.

Approved by:

---

## SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p><b>1. Scope</b></p>	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by IOM. This RFP is conducted in accordance with Policies and Procedures of IOM.</p>
<p><b>2. Interpretation of the RFP</b></p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by IOM. IOM is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p><b>3. Supplier Code of Conduct</b></p>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the IOM. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a>.</p>
<p><b>4. Eligible proposers</b></p>	<p>Proposers shall have the legal capacity to enter into a binding contract with <b>International Organization for Migration in Poland</b>.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IOM. to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> <li>● is included in the Ineligibility List, hosted by <a href="#">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>● is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989 list</a>;</li> <li>● is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>.</li> <li>● Other sanctions lists, if applicable, as per the discretion of the IOM.</li> </ul>
<p><b>5. Proprietary information</b></p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by IOM are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of IOM. All documents which may form part of the proposal will become the property of IOM, who will not be required to return them to your firm.</p>
<p><b>6. Publicity</b></p>	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
SOLICITATION DOCUMENTS	
<p><b>7. Clarification of solicitation documents</b></p>	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>IOM will provide the responses to clarifications through the method specified in Section 3: Data</p>

	<p>Sheet.</p> <p>IOM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IOM. to extend the submission date of the proposals, unless IOM deems that such an extension is justified and necessary.</p>
<b>8. Amendment of solicitation documents</b>	<p>At any time prior to the deadline for proposal submission, IOM may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, IOM may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
<b>PREPARATION OF PROPOSALS</b>	
<b>9. Cost of preparation of proposal</b>	<p>The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. IOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>10. Language</b>	<p>The proposal, as well as any and all related correspondence, exchanged by the proposer and IOM, shall be written in the language(s) specified in Section 3: Data Sheet.</p>
<b>11. Documents establishing eligibility and qualifications of the proposer</b>	<p>The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to IOM's satisfaction.</p>
<b>12. Technical proposal format and content</b>	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
<b>13. Financial proposal</b>	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>14. Currencies</b>	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> <li>● IOM will convert the currency quoted in the proposal into the IOM preferred currency, in accordance with the IOM Operational Rate of Exchange on the date of the bid closure.</li> <li>● In the event that IOM selects a proposal for an award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, IOM shall reserve the right to award the contract in the currency of IOM's preference, using the conversion method specified above.</li> </ul>
<b>15. Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties. All proposals shall be submitted net of any direct taxes and any other taxes and duties unless otherwise specified in Section 3: Data Sheet</p>
<b>16. Proposal validity period</b>	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by IOM</p>

	<p>and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, IOM may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
<p><b>17. Proposal security</b></p>	<p>Proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by IOM, IOM shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by IOM pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by IOM., and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>● If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;</li> <li>● In the event the successful Proposer fails: <ul style="list-style-type: none"> <li>○ to sign the contract after IOM. has issued an award; or</li> <li>○ to furnish the performance security, insurances, or other documents that IOM. may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.</li> </ul> </li> </ul>
<p><b>18. Joint Venture, Consortium or Association</b></p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> <li>● they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and</li> <li>● if they are awarded the contract, the contract shall be entered into by and between IOM. and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IOM.</p>

	<p>If a JV, Consortium or Association’s proposal is the proposal selected for award, IOM. will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IOM.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>● Those that were undertaken together by the JV, Consortium or Association; and</li> <li>● Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><b>19. Only one proposal</b></p>	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>● they have at least one controlling partner, director, or shareholder in common; or</li> <li>● any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>● they have the same legal representative for purposes of this RFP; or</li> <li>● they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence the proposal of another proposer regarding this RFP process;</li> <li>● they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer, or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one proposal.</li> </ul>
<p><b>20. Alternative proposals</b></p>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IOM reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”. If no indication is provided as to which proposal is the main proposal and which is/are the alternative proposal(s), then all proposals will be rejected.</p>

<p><b>21. Pre-proposal conference</b></p>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>IOM will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by IOM. in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP.</p>
<p><b>22. Site inspection</b></p>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing IOM in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness to, or death of, any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by IOM to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul> <p>IOM will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by IOM in writing.</p>
<p><b>23. Errors or omissions</b></p>	<p>Proposers shall immediately notify IOM in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>

<p><b>24. Proposers responsibility to inform themselves</b></p>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> <li>● examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;</li> <li>● review the RFP to ensure that they have a complete copy of all documents;</li> <li>● obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable inquiry;</li> <li>● verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with IOM., its employees or agents;</li> <li>● attend any pre-proposal conference if it is mandatory under this RFP;</li> <li>● fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and</li> <li>● form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.</li> </ul> <p>Proposers acknowledge that IOM, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
<p><b>25. No material change(s) in circumstances</b></p>	<p>The proposer shall inform IOM of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> <li>● a change affecting any declaration, accreditation, license or approval;</li> <li>● major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors;</li> <li>● a change to any information on which IOM may rely in assessing proposals.</li> </ul>
<p><b>SUBMISSION AND OPENING OF PROPOSALS</b></p>	
<p><b>26. Instruction for proposal submission</b></p>	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The proposal shall be signed by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p> <p>Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the IOM General Conditions of Contract.</p>
<p><b>27. Deadline for proposal submission</b></p>	<p>Complete proposals must be received by IOM in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. IOM shall accept no responsibility for proposals that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the proposal was received by IOM.</p> <p>IOM may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of IOM and proposers subject to the previous deadline will thereafter</p>

	be subject to the new deadline as extended.
<b>28. Withdrawal, substitution and modification of proposals</b>	<p>A proposer may withdraw, substitute or modify its proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to IOM, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL", "SUBSTITUTION" OR "MODIFICATION".</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by IOM for the entire proposal validity period, as may be extended.</p> <p>Proposals requested to be withdrawn prior to the deadline for submission of the proposals shall be made available for collection by the proposer that submitted it within 15 days of its withdrawal. Otherwise, IOM shall have the right to discard such proposal unopened without further notice to the proposer. IOM shall not be responsible to return the proposal to the proposer at IOM's cost.</p>
<b>29. Storage of proposals</b>	Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the proposal opening date stated in Section 3: Data Sheet. No responsibility shall be attached to IOM for prematurely opening an improperly addressed and/or identified proposal.
<b>30. Proposal opening</b>	<p>Proposals will be opened by an ad-hoc panel consisting of at least two staff members and where at least one individual is not involved in the subsequent stages of the procurement process.</p> <p>There will be separate proposal openings for technical and financial proposals. Proposers may attend the opening of the proposals if stated in Section 3: Data Sheet.</p> <p>The proposers' names and submitted documents shall be announced and recorded on the technical proposal opening report, which will be available for viewing only to proposers who have submitted a proposal for a period of thirty days from the date of opening. Information not included in the proposal opening report will not be provided to proposers.</p> <p>Once the technical evaluation has been completed, the financial proposals will be opened. During the financial proposal opening, the proposers' names and the prices stated in the financial proposal shall be announced and recorded on the financial proposal opening report.</p> <p>No proposal shall be rejected during proposal opening, except for late proposals.</p>
<b>31. Late proposals</b>	<p>Any proposal received by IOM after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposed closing and the delay could not be reasonably foreseen by the proposer or was due to force majeure.</p>
<b>EVALUATION OF PROPOSALS</b>	
<b>32. Confidentiality</b>	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence IOM in the examination, evaluation and comparison of the proposals or contract award decisions may, at IOM's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing IOM's vendor sanctions procedures.</p>
<b>33. Evaluation of proposals</b>	<p>IOM shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>IOM shall conduct the evaluation solely on the basis of the submitted technical and financial</p>



	<p>proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary examination</li> <li>b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done)</li> <li>c) Evaluation of technical proposals</li> <li>d) Evaluation of financial proposals.</li> </ul>
<b>34. Preliminary examination</b>	IOM shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any proposal at this stage.
<b>35. Evaluation of eligibility and qualification</b>	The eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).
<b>36. Evaluation of technical and financial proposals</b>	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, IOM may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. <b>60%</b>) + (FP Rating) x (Weight of FP, e.g., <b>40%</b>)</p> </div>
<b>37. Post-qualification</b>	<p>IOM reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria</li> </ul>

	<p>based on what has so far been found by the evaluation team;</p> <ul style="list-style-type: none"> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer;</li> <li>f) Other means that IOM may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<p><b>38. Clarification of proposals</b></p>	<p>IOM may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by IOM in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p> <p>IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by IOM, shall not be considered during the review and evaluation of the proposals.</p>
<p><b>39. Responsiveness of proposal</b></p>	<p>IOM’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the solicitation documents, IOM’s rights or the proposer’s obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</li> </ul> <p>If a proposal is not substantially responsive, it shall be rejected by IOM. and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
<p><b>40. Nonconformities, reparable errors and omission</b></p>	<p>Provided that a proposal is substantially responsive, IOM may waive any non-conformities or omissions in the proposal that, in the opinion of IOM., do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive IOM may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, IOM shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained</li> </ul>

	<p>by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IOM there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected and its proposal security may be forfeited.</p>
<b>41. Right to accept any proposal and to reject any or all proposals</b>	IOM reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for IOM.'s action. IOM shall not be obliged to award the contract to the lowest-priced offer.
<b>AWARD OF CONTRACT</b>	
<b>42. Award criteria</b>	Prior to expiration of the proposal validity, IOM shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
<b>43. Right to vary requirement at time of award</b>	At the time the contract is awarded, IOM reserves the right to increase or decrease the quantity of services originally specified in Section 5: Terms of Reference, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document.
<b>44. Notification of award</b>	Prior to the expiration of the period of proposal validity, IOM will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
<b>45. Debriefing</b>	In the event that a proposer is unsuccessful, the proposer may request a debriefing from IOM. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for IOM procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
<b>46. Performance security</b>	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified therein, within the specified number of days after receipt of the Contract from IOM. Banks issuing performance securities must be acceptable to the IOM comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. IOM shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposed security. In that event IOM may award the contract to the next lowest ranked proposer.</p>
<b>47. Bank guarantee for advance payment</b>	Except when the interests of IOM so require, it is IOM's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the IOM comptroller, i.e., banks certified by the central bank of the country to operate as a commercial bank.

<b>48. Liquidated Damages</b>	If specified in Section 3: Data Sheet, IOM shall apply Liquidated Damages for the damages and/or risks caused IOM resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
<b>49. Proposal protest</b>	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to <a href="mailto:mscu@iom.int">mscu@iom.int</a>

### SECTION 3: DATA SHEET

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is <b>RFP- UA90-014/2024</b> The services include the supply of <b>Migration Health Assessment of Refugees in Germany and Poland</b> as further described in Section 5 of this RFP.
4.	Eligible proposers	Only bidders from the attached list of eligible countries are eligible to participate in this bidding process [attach list].  <b>Germany, Poland</b>
7.	Clarification of solicitation documents	Contact details for clarification of solicitation documents: Focal Person: Karolina TRZEBINSKA-MARTINS Address: Wspolna 47/49, Warsaw. PL E-mail address: <a href="mailto:ktrzebinskam@iom.int">ktrzebinskam@iom.int</a>  <b>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Data Sheet Article 26).</b>  <b>15-Aug-2024</b>  Manner of disseminating supplemental information to the RFP and responses / clarifications to queries:  <b>Direct communication to prospective proposers by email.</b>
10.	Language	All proposals, information, documents and correspondence exchanged between IOM and the proposers in relation to this solicitation process shall be in English.
	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is:  <b>Not allowed</b>
14.	Currencies	Prices shall be quoted in <b>USD or EUR</b>
15.	Duties and taxes	All prices shall:  <b>Be inclusive of VAT and other applicable indirect taxes.</b>
16.	Proposal validity period	<b>60 days</b>
17.	Proposal security	<b>Not Required</b>
20.	Alternative proposals	<b>Shall not be considered.</b>
21.	Pre-proposal conference	Will be conducted  Provide details below if “Will be conducted” is selected, otherwise delete the below  Time and time zone: <b>11 am</b>

		<p>Date : <b>31-Jul-24</b></p> <p>Venue : <b>Team meeting</b></p> <p>The focal point for the arrangement is:</p> <p>Name: <b>Karolina TRZEBINSKA-MARTINS</b></p> <p>Telephone: <b>+48453032416</b></p> <p>E-mail: <a href="mailto:ktrzebinskam@iom.int">ktrzebinskam@iom.int</a></p> <p>The pre-proposal conference is:</p> <p><input type="checkbox"/> not mandatory</p>
22.	Site inspection	<b>A site inspection will not be held.</b>
26.	Instructions for proposal submission	<p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> <b>Email</b></p> <p><b>SUBMISSION BY EMAIL:</b></p> <p>The Technical Proposal shall be sent in a separate email with the mandatory subject line: <b>RFP- UA90-014/2024 – MHA in Germany and Poland – Technical Proposal</b></p> <p>The Financial Proposal shall be sent in a separate email with the mandatory subject line: <b>RFP- UA90-014/2024 - MHA in Germany and Poland – Financial Proposal</b>. The Financial proposal shall be encrypted with password. The password will be requested from applicants after technical evaluation is completed by Bid and Evaluation Award Committee.</p> <p><b>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received.</b></p> <p>Proposal submission address: <a href="mailto:musmanova@iom.int">musmanova@iom.int</a> <b>PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>9 MB</b></li> <li>▪ Mandatory subject of email : <b>RFP - UA90-014/2024 - MHA in Germany and Poland</b></li> <li>▪ If the Proposal consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline.</li> <li>▪ 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”.</li> <li>▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: <b>Wspolna 47/49, Warsaw, PL</b></li> <li>▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible.</li> </ul>

		<ul style="list-style-type: none"> <li>The proposer should receive an email acknowledging email receipt.</li> </ul>
27.	Deadline for proposal submission	<p>Date: <b>31-Aug-24</b></p> <p>Time: <b>5 PM</b></p> <p>Time zone: <b>GMT+2, Warsaw, Poland</b></p>
30.	Proposal Opening	<input type="checkbox"/> <b>Public proposal opening will not be held</b>
36.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input type="checkbox"/> Combined scoring method using a distribution of <b>60%-40%</b>. Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold 80 % of maximum points.</p>
43.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is <b>10%</b></p> <p>The maximum percentage by which quantities may be decreased is <b>10%</b></p>
	Contract award to one or more proposer	<p>IOM will award a contract to:</p> <p>One or more Bidders, depending on the following factors: [enter details]</p> <p>One Bidder from Germany and One Bidder from Poland or One Bidder for Both countries if there's the case.</p>
	Type of contract to be awarded	<p><b>Medical Service Agreement</b></p> <p>See Section 6: for sample contract.</p>
	Expected date for commencement of contract	<b>01-Jan-2025</b>
	Conditions of contract to apply	<p><b>IOM's General Conditions of Contract</b></p> <p>See Section 6.</p>
47.	Performance Security	<b>Not required</b>
48.	Advance payment	<p><b>Not allowed</b></p> <p>If allowed Bank Guarantee Choose an item.</p>
49.	Liquidated damages	<b>Will not be imposed</b>
	Other information related to the RFP	N/A

## SECTION 4: EVALUATION CRITERIA

### Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instruction to Proposers have been provided and are complete.
Proposer accepts RFP Conditions and General Conditions of Contract as specified in Section 6.	Form C: Technical Proposal Submission
Proposal Validity	Form C

### Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Proposer is a legally registered entity	Form D: Proposer Information, including confirmative documents (ex: certificate of registration, licenses, etc)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum 5 years of relevant experience.	Form F: Eligibility and Qualification
Minimum 1 contracts of similar value, nature and complexity implemented over the last 3 years.	Form F: Eligibility and Qualification



<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Form F: Eligibility and Qualification
Turnover: Proposers should have annual sales turnover of minimum <b>USD 1,000,000</b> for the last three years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification

### Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	300
2.	Proposed methodology approach and implementation plan	400
3.	Management structure and key personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing. Form F: Eligibility and Qualification	50
1.2	<p>General organisational capability which is likely to affect implementation:</p> <p>Certified/licensed doctor and nurse as selected/indicated by IOM</p> <p>Availability of personnel proficient in the following languages (internist doctors, paediatricians, nurses, radiologists, receptionists):</p> <ul style="list-style-type: none"> <li>a. English</li> <li>b. Ukrainian and/or Russian</li> <li>c. Polish and/or German</li> </ul> <p>Facility equipped with a Radiology department, ideally co-located. IT solutions must enable storing X-ray results on a separate server and providing remote access to IOM doctors.</p> <p>FOR GERMANY – refer to existing facilities <u>or</u> collect at the clinic's premises sputum samples for IOM beneficiaries in need of such test.</p> <p>FOR POLAND ONLY: Provision of existing adequate area for sputum collection or to organize the installation of one cabin designated for the collection of sputum samples of IOM beneficiaries in the medical facilities (cabin provided by IOM –</p>	90

	<p>technical specifications attached. The cabin will be transferred to the service provider as a “device for temporary free of charge usage” and the basis for installation will be a lease agreement for the area required – details to be confirmed), including:</p> <ol style="list-style-type: none"> <li>a. Coordination with sanitary services</li> <li>b. Organization of the room</li> <li>c. Staffing for the cabin</li> <li>d. Development of procedures and technological project for sanitary services and the facility</li> </ol>	
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country - Form F: Eligibility and Qualification	70
1.4	Quality assurance procedures and risk mitigation measures (ex. ISO 9001)	60
1.5	<p>Organisation Commitment to Sustainability</p> <ul style="list-style-type: none"> <li>● Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points</li> <li>● Organisation is a member of the UN Global Compact – 5 points</li> <li>● Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – 5 points</li> </ul>	30
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	100
2.2	Description of the Proposer’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference.	150
2.3	Details on how the different service elements shall be organised, controlled and delivered	70
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	80
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	60
3.2	Qualifications of key personnel proposed (CVs to be attached)	

3.2 a	Management		120
	● General experience	10	
	● Specific experience relevant to the assignment	40	
	● Regional / international experience	20	
	● Language qualifications	10	
3.2 b	Cardiologist, pediatrician, pulmonologist, neurologist, psychiatrist (adult and children)		80
	● General experience	10	
	● Specific experience relevant to the assignment	40	
	● Regional / international experience	20	
	● Language qualifications	10	
3.2 c	Internist doctors, nurses, radiologists, receptionists (adult and children)		40
	● General experience	5	
	● Specific experience relevant to the assignment	15	
	● Regional / international experience	10	
	● Language qualifications	10	
<b>Total Section 3</b>			<b>300</b>

## SECTION 5: TERMS OF REFERENCE

### Indicative Scope of Work for Migration Health Assessment of Refugees in Germany and Poland

#### Introduction

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and nongovernmental partners. With 175 member states, a further 8 states holding observer status and offices in 171 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. It does so by providing services and advice to governments and migrants.

The United States has long been a safe haven for refugees from around the world. The International Organization for Migration (IOM) is an important partner in advancing the United States policy objective of promoting safe, humane, and orderly migration. For decades as part of broader resettlement, migration health, and movement assistance programming, IOM has provided valuable support to the resettlement of refugees to the U.S. under the U.S. Refugee Admissions Program (USRAP).

Following the Russian invasion of Ukraine on February 24, 2022, USRAP activities inside Ukraine were temporarily suspended and the Migration Health Division (MHD) of IOM established a regional hub in Warsaw to continue health operations for beneficiaries displaced by the war to Poland and neighboring countries. Currently, there are estimated 3,000 refugees of primarily Afghan and Ukrainian origin in Germany and Poland in the pipeline for resettlement to the United States.

**IOM's Regional MHD Hub in Warsaw is seeking partnership with a healthcare/medical services providers in Germany and Poland to process approx. 2,000 individuals in Germany and approx. 1,000 in Poland.**

The scope of work expected to be undertaken under the proposed arrangement is outlined in the table below and additional requirements listed. The table provides an indicative list of clinical, radiologic and laboratory examinations required for the health assessment of refugees in Germany and Poland. A formal service agreement is expected to be signed with the selected healthcare/medical services providers after the tender procedures are finalized. IOM MHD will provide mobile migration health team support, training and supervision/management to the selected clinic/s staff to effectively carry out the tasks.

**Table 1: Indicative scope of work**

	Clinical, Radiology and Lab Services	Age category	Estimated number of individuals Germany	Price (USD) Germany	Estimated number of individuals Poland	Price (USD) Poland	Remark
<b>Routine exams for specified age groups</b>							

1	GP exam - Adult (health check-up)	15 years and above	1200 individuals (60% of caseload)		600 individuals (60% of caseload)		
2	GP exam/pediatrician - Child (health check-up)	Less than 15 years	800 individuals (40% of caseload)		400 individuals (40% of caseload)		
3	Chest X-ray posteroanterior (PA)	15 years and above	1200 individuals		600 individuals		Price should indicate chest x-ray imaging with Radiologist report or without
4	Chest X-ray posteroanterior (PA) –	10 – 14 years	(only if IGRA positive) 50-75 individuals		(only if IGRA positive) 25-30 individuals		Price should indicate chest x-ray imaging with Radiologist report or without
5	Chet X-ray anteroposterior (AP) - not routinely done, limited to those with IGRA positive results	2 – 9 years	(only if IGRA positive) 50 individuals		(only if IGRA positive) 25 individuals		Price should indicate chest x-ray imaging with Radiologist report or without
6	Chest x-ray – Apical view	All ages but only when indicated by Radiologist	50-75 individuals		25-30 individuals		
7	Chest x-ray – Lordotic view	All ages but only when indicated by Radiologist	50-75 individuals		25-30 individuals		
8	Chest x-ray – Decubitus view	All ages but only when indicated by Radiologist	50-75 individuals		25-30 individuals		
9	IGRA (Interferon-Gamma Release Assays):	From 2 years and above.	1800 individuals		900 individuals		

	QuantiFERON®-TB Gold In-Tube test (QFT-GIT); or T-SPOT®.TB test (T-Spot)						
10	Syphilis serology (VDRL) – quantitative test	18 – 44 years	1000 individuals		500 individuals		
11	Gonorrhea urine Nucleic Acid Amplification Test (NAAT)	18 – 24 years	350 individuals		175 individuals		
12	Hepatitis B surface Ag – blood test	All ages	2,000 individuals		1,000 individuals		
13	Urine Pregnancy testing.	All females aged 15-50	500 individuals		250 individuals		
<b>Additional exams when indicated by examining physician or requested by IOM staff depending on the results of routine tests outline above</b>							
13	Sputum Smear for Acid Fast Bacilli (AFB) – 3 samples	All ages with signs and symptoms of tuberculosis or with abnormal chest x-ray or HIV positive	200 individuals		100 individuals		1 solid and 2 liquid per sample (9 overall)
14	Sputum Culture for Acid Fast Bacilli (AFB) on solid and liquid media – 3 samples	All ages with signs and symptoms of tuberculosis or with abnormal chest x-ray or HIV positive	200 individuals		100 individuals		

15	GeneXpert	All ages with signs and symptoms of tuberculosis or with abnormal chest x-ray or HIV positive for individuals referred for sputum smear/culture tests	200		100		1 <sup>st</sup> sputum sample requires GeneXpert (only)
16	Drug Susceptibility test for first line anti-TB drugs	All ages with positive sputum culture results	10 individuals (approx. 5% of SS+SC)		5 individuals (approx. 5% of SS+SC)		
17	Syphilis serology TPHA - confirmatory test	18 – 44 years with positive VDRL test	50-75 individuals		25-30 individuals		
18	Urine microscopy						Not routinely required. Only when clinically indicated and individual opt-in/consents
19	Complete blood count						Not routinely required. Only when clinically indicated and individual opt-in/consents
20	Glycated hemoglobin (HbA1C)						Not routinely required. Only when clinically indicated and individual opt-in/consents
21	Serum Creatinine						Not routinely required. Only when clinically indicated and individual opt-in/consents
22	Rapid test for the qualitative detection of SARS-CoV-2 antigen (Ag)						Not routinely required. Only when clinically indicated and

							individual opt-in/consents
23	HIV antigen test-COMBO						Not routinely required. Only when clinically indicated and individual opt-in/consents
24	HIV PCR						Not routinely required. Only when clinically indicated and individual opt-in/consents
25	Ultrasound (Obstetric/abdominal)						For women in the third trimester pregnancy or when clinically indicated

**Specialist consultations when indicated by GP/IOM Panel Physician (with focus on medical conditions that have significant impact on the applicant's travel and post-arrival care)**

26	Psychiatrist Consultation	Required for all cases with significant mental health conditions					
27	Pulmonologist Consultation	Required for all cases with tuberculosis.					
28	Internist Consultation	As per indication					
29	Pediatrician consultation	As per indication					



30	Neurologist consultation	As per indication					
31	Cardiologist Consultation	As per indication					
<b>Vaccination</b>							
32	MMR	All unvaccinated beneficiaries ages 12 months to those born in or after 01 Jan 1957.  Indication based on existing vaccination records.	500		250		
33	IPV	Indication based on existing vaccination records.	100		50		
34	Hep B	Indication based on existing vaccination records.	300		150		
35	Tdap	Indication based on existing vaccination records.	300		150		
36	Hexa	For beneficiaries from 0 to 5 years of age.  Indication based on existing vaccination records.	100		50		

Pre-embarkation check (PEC) for assessment of fitness to travel							
37	GP exam - Adult (vital signs for fitness to travel)	15 years and above	1200 individuals		600 individuals		Brief physical examination with vital signs, review of medical conditions records at HA and confirmation of Travel Requirements to determine fitness to travel.
38	GP exam/pediatrician - Child (vital signs for fitness to travel)	Less than 15 years	800 individuals		400 individuals		

Additional requirements:

1. The service provider must hire a certified/licensed doctor and nurse as selected/indicated by IOM.
2. Availability of personnel proficient in the following languages (internist doctors, pediatricians, nurses, radiologists, receptionists):
  - a. English
  - b. Ukrainian and/or Russian
  - c. Polish and/or German
3. Facility equipped with a Radiology department, ideally co-located. IT solutions must enable storing X-ray results on a separate server and providing remote access to IOM doctors.
4. Dedicated staff at reception desk on the days when IOM patients are admitted.
5. Allocation of at least 2 additional consultation rooms for the needs of the IOM contract (for a doctor/nurse and administrative staff). The room should have 8 – 12 m<sup>2</sup>, with natural light, access to internet and electricity and accommodate from 2-3 persons.
6. Conduct medical examinations to IOM beneficiaries according to the guidelines, procedures and standards defined by IOM and CDC. Link: <https://www.cdc.gov/immigrant-refugee-health/hcp/overseas-guidance/index.html>
7. Provision of additional medical services (e.g. specialist consultations: cardiologist, pediatrician, pulmonologist, neurologist, psychiatrist, among others) within one-week notice.
8. Compliance with IOM Data Protection Principles regarding the anonymization of personal and medical data.
9. Possibility to display IOM program materials within the medical facility.
10. Agreement to allow IOM and Center for Disease Control and Prevention – USA, (CDC - IOM donor's) inspection of the clinical premises and activities/procedures provided to IOM beneficiaries. Inspections can be planned or ad hoc.
11. Consent for IOM to assist with the patients' flow within the facility in close coordination with the service provider.
12. **FOR POLAND ONLY:** Provision of existing adequate area for sputum collection or to organize the installation of one cabin designated for the collection of sputum samples of IOM beneficiaries in the medical facilities (cabin will be provided by IOM – technical specifications attached. The

cabin will be transferred to the service provider as a “device for temporary free of charge usage” and the basis for installation will be a lease agreement for the area required – details to be confirmed), including:

- a. Coordination with sanitary services
- b. Organization of the room
- c. Staffing for the cabin
- d. Development of procedures and technological project for sanitary services and the facility

12.1 **FOR GERMANY** – refer to existing facilities or collect at the clinic’s premises sputum samples for IOM beneficiaries in need of such test.

13. Regular information exchange (as needed) to ensure:

- a. Optimal scheduling of IOM beneficiaries.
- b. Receiving lab test results timely.
- c. Flexibility arranging additional tests/consultations.

## **SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS**

6.1 Contract Form with General Conditions of Contract - [Attached](#)

## **SECTION 7: PROPOSAL FORMS**

**Form A: Proposal Confirmation**

**Form B: Checklist**

**Form C: Technical Proposal Submission**

**Form D: Proposer Information**

**Form E: Joint Venture/Consortium/Association Information**

**Form F: Eligibility and Qualification**

**Form G: Format for Technical Proposal**

**Form H: Format for CV of proposed key personnel**

**Form I: Statement of Exclusivity and Availability**

**Form J: Format for Financial Proposal**

