



## **IOM AFGHANISTAN**

### **INVITATION TO SUBMIT EXPRESSION OF INTEREST**

(For Pre-qualification of Licensed IT equipment and software suppliers in Afghanistan)

REF NO. **EOI AF19-03**

18 April 2019

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.

IOM now invites Expression of Interest (EOI) from Licensed IT equipment and software suppliers for the purpose of registering as potential suppliers of IT equipment and software to IOM

The Expression of Interest shall contain information on the following a.) range of relevant products and services offered, b.) Certifications or Appointment letters as authorized agents/resellers of products and services offered (if any) c.) qualification and experience of relevant professionals and technical personnel currently maintained d.) track record and experience of the firm in similar assignment including list of major clients served and e.) providing prove of experience with UN organizations (if any) f.) other relevant information.

The Expression of Interest shall be submitted in original and should be received by hand in sealed envelop to IOM with office address.

Procurement Unit

IOM Kabul Afghanistan

House # 28, Street # 3, Ansari Square, Shahr-e-Naw,(Opposite to German Clinic)

With subject line:

EOI for Licensed IT equipment and software suppliers in Afghanistan

REF NO. EOI AF19-03

**No later than 5<sup>th</sup> May 2019**

On the basis of the above information, IOM shall draw up the shortlist of IT equipment suppliers and only short-listed companies will be contacted to submit their quotes in possible procurement of IT equipment and software.

Interested suppliers may obtain further information and can request for clarification from IOM by sending E-mail to [iomkabulprocurement@iom.int](mailto:iomkabulprocurement@iom.int) no later than 28 April'19 before 16: hours.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Very truly yours,  
IOM Kabul Procurement Unit

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



## **Request for Expression of Interest**

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.

IOM now invites Expression of Interest (EOI) from Licensed IT equipment and software supplier companies for the purpose of registering as potential suppliers of IT equipment and software to IOM.

This document contains instructions on the preparation and submission of the Application including Annex A: Bidder's Information.

The Application must be submitted in original and should be received by hand to IOM with office address:

Procurement Unit  
IOM Kabul Afghanistan  
House # 28, Street # 3, Ansari Square, Shahr-e-Naw,(Opposite to German Clinic)

with subject line:  
EOI for Licensed IT equipment and software suppliers  
REF NO. AF19-03

1. Late Application will not be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company
3. The Application must be submitted in the English language. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
4. The Application document should comprise of the following:
  - a. Cover Letter;
  - b. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative; and
  - c. Duly Accomplished Annex A with All requested information.

5. Companies requiring any clarifications on the content of this document may notify the IOM in writing at the following email address: [iomkabulprocurement@iom.int](mailto:iomkabulprocurement@iom.int)  
IOM will respond to any request for clarification received on or before 28 April'19, 14:00 hours.
6. Applications shall be evaluated in accordance with the following criteria:
  - a. Capacity
  - b. Track Record and Experience
  - c. Technical Expertise
  - d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the future bidding/tender process.

7. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
8. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
9. All information given in writing to or verbally shared with the Company in connection with this Request for EoI is to be treated as strictly confidential. The Company shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the EOI process has been completed whether or not the Company is successful.
10. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.

## **ANNEX A: BIDDERS INFORMATION**

**TABLE 1 – GENERAL INFORMATION**

- Name of the Company
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business
- VAT Registration number

**Provide certified copies**

**TABLE 2 – COMPANY EXPERIENCE IN LAST THREE YEARS**  
(minimum of USD 1.5 million of total contracts in the last three years)

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

Remarks (**Provide documentary evidence**)

**Please provide a list of all contracts.**

**Please include copies of Purchase Orders over USD 50,000**

**Please include copies of completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients providing their contact details and approval to contact them.**

**This is not related to contracts with IOM**

**TABLE 3 – ONGOING CONTRACTS**

- Client
- Description of Contracts
- Location
- Amount

- % of Completion (**Provide documentary evidence**)

**TABLE 4 - ADEQUACY OF WORKING CAPITAL**

- Source of credit line (own funds or bank credit line)
- Amount
- Remarks (*Provide documentary evidence*)

**Please provide proof of financial competency and audited financial statements for the last three financial years.**

**TABLE 5– LIST OF PERMANENTLY EMPLOYED STAFF**

- Name
- Designation Qualification
- No. of Years of Experience

**Provide an organizational chart and detailed CVs for key management and technical personnel in the Company**

**TABLE 6– ANY OTHER INFORMATION**

**In addition to the required information, Companies may provide brochures and other related documents**

**I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:**

\_\_\_\_\_  
Name/ Signature/ Date