



International Organization for Migration (IOM)
The UN Migration Agency

Request for Expression of Interest on behalf of the United Nations in Uganda

The International Organization for Migration (IOM), the United Nations Migration Agency, is committed to the principle that humane and orderly migration benefits both migrants and society. On behalf of the United Nations System in Uganda, under the umbrella of "Delivering as One", IOM Uganda is developing a database of prequalified service providers/vendors to supply/provide goods, services and works to the UN agencies in Uganda.

Under this framework, IOM now invites Expression of Interest from eligible Companies/Service Providers/suppliers/ contractors/ vendors to be prequalified for the different categories of works/ supplies/ services listed in Annex B.

***Kindly note that this process is not just for IOM, but for all UN agencies in Uganda.

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

1. The Application must be submitted by hand in sealed envelope to IOM with office address at **Plot 6A Bukoto Crescent, Naguru. P. O. Box 11431 Kampala no later than Thursday 28 November 2019 from 8.00AM to 5.00PM**. Late Applications 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/ Service Provider.

3. Two (2) copies of the Application must be submitted in two separate envelopes – one original and one duplicate copy; the corresponding envelopes must be marked "Original" and "Copy". If there are any discrepancies between the original and the copy, the original will be considered. For submission purposes, both envelopes should be placed in one outer envelope which should be sealed. The outer envelope shall be labelled appropriately:

Reference number of category applied for: _____
Title of the category applied for: _____
Name of the Company/Service Provider/ vendor: _____

And addressed to:

**IOM Uganda Procurement Unit
Plot 6A Bukoto Crescent, Naguru
P. O. Box 11431, Kampala**

4. The Application must be submitted in the English language and in the format prescribed by IOM. All the 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.
5. The Application document should consist of the following:
 - a. Cover Letter (Letter of expression of interest) on a company/entity letter head, signed by the Authorized Representative of the company/entity

- 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 filled-in Annex A, signed on all pages by the Company/Service Provider/vendor's Authorized Representative
6. Companies/Service Providers requiring any clarifications on the content of this document may notify IOM in writing at the following address: **ugandaprocurmentandlogistics@iom.int** IOM will respond to any request for clarification received on or before **20 November 2019**.
7. 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 retained in the data base of vendors for the years 2020-2023

8. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for Eol. Applications shall not be modified or withdrawn after the deadline.
9. 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 or liable for the costs incurred.

10. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for Eol is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall remain after the procurement process has been completed whether or not the Company/ Service Provider is successful.
11. Entities applying for more than one category should clearly mention all the categories they are applying for in the cover letter and on the submission envelope
12. 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.

Annexes A and B to this Eol is available on IOM Uganda Website <https://uganda.iom.int/vacancies-tenders> Service Providers may obtain these annexes from the website. You may also directly contact the Procurement unit should you have any challenges with the website.

IOM Uganda Procurement Unit