



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

IOM Turkey

INVITATION TO SUBMIT EXPRESSION OF INTEREST

08-Sep-2017

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.

In the framework of *Basic Needs: Shelter Repairs Project*, IOM now invites Expression of Interest (EOI) from Companies/Service Providers for following two projects:

- a) Project 1: 750 Small Shelters Rehabilitation Works in Şanlıurfa Province (Suruç, Akçakale, Harran, Bozova)
- b) Project 2: 250 Small Shelters Rehabilitation Works in Hatay Province (Kumlu, Belen, Iskenderun, Reyhanlı)

The Expression of Interest shall be submitted in original and duplicate copy and should be received either by hand or through mail by IOM with office address at *Güvenevler Mah., 29069 Sok., No: 15, Şhitkamil, Gaziantep* no later than on *September 20, 2017* at *13:00*.

On the basis of the above information, IOM shall draw up the shortlist of Companies/Service Providers Only short listed Companies/Service Providers will be invited to submit technical and financial proposals.

Interested Consultants may obtain further information from IOM Turkey website at <http://www.turkey.iom.int/procurement-notice> on the dates between *08/09/2017* and *20/09/2017*.

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,

Procurement & Logistics Department

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

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

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

Remarks (Provide **documentary evidence**)

TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Year
- Client
- Description of works
- Contract Amount
- Remarks (**Provide documentary evidence (*)**)

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.

TABLE 4 – ONGOING CONTRACTS

- Client
- Description of Contracts
- Location
- Amount
- % of Completion (**Provide documentary evidence**)

TABLE 5 - ADEQUACY OF WORKING CAPITAL

- Source of credit line
- Amount
- Remarks (*Provide documentary evidence*)

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

TABLE 6 – 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 Organization

TABLE 7 – LIST OF PLANT AND EQUIPMENT (OWNED AND HIRED)

- Description whether Owned or Leased
- Year of Manufacture

TABLE 8 – 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

ANNEX B: Sample of Small Shelter Unit Work Photos











