

TERMS OF REFERENCE
REQUEST FOR EXPRESSION OF INTEREST

A. Background/Introduction

The International Organization for Migration (IOM) is part of the United Nations System as the leading inter-governmental organization promoting humane and orderly migration for the benefit of all. IOM has had a presence in Egypt since 1991.

In line with this mandate, IOM Egypt country office has launched this Call for expression of interest to invite prospective vendors who wish to provide their services to IOM Egypt to submit their business profiles for review.

B. Scope of Work

IOM Egypt invites interested companies with experience delivering supplies/services under the following areas:

1. NON-FOOD ITEMS (NFIs)- General Supplies
2. Food and Catering
3. Office furniture
4. ICT supplies
5. Stationeries/ office supplies
6. Medical equipment and vaccines
7. Construction work

Vendors must be able to supply these good/services in Cairo & Alex or more governorates.

C. Expected Outcomes

Interested Vendors are invited to share a company profile which demonstrate their capacity to provide supplies/ services to IOM Egypt any one of the above listed areas.

Organizational structure, experience, client referrals, financial capacity and team composition will all be reviewed and will contribute to determining suitability of the businesses that respond to this call.

Please note:

This Request for Expression of Interest does not constitute a solicitation. IOM Egypt reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Egypt 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 Egypt.

D. Duration of the Work

This EOI is an open call. There is no set duration for execution of the requested services. Vendors will be engaged on an on-going basis for requests from IOM Egypt teams.

Details of qualified vendors will be added to the IOM Egypt vendor roster

F. Eligibility Criteria

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	<ul style="list-style-type: none">• Recent commercial registration• Tax Card• VAT Certificate (if any)• Bank letter with full bank details
Minimum 3 years of relevant experience.	Registration Documents, Business profile, Client references
Minimum 3 contracts of similar nature over the last 3 years.	Client reference list with contact information

- a) Must be a legally registered entity in Egypt. commercial registration and Tax Card are mandatory
- b) Must have registered account for the business.
- c) Must have minimum 3 years' experience in the business sector in EOI with a minimum 3 executed contracts in the last 3 years

G. Submission details

Submissions will be made via the email to IOM Egypt Bids iomegbids@iom.int Kindly comply with the requirements of the call

The EOI should include the following:

- Brief presentation of company (Business profile) including number of staff, turnover, years in business

- Contact information: full name and address, country, telephone number, e-mail address, website and contact person.
- Client Reference list with contact details.
- CAC registration certificate (mandatory)
- Website link / Instagram handle (recommended)
- Photographs (if applicable)
- Audited financial accounts for past 2 years (recommended)

Note: Prices are not required at this stage.

Method of submission

- Expressions of Interest shall be sent through the email to IOM Egypt Bids iomegbids@iom.int
- All files must be free of viruses and not corrupted
- File names must clearly identify contents of the document and must not exceed 60 characters long

This EOI does not entail any commitment on the part of IOM Egypt, either financial or otherwise. IOM Egypt reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.