



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

9th Floor, Institute of Bankers of Sri Lanka Building, No.80A, Elvitigala Mawatha, Colombo 08

INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is part of the United Nations system and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of Migration Governance, IOM now invites Expression of Interest (EOI) from Companies/Service Providers to undertake production of audio-visual public communications products on the IOM implemented project *Strengthening the capacity to mitigate Illegal, Unreported, and Unregulated (IUU) fishing practices through the introduction of an integrated Vessel Monitoring System (VMS)*. The VMS is a fisheries monitoring, control and surveillance tool which enhances the safety of sea-going vessels and fisher folk while strengthening Sri Lanka's maritime domain awareness. The proposed audio-visual products are aimed to improve the awareness of public and project stakeholders on project scope, its benefits, and broader impact.

The Expression of Interest shall contain information on the following:

- a.) Range of relevant services offered
- b.) Track record and experience of the firm in implementing similar assignments over the last five (5) years including a list of major clients served
- c.) Annual company revenue summary over the last five (5) years
- d.) Team composition, including qualifications and experience of relevant professionals/ technical personnel that will be directly involved with the project
- e.) Other relevant information

The Expression of Interest shall be submitted via email to IOMLKPROCUREMENT@iom.int and should be received by the BEAC later than *15.00 hrs on 28 February 2023*.

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

Interested Companies/Service Providers may obtain the *instruction form* and further information from IOM Sri Lanka web site <https://srilanka.iom.int/procurement> or contact *IOM Colombo Procurement Focal Point on 0112 112600*, or make a request via e-mail to IOMLKPROCUREMENT@iom.int



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Request for Expression of Interest - Instruction Form

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is an organization part of the United Nations system and is committed to the principle that humane and orderly migration benefits both migrants and society.

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

1. The Application must be sent through email to IOM with office address *IOMLKPROCUREMENT@iom.int* at no later than *15.00 hrs on 28 February 2023*. 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. The Application must be submitted via email in PDF format. The subject of the email should contain reference number, title of the Project and name of the Company/Service Provider.
4. The Application must be submitted in the English language and in the format prescribed by IOM. 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.
5. The Application document should comprise of the following:
 - a. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider's Authorized Representative (e-signature is accepted); and
 - b. Duly Accomplished Annex A with all requested information.
 - c. Links to previous videos produced (within the last five years)
6. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing via *email to IOMLKPROCUREMENT@iom.int*. IOM will respond to any requests for clarification received on or before *24 February 2023 at 15.00 hr*.

7. Applications shall be evaluated in accordance with the following criteria:

- a. Track Record and Experience
- b. Technical Expertise
- c. Financial Strength

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

- 8. 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.
- 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 and 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 EOI 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 continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
- 11. 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.
- 12. If the capacity of the attachments exceed 6MB, please send an email to IOMLKPROCUREMENT@iom.int with following details for IOM to create OneDrive folder to facilitate the file upload process.

E Mail Subject	Request OneDrive access (IBMS - EOI)
Organization Name:	
Contact Person:	
Email Address:	
Phone Number:	

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

TABLE 2 – SIMILAR EXPERIENCE IN LAST FIVE YEARS

- Year
- Client
- Description of works
- Contract Amount
- Provide links to products
- Client focal point contact details (as a referee)

Kindly note that IOM may request completion certificates issued by former clients and / or performance appreciation / evaluation letters from former clients as required.

TABLE 3 – ONGOING CONTRACTS

- Client
- Description of Contracts
- Location
- Amount
- % of Completion

TABLE 4 - ADEQUACY OF WORKING CAPITAL

- Source of credit line
- Amount

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

TABLE 5 – PROJECT TEAM INFORMATION

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

If required, the service provider shall provide detailed CVs for key management and technical personnel in the Organization.

TABLE 6 – ANY OTHER INFORMATION

In addition to the required information, Companies may provide company profile/ brochure.

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