



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

International Organization for Migration.
Main Office in Aden, UN Enclave, Khormaksar, Aden

INVITATION TO SUBMIT EXPRESSION OF INTEREST

(For Short listing of Companies/ Service Providers)

[04. Oct.2022]

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 humanitarian activities IOM now invites Expression of Interest (EOI) from Companies/Service Providers for Delivery of Goods, Works and Services in different 20 Categories.

1. Furniture and Fixture,
2. Generator and Generator accessories and services.
3. IT equipment and IT Accessories,
4. Office Stationery, office supplies,
5. Food and beverages,
6. Solar Water Pumps, Solar System, Plumbing Material and services,
7. Construction Material,
8. Construction and rehabilitation,
9. Electrical. Electronics equipment and accessories,
10. Security enhancement,
11. Electric Electronic tools and equipment's,
12. Household companies.
13. Firefighting and safety equipment and services.
14. carpentry tools and equipment
15. Catering services
16. Household items.
17. Furniture and fixture.
18. Automobile
19. Drinking water
20. Fuel

Our main purpose is to attract more qualified vendors to register in our Supply Chain Management System (SCMS) vendor portal in IOM Operation Areas in all Yemen, but especially vendors from *West coast, Ibb, Taiz, Turbah etc - all locations from far places,*

Interested vendors should register directly to the link and upload relevant documentation needed to IOM Vendor Management Portal and use the following link:-

[IOM Yemen Vendor Portal - IOM Yemen Vendor Portal \(ye-p-app02.azurewebsites.net\)](http://ye-p-app02.azurewebsites.net)

Once you complete the registration please send confirmation via email to the below focal point, and Email Subject as: New Vendor Registration.

Interested vendors may obtain further information from regarding the registration instruction:
[Abdullah Faisal,](#)
[aalhabashi@iom.int,](mailto:aalhabashi@iom.int)
Mobile: + 967 779-181-623.

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,

[\[Insert Name, Signature\]](#)

[\[Title\]](#)

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



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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.

In the framework of **humanitarian activities**, IOM now invites Expression of Interest from Companies/Service Providers for the supply and services in different 12 Categories.

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

Interested vendors should register directly to the link and upload relevant documentation needed to IOM Vendor Management Portal and use the following link: -

[IOM Yemen Vendor Portal - IOM Yemen Vendor Portal \(ye-p-app02.azurewebsites.net\)](http://ye-p-app02.azurewebsites.net)

1. 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.
2. 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.
3. 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.

Once you complete the registration please send confirmation via email to the below focal point, and Email Subject as: New Vendor Registration.

Interested vendors may obtain further information from regarding the registration instruction:
[Abdullah Faisal,](mailto:aalhabashi@iom.int)
[aalhabashi@iom.int,](mailto:aalhabashi@iom.int)

Mobile: + 967 779-181-623.

4. 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 bidding/tender process.

5. 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.
6. 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.
7. 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.
8. 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

- Compulsory as in the Vendor Sheet in the Portal Registration flow instruction, Remarks (Provide documentary evidence)

TABLE 2 – COMPANY EXPERIENCE IN LAST THREE YEARS

- Compulsory as in the Vendor Sheet in the Portal Registration flow instruction, Remarks (Provide documentary evidence), **And attached them in the portal**

TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS

- Compulsory as in the Vendor Sheet in the Portal Registration flow instruction, Remarks (**Provide documentary evidence (*)**), **And attached them in the portal**

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. **And attached them in the portal**

TABLE 4 – ONGOING COTRACTS

- Client
- Description of Contracts
- Location
- Amount

% of Completion (**Provide documentary evidence**), **And attached them in the portal**,

TABLE 5 - ADEQUACY OF WORKING CAPITAL

- Source of credit line
- Amount

Remarks (*Provide documentary evidence*), **And attached them in the portal**,

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

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

- **Compulsory as in the Vendor Sheet in the Portal Registration flow instruction,**

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