

# Call FOR EXPRESSION OF INTEREST (EOI)

(For Short listing and registering of suppliers/ Service Providers/Contractors engaged on different types of business categories

REOI Reference: EOI-01/24	Country: Ethiopia	Date: 31 March 2024
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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.

The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the business requirements described below. The purpose is to have short lists of interested supplier who are qualified and willing to be registered on IOM Ethiopia supplier/service provider/ contractor lists and will be invited on forthcoming IOM procurement solicitation process, if founded they are eligible to be considered further.

Description – business categories	Lists of items/services in category - not limited to the list
<b>ICT equipment's – Hardware</b>	All ICT hardware's (Laptops, Desktops, Printers, Projectors, Speakers, UPS, Hard disks, Smart Mobile phones, Networking equipment's, Printer cartridges (Tonners), Other related equipment and supplies – detail TOR can be requested though below mentioned IOM email address.
<b>ICT software's</b>	Any ICT related software's/licenses
<b>Networking and electrical system installation</b>	Installation of local area networking (LAN) and maintenances services, network cabling, electrical wiring, alternative power system installation (Solar, inverter system installation) – detail TOR can be requested though below mentioned IOM email address
<b>Other ICT maintenance services</b>	Installation, and maintenance of ACs (Air Conditioners), computer/ICT equipment maintenance & repair related services.
<b>Printer maintenance services</b>	Heavy duty and medium printers' maintenance services (Kyocera, HP, Cannon, and others) - – detail TOR can be requested though below mentioned IOM email address.
<b>Photographic equipment's and services</b>	Digital Camera, tripod, screen, flashlight, Audio visual equipment's and related devices and photographic editing software's/licences.
<b>Security and safety equipment's</b>	CCTV Camera supply and installation, Access control installation and maintenance, fire extinguishers/fire detection devices, fences, security signs, safety equipment's & consumables
<b>Non-Food items and Hygiene kits</b>	Plastic sheet, sleeping mat, Mosquito net, Blankets, Jerrycan, cooking pot, Washing basin, Kettle, Cup, Plate, Ladle, Plastic Rope, Sanitary pad, Soaps, diapers
<b>Office furniture and Equipment's</b>	Office working stations, all kind of chairs, Tables, conference room tables, bookshelves, file cabinets, sofa....
<b>Household equipment's - supply</b>	All kind of household equipment's, Electronics appliances & equipment's, Air conditioners, Refrigerator, Television, speakers, megaphones, kitchen appliances, cleaning machines
<b>Household equipment's - Maintenance services</b>	General maintenance services for Air conditioners, refrigerator, Electronics appliances & equipment's
<b>Office supplies - Stationery and cleaning materials</b>	General office supplies, Pen, pencils, exercise, Notebooks, envelop, flipchart papers, staplers, punchers, highlighters, white board, binding/laminating machines, cleaning materials/ liquids & consumables
<b>Sport and Recreation materials</b>	All kind of sports and recreational materials, table tennis, hand ball, foot balls, sport t-shirt with short, sport shoe and related supplies.
<b>Construction Material supply</b>	All building and shelter materials, Iron sheet, Nails, Cement, Shovel, Wheelbarrow, PVC bucket, PVC, Hand saw, Eucalyptus poles, Sandbag, Roto tanker, sand, stone

	Plumbing related fitting and equipment's and machines, electrical wires, cables and circuits, power tools/ hand tool & accessories
<b>Construction works</b>	Building construction/ any rehabilitation works/ Borehole/plumbing works/ Aluminium & Partitioning works/ Civil Maintenance works, building interior design, floor painting, civil maintenance contractor
<b>Construction equipment's and machinery</b>	Generators, generator accessories & parts, water pumping/fitting equipment's & machines
<b>Generator Maintenance service</b>	Generator maintenance & repair service, generator accessories & parts
<b>Visibility/ Printing/ Advertising</b>	Printing of different materials with visibility/Printing of Banners /Rollup banners, brochures, printing of papers, carbon pads, Calanders, t-shirt with visibility, business cards, printing of books/magazine, printing of plates, all types of stamps....
<b>Medical items - supply</b>	All pharmaceutical products items/drugs/medicines, Medical equipment's, Accessories & spare parts, medical instruments, Laboratory equipment and accessories, Laboratory consumables/ Medical consumables
<b>Medical equipment's - services</b>	Medical/laboratory equipment maintenance & repair services (Mobile clinic, X-ray machines, Audiometry & spirometry.....
<b>Automobile Parts - Supply</b>	Automobile parts & Accessories (Tyre, Batteries, Oil, Lubricants)
<b>Automobile Parts - services</b>	Mechanical repair services, servicing/repairing/maintenance of vehicles, Periodic services, painting
<b>Merchandise items</b>	All kind of items available at merchandise shop, Lentils, spaghetti, cereals
<b>Boutique items</b>	All kinds of shoes, cloths, caps, socks
<b>Kids playing materials</b>	All kinds of kids playing items, Toys, musical instruments, recreational items, game playing devices
<b>Solar equipment's</b>	Street solar lights and all kind of solar light equipment's and services
<b>Transportation services</b>	Vehicle rental services/ all kind of light vehicles / double cabs, Mini-van, Coaster buses, Trucks for movements of goods with different capacity (10, 20 and 40 ton)
<b>Logistics/ Freight forwarding services</b>	Customs clearing, customs declaration freight forwarding services, cargo handling
<b>Translation and interpretation services</b>	Translation of documents to different languages, provision of translation service equipment's during the event – hybrid equipment rental.
<b>Detail instructions</b>	
<b>Method of obtaining application documents</b>	Interested Vendors can find this REOI application and additional documents on upon sending email request to <a href="mailto:TTURGA@iom.int">TTURGA@iom.int</a> ; <a href="mailto:BNEGASH@iom.int">BNEGASH@iom.int</a> ; <a href="mailto:egalang@iom.int">egalang@iom.int</a> until April 21, 2024.  We discourage physical contact at office – and treat email requests only.
<b>Deadline for the Submission of EOI</b>	21 April 2024 Before 14:00pm hrs (Central Africa Time), If any doubt exists as to the time zone, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Content of EOI</b>	The EOI should include the following information: <ul style="list-style-type: none"> <li>• Brief presentation of company profile including, turnover, years in business</li> <li>• Previous Purchase orders/contracts from another company</li> <li>• Letter of satisfactory performance</li> <li>• Reference list demonstrating qualifications for participating in this upcoming bidding process</li> <li>• Contact information: full name and address, country, telephone number, e-mail address, website and contact person.</li> </ul>

	<ul style="list-style-type: none"> <li>All legal documents related with business registration.</li> </ul> <p><b>Note: Prices are not required at this stage.</b></p>
<p><b>Method of Submission</b></p>	<p>Expressions of interest shall be sent by email as follows:</p> <p>Email address <a href="mailto:TTURGA@iom.int">TTURGA@iom.int</a>; <a href="mailto:BNEGASH@iom.int">BNEGASH@iom.int</a>; <a href="mailto:egalang@iom.int">egalang@iom.int</a></p> <p><b><u>Or submit the physical hardcopy to below email address:</u></b></p> <p style="padding-left: 40px;">International Organization for Migration (IOM) Kirkos Sub-city, Wereda 8, Yemez Building (near UNECA), back to Ziquala complex</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Mandatory subject of email: <b>Submission of Expression of Interest documents for Ref no: EOI-01/24 xxxxxx business category</b></li> <li>▪ Please mention your business category while requesting the document</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ You should receive an email acknowledging receipt.</li> </ul>
<p><b>Contact Person for correspondence and clarifications</b></p>	<p>E-mail address: <a href="mailto:tturga@iom.int">tturga@iom.int</a></p>
<p><b>REOI Conditions</b></p>	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Ethiopia reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM 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 after a due diligence assessment.</p>