



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

**Warsaw / Poland**

## **INVITATION TO SUBMIT EXPRESSION OF INTEREST**

*11 October 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 the Implementation of Mission activities, IOM now invites to submit Expressions of Interest (EOI) from Companies/Service Providers for the *following category of supplies and services*.

<i>LOT #</i>	<i>CATEGORY OF REQUIREMENT</i>	<i>DESCRIPTION</i>
<i>1</i>	<i>General Trading and supplies</i>	<i>Household parts, tools, construction tools &amp; materials, WASH equipment &amp; supplies</i>
<i>2</i>	<i>Office Furniture and Equipment</i>	<i>Office table, chairs, Cabinets, Air conditioners, Water dispenser, heater, generator, etc.</i>
<i>3</i>	<i>Construction Services</i>	<i>General construction, civil engineering, construction consultancy services, etc.</i>
<i>4</i>	<i>Non-Food items</i>	<i>Relief materials, blankets, dignity kits, winterization kits, sleeping mats, food items, etc.</i>
<i>5</i>	<i>IT Equipment and services</i>	<i>Laptops, phones, printers, toner cartridges, Lan cabling supplies and services, etc.</i>
<i>6</i>	<i>Outsourced Services</i>	<i>Plumbing, Painting, General repairs, other property maintenance</i>
<i>7</i>	<i>Fire Safety and Security Services</i>	<i>Provision of Security Guards, Supply of Fire extinguishers, smoke detectors, CCTV cameras, etc.</i>
<i>8</i>	<i>Medical supplies</i>	<i>Provision of medical masks, medical gloves, medical equipment etc.</i>
<i>9</i>	<i>Air Charter Services/Land vehicle Services</i>	<i>Cargo flight, passenger flight, taxi lease services</i>

The Expression of Interest shall contain information on the following a.) range of relevant supplies and services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information.

The Expression of Interest shall be clearly marked with the LOT Number of interest should be received either by hand or through email by IOM Poland Procurement unit with office address at:

**Procurement Unit, Międzynarodowa Organizacja ds. Imigracji (IOM)**

**Address: Wiejska 12, 00-490 Warszawa**

*or via email to: [IOMPolandProcurement@iom.int](mailto:IOMPolandProcurement@iom.int) (send email to receive the complete set of instructions and forms to be filled up).*

No later than *25 October 2022*

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

***Vendors and Service providers who have submitted a complete company profile to IOM within the past eight (8) months need not resubmit***

IOM reserves the right to accept or reject the Expression of Interest at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Very truly yours,

*IOM Poland Procurement*