



International Organization for Migration (IOM)

The UN Migration Agency

IOM AFGHANISTAN

INVITATION TO SUBMIT EXPRESSION OF INTEREST

(Supply and Delivery of Machineries for Small and Medium-Sized Manufacturing Enterprises)

Date: 30.03.2021

Ref: N/A

Kabul, Afghanistan

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 Reintegration and Development Assistance in Afghanistan (RADA) project, IOM now invites Expression of Interest (EOI) for Supply and Delivery of Machineries for Small and Medium-Sized Manufacturing Enterprises.

The Expression of Interest shall contain information on the following a.) Detailed company profile including qualification and experience of relevant professional and technical personnel currently maintained b) range of relevant services offered, c.) track record and experience of the firm with similar assignment including a list of major clients served and d.) Copies of registration certificates and business licenses, e) other relevant information.

The Expression of Interest shall be submitted in sealed envelope by hand to IOM with main office address below no later than **19 April 2021 at 03:00PM**. Late applications will no longer be considered. The applications should be addressed at attention of:
IOM Kabul Procurement Unit, Kabul Afghanistan

IOM Kabul Main Office Address:

House # 28, Street # 3, Ansari Square, Shahr-e-Naw, (Opposite to German Clinic Kabul, Afghanistan).

On the basis of the above information, IOM shall draw up the shortlist of eligible suppliers for Supply and Delivery of Machineries for Small and Medium-Sized Manufacturing Enterprises. Only short-listed Companies will be invited to participate in the tenders for the future machineries and related materials projects.

Interested Companies/service providers may obtain further information from IOM at the e-mail address on iomkabulprocurement@iom.int before 18 April 2021.

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,

IOM Kabul Procurement Unit



International Organization for Migration (IOM)
The UN Migration Agency

Request for Expression of Interest

In Afghanistan, IOM has been present since 1992, and works in close partnership with national and local government institutions, non-governmental agencies, community organizations and the donor community to address pressing and complex challenges in migration management, to respond to the needs created by humanitarian emergencies in the country and to ensure improved living conditions for vulnerable communities.

IOM Afghanistan, with financial support of the European Union, developed the Reintegration and Development Assistance in Afghanistan (RADA) project to support sustainable reintegration of returnees within their communities of return. RADA is implemented in eight provinces of high return (**Baghlan, Balkh, Herat, Kabul, Kandahar, Kunar, Laghman and Nangarhar**) with an integrated approach to the economic, social and psychosocial aspects of reintegration at both the individual and community levels.

Within the RADA project, activities to foster economic reintegration at the community level focus on strengthening livelihoods opportunities, increasing productivity and fostering local economic development in line with local and provincial plans and priorities. It is in the context of its activities at the community level, particularly for Supply and Delivery of Machineries for Small and Medium-Sized Manufacturing Enterprises, that IOM now invites eligible parties to submit their Expression of Interest (EoI) for the Supply and Delivery of Machineries for Small and Medium-Sized Manufacturing Enterprises.

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

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.

2. The Application must be submitted on one original and one copy and envelop must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and name of the Company/Service Provider.

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.

1. 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.

1. Logistic Services Companies / Service Provider requiring any clarifications on the content of this document may notify the IOM in writing at the following address:

[House # 28, Street # 3, Ansari Square, Shahr-e-Naw, \(Opposite to German Clinic Kabul, Afghanistan](#) or on iomkabulprocurement@iom.int.

IOM will respond to any request for clarification received on or before 18 April by 10:00AM.

2. Applications or expression of interest documents shall be evaluated in accordance with the following criteria:

- a. Technical Relevant Capacity
- b. Track Record and Relevant Experience, preferably with international organizations
- c. Technical Expertise and familiarity with Machineries for Small and Medium-Sized Manufacturing Enterprises in different sectors
- d. Financial Strength

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

3. 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.

4. All information given in writing to or verbally shared with the Company in connection with this Request for EoI is to be treated as strictly confidential. The Company 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 is successful.

ANNEX A: BIDDERS INFORMATION

TABLE 1 – GENERAL INFORMATION

- Name of the Company
- Address
- Phone Number
- Fax Number
- Email Address
- **Address of Other Offices in provinces, if any**
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration) from a relevant government entity, e.g. MOCI*
- Registration number
- Place of Registration (copy of valid business license as a proof of private owned company (registered with AISA/MOIC, or another relevant department)
- Minimum 4 years of operations in Afghanistan

- Minimum 2 years' experience in provision of Supply and Delivery of Machineries to the manufacturing enterprises in Afghanistan.
- Minimum of total contract acted services in a value of USD 100,000 over past 4 years (2017-2021)
- Demonstrated experience of working with international organizations in at least one of the IOM RADA's targeted provinces.

TABLE 2 – COMPANY EXPERIENCE IN LAST FOUR YEARS

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

Remarks (Provide **documentary evidence**)

TABLE 3 – SIMILAR EXPERIENCE IN LAST FOUR YEARS (Provide all the supporting documents showing the experience)

- Year
- Client
- Description of works
- Contract Amount
- Remarks (**Provide documentary evidence (*)**)

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.

TABLE 4 – ONGOING COTRACTS (if any)

- Client
- Description of Contracts
- Location
- Amount
- % of Completion (**Provide documentary evidence**)

TABLE 5 - ADEQUACY OF WORKING CAPITAL

- Source of credit line (Own funds or Bank credit)
- Amount
- Remarks (*Provide documentary evidence*)

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

TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF (CVs and experience in community development projects are required)

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

Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization

TABLE 7 – ANY OTHER INFORMATION

In addition to the required information, Companies may provide brochures fact sheets 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