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| REOI Reference: SCU-EOI-2024-xxxxx | Country: SUDAN | Date: 01 June 2024 |
| Category: | | |

Introduction:

The evaluation criteria for Expressions of Interest (EOI) submissions are designed to ensure that vendors meet the necessary standards and requirements set forth by the International Organization for Migration (IOM) in Sudan. These criteria provide a structured framework to assess the compliance, legal and commercial qualifications, financial capacity, quality and sustainability practices, and technical capabilities of potential vendors. Each submission is meticulously reviewed to verify adherence to IOM’s specific instructions, proper documentation, and legal credentials. Additionally, the evaluation considers the vendor’s business profile, financial health, commitment to quality and environmental standards, relevant experience, and operational capacity within designated regions. This thorough vetting process ensures that only qualified vendors who align with IOM's mission and operational needs are selected for potential collaboration.

Below Table shows how the evaluation matrix works:

| Evaluation Criteria | Vendor Name | |
|--|---------------------|-----------|
| | Evaluation Findings | Pass/Fail |
| Compliance to the IOM EOI instructions: | | |
| Correct use of the response form. | | |
| Complete provision of requested general information. | | |
| IOM's Documents: | | |
| VENDOR INFORMATION SHEET, completed, signed and stamped. | | |
| DECLARATION OF CONFORMITY, completed, signed and stamped. | | |
| IOM’s CODE OF CONDUCT, completed, signed and stamped. | | |
| Legal Compliance: | | |
| Business License and/or Certificate of Incorporation. | | |
| Tax Identification Number (TIN) / Tax ID Certificate. | | |
| Confirmation Letter for the BANK ACCOUNT DETAILS. | | |
| Commercial Compliance | | |
| Business Documents: | | |
| Business Description, Company Profile, Brochures and Business-Related Material. | | |
| Registration on UNGM. | | |
| Financial Capacity: | | |
| Audited and certified financial statements for the last 3 years, demonstrating the company's financial health. | | |

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| Quality and Sustainability: | | |
| Company's environmental policy, demonstrating commitment to sustainable practices. | | |
| Obtained quality certificates, attesting to compliance with required quality standards. | | |
| Technical Capacity | | |
| Company Experience: | | |
| Number of years in the field. | | |
| Recent contracts/purchase orders completed (including values, delivery period and the client). | | |
| Participation in relevant associations or industry groups. (e.g., Union of Chamber of Commerce) | | |
| Certified copies of exclusive rights or licenses held by the company. | | |
| Technical capabilities relevant to IOM's requirements. | | |
| Regions/Cities covered by the supplier: | | |
| Geographical regions in which the supplier is able to provide services or goods in accordance with project requirements. | | |
| Capability to operate and deliver within the IOM's designated regions. | | |

**IOM-Sudan
Supply Chain Unit
June 2024**