

**REQUEST FOR EXPRESSION OF INTEREST (REQUEST FOR EOI)
REGISTRATION OF VENDORS IN IOM SUDAN SYSTEM**

REQUEST FOR EOI Reference: SCU-EOI-2024-0006	Country: SUDAN	Date: 29 July 2024
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IOM-SUDAN The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of **MEDIA AND PRINTING SERVICES**. The purpose of the REQUEST FOR EOI is to identify vendors that wish to participate in a forthcoming solicitation process.

Description	REGISTRATION OF LOCAL VENDORS FOR: HOSPITALITY & EVENTS MANAGEMENT.	
Deadline for the Submission of EOI	15TH OF AUGUST 2024 12:59 SUDAN TIME If any doubt exists as to the time zone, refer to http://www.timeanddate.com	
Content of EOI	The EOI should include the following:	
Mandatory Requirements:	Optional / If-Applicable Requirements:	
<p>IOM Documents:</p> <ol style="list-style-type: none"> VENDOR INFORMATION SHEET, completed, signed and stamped. DECLARATION OF CONFORMITY, completed, signed and stamped. IOM’s Code of Conduct, completed, signed and stamped. <p>Legal / Tax. Documents:</p> <ol style="list-style-type: none"> Business License and/or Certificate of Incorporation. Tax Identification Number (TIN) / Tax ID Certificate. Confirmation Letter for the BANK ACCOUNT DETAILS. <p>Business Related Documents:</p> <ol style="list-style-type: none"> Business Description, Company Profile, Brochures and Business-Related Material. Recent contracts/purchase orders completed (including values, delivery period and the client). Technical capabilities relevant to IOM's requirements. <p>Regions/Cities covered by the supplier:</p> <ol style="list-style-type: none"> Geographical regions in which the supplier can provide services or goods in accordance with project requirements. Capability to operate and deliver within the IOM's designated regions. 	<ul style="list-style-type: none"> Audited and certified financial statements for the last 3 years Company's environmental policy, demonstrating commitment to sustainable practices. Obtained quality certificates, attesting to compliance with required quality standards. 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. 	
Method of Submission	<p>Expressions of interest shall be sent by email as follows: Email address: sudanvms@iom.int</p> <ul style="list-style-type: none"> File Format: .PDF File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Max. File Size per transmission: 15 MB Mandatory subject of email: EOI – EVENTS – VENDOR NAME 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”. <p>You should receive an email acknowledging receipt.</p>	

Contact Person for correspondence and clarifications	IOM SUDAN - Supply Chain Unit / E-mail address: sudanvms@iom.int
Evaluation Criteria	Evaluation criteria is attached to this REQUEST FOR EOI documents set.
REQUEST FOR EOI Conditions	This Request for Expression of Interest does not constitute a solicitation. IOM SUDAN reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM-SUDAN 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 SUDAN .

DETAILED HOSPITALITY AND EVENTS MANAGEMENT:

Hospitality and Events Management	Subcategories
Event Planning	Corporate Events, Social Events, Conferences, Seminars.
Catering Services	Food and Beverage Services, Special Dietary Requirements, On-site Catering, Off-site Catering.
Accommodation Services	Hotel Bookings, Venue Arrangements, Guest Management
Decor and Design	Thematic Decorations, Stage Design, Floral Arrangements, Lighting and Sound.
Entertainment Services	Live Bands, DJs, Performers, Speakers.
Transportation Services	Shuttle Services, VIP Transport, Logistics Management.
Event Marketing and Promotion	Digital Marketing, Print Marketing, Social Media Campaigns.
Event Security	Security Personnel, Crowd Control, Emergency Planning.

NOTES TO APPLICANTS:

- This Call for Expressions of Interest concerns all regions of Sudan, all suppliers that are legally registered in Sudan and operating in those fields/categories (mentioned above), are invited to express their interest.
- All vendors that are already registered with IOM SUDAN are strongly encouraged to re-register themselves in the system to receive future invitations
- All eligible suppliers and services providers for supplies/services which are not listed above are also strongly encouraged to submit their EOI for the introduction of their business and registration.
- Suppliers must specify the areas of intervention (Location) of their activity (e.g., Northern State, Kassala State, Red Sea State etc.). Those who work in several regions/states can specify them in the submission form by indicating the address of their representation in these regions.
- Each submission will be evaluated by IOM and included in the new database depending on the results of the evaluation.
- The submission of a registration application does not guarantee automatic registration in IOM's supplier database.
- The inclusion of companies in IOM's supplier database does not mean that you will be consulted in all solicitations/RFQ/ITT issued. This only means that your company, once included in the database, will be treated equally in the company selection process in accordance with IOM's procurement procedures.

IOM-Sudan Supply Chain Unit, JULY 2024	LIST OF ATTACHMENTS: 1. VENDOR INFORMATION SHEET. 2. DECLARATION OF CONFORMITY. 3. IOM'S SUPPLIER CODE OF CONDUCT. 4. SUPPLIER'S COMMERCIAL AND TECHNICAL CAPACITIES 5. EOI SUBMISSION EVALUATION CRITERIA.
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