

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

REQUEST FOR EOI Reference: <b>SCU-EOI-2024-0005</b>	Country: <b>SUDAN</b>	Date: <b>29 July 2024</b>
--	-----------------------	---------------------------

**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.

<b>Description</b>	<b>REGISTRATION OF LOCAL VENDORS FOR: MEDIA AND PRINTING SERVICES.</b>	
<b>Deadline for the Submission of EOI</b>	<b>15<sup>TH</sup> OF AUGUST 2024 12:59 SUDAN TIME</b> If any doubt exists as to the time zone, refer to <a href="http://www.timeanddate.com">http://www.timeanddate.com</a>	
<b>Content of EOI</b>	The EOI should include the following:	
<b>Mandatory Requirements:</b>	<b>Optional / If-Applicable Requirements:</b>	
<p>IOM Documents:</p> <ol style="list-style-type: none"> <li><b>VENDOR INFORMATION SHEET</b>, completed, signed and stamped.</li> <li><b>DECLARATION OF CONFORMITY</b>, completed, signed and stamped.</li> <li><b>IOM’s Code of Conduct</b>, completed, signed and stamped.</li> </ol> <p>Legal / Tax. Documents:</p> <ol style="list-style-type: none"> <li><b>Business License and/or Certificate of Incorporation.</b></li> <li><b>Tax Identification Number (TIN) / Tax ID Certificate.</b></li> <li><b>Confirmation Letter for the BANK ACCOUNT DETAILS.</b></li> </ol> <p>Business Related Documents:</p> <ol style="list-style-type: none"> <li><b>Business Description, Company Profile, Brochures and Business-Related Material.</b></li> <li>Recent contracts/purchase orders completed (including values, delivery period and the client).</li> <li>Technical capabilities relevant to IOM's requirements.</li> </ol> <p>Regions/Cities covered by the supplier:</p> <ol style="list-style-type: none"> <li><b>Geographical regions in which the supplier can provide services or goods in accordance with project requirements.</b></li> <li><b>Capability to operate and deliver within the IOM's designated regions.</b></li> </ol>	<ul style="list-style-type: none"> <li>Audited and certified financial statements for the last 3 years</li> <li>Company's environmental policy, demonstrating commitment to sustainable practices.</li> <li>Obtained quality certificates, attesting to compliance with required quality standards.</li> <li>Participation in relevant associations or industry groups. (e.g., Union of Chamber of Commerce)</li> <li>Certified copies of exclusive rights or licenses held by the company.</li> </ul>	
<b>Method of Submission</b>	<p>Expressions of interest shall be sent <b>by email</b> as follows: Email address: <a href="mailto:sudanvms@iom.int">sudanvms@iom.int</a></p> <ul style="list-style-type: none"> <li>File Format: <b>.PDF</b></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>Max. File Size per transmission: <b>15 MB</b></li> <li>Mandatory subject of email: <b>EOI – PRINTING – VENDOR NAME</b></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> </ul> <p>You should receive an email acknowledging receipt.</p>	

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

#### **DETAILED MEDIA AND PRINTING SERVICES:**

<b>Media and Printing Services</b>	<b>Subcategories</b>
<b>Media Production</b>	Video Production, Audio Production, Photography
<b>Printing Services</b>	Offset Printing, Digital Printing, Large Format Printing
<b>Graphic Design</b>	Logo Design, Brochure Design, Flyer Design
<b>Advertising Services</b>	Outdoor Advertising, Digital Advertising, Print Advertising
<b>Promotional Materials</b>	Branded Merchandise, Corporate Gifts, Custom Apparel
<b>Publishing</b>	Book Publishing, Magazine Publishing, Newsletter Publishing

#### **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.