



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

September 2018

Invitation: Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider/s for the provision of **Student Transportation Services** for which this Request for Proposals (RFP) is issued.

The IOM through the Bids Evaluation and Awards Committee (hereinafter called BEAC) now invites the interested Service Providers to provide Technical and Financial Proposal for the aforementioned services.

More details on the services will be provided in the respective Terms of Reference (TOR).

The Service Provider/s will be selected under a Quality – Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference
- Section V. Standard Form of Contract
- Section VII. Bid Security

Bidding procedure will be conducted based on the rules of the International Organization for Migration.

This tender procedure is divided into lots. Bids can be submitted for one lot or more lots. The evaluation and award of contract will be per lot. IOM reserves the right to select the overall most favorable solution in case the difference in points between proposals is not substantial.

A complete set of RFP's Documents will be available upon request at the following e-mail address iomgrprocurement@iom.int

A pre-proposal conference will be held on 1st October 2018 at 11:00 hrs local time at IOM office in Athens, 6, Dodekanisou str., 17456, Alimos, Ano Kalamaki, Greece. Attendance to the conference is optional.

The Proposals must be delivered by hand or through mail courier to IOM with office address at Dodekanisou 6, 17456 Alimos, Athens on or **before 17th October 2018 at 14:00 hrs**. No late proposal shall be accepted.

IOM reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder/s or any obligation to inform the affected Bidder/s on the grounds for the IOM's action.

Procurement Unit
IOM Greece
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