



International Organization for Migration (IOM)

The UN Migration Agency

## Letter of Invitation

Date: 6/08/2018

ITB RFP Ref.no. 4092

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider/s for the Provision of Catering Services in several accommodation sites that IOM is operating in Southern and Northern Greece (the full list of the exact locations is provided in the Terms of Reference –TORs) 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. Invitation to Bid
- Section II. Instructions to Service Providers
- Section III. Technical Proposal – Standard Forms
- Section IV. Financial Proposal – Standard Forms
- Section V. Terms of Reference
- Section VI. Standard Form of Contract

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

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

This tender procedure is divided into lots (locations). Proposals can be submitted for one lot (location) or more lots (locations). The evaluation and award of contract will be per lot (location).



International Organization for Migration (IOM)  
The UN Migration Agency

Service providers requiring any clarifications of the Request for Proposal Document may notify IOM Greece in writing at email address [iomgrprocurement@iom.int](mailto:iomgrprocurement@iom.int). IOM Greece will reply to all interested service providers in writing no later than (5) five business days prior to the deadline for the submission of Proposals.

The Proposals shall be valid for a period of ninety (90) calendar days after the submission deadline and shall be delivered by hand or through mail courier to IOM with office address at 6, Dodekanisou Str, 17456 Alimos on or before **12<sup>th</sup> of September 2018 at 13:00 hours**. No late proposal shall be accepted.

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

Very truly yours,

IOM Procurement Unit