



International Organization for Migration (IOM)

The UN Migration Agency

*IOM -Office in Greece
6, Dodekanisou str., 17456, Alimos*

Letter of Invitation

17/07/2018

Dear Service Providers,

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider/s within the framework of «*Humanitarian and recovery support to the affected population in Greece*» project for the Provision of cleaning services to the Long Term Accommodation Centers (LTAC) in Southern and Northern Greece 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 Provider/s to provide Technical and Financial Proposal for the following Services: Provision of cleaning services for the Long Term Accommodation Centers (LTAC) in Southern and Northern Greece.

Long Term Accommodation Centers	Co-ordinates
<i>Southern Greece</i>	
Elefsina - Attica	Lat. 38.0312211, Long. 23.4915609
Malakasa - Attica	Lat 38.2389, Long 23.7806
Oinofyta - Voiotia	Lat 38.323540, Long 23.619078
Ritsona - Voiotia	Lat 38.388161, Long 23.50338
Thiva - Voiotia	Lat 38.283231, Long 23.332455
Thermopyles - Phthiotida	Lat 38.794181, Long 22.528217
Andravida - Ilia	Lat 37.9383119, Long 21.2073535
Stilida - Phthiotida	Lat 38.886618, Long 22.684782
<i>Northern Greece</i>	
Serres	Lat 41.07245, Long 23.54729
Drama	Lat 41.17143, Long 24.068963
Kavala	Lat 40.94589, Long 24.42877
Vagiochori - Thessaloniki	Lat 40.7123204, Long 23.309022
Kato Milia - Pieria	Lat 40.256063, Long 22.367323
Volvi - Thessaloniki	Lat 40.659942 Long 23.403482

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

The qualified Cleaning 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. Letter of Invitation
- Section II. Instructions to Cleaning 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.

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).

Suppliers requiring any clarifications of the Request for Proposal Document may notify IOM Greece in writing at email address iomgrprocurement@iom.int. IOM Greece will reply to all invited suppliers in writing no later than (2) two business days prior to the deadline for the submission of Proposals. Follow regularly the IOM website <https://greece.iom.int/el/tenders> for potential publications of addenda and/or clarifications.

The Proposals shall be valid for a period of sixty (60) 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 **3rd of August 2018 at 13:00 hours**. No late proposal shall be accepted.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Provider/s.

Very truly yours,

IOM Procurement Unit