



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

## Request for Expression of Interest

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

IOM now invites interested Companies/Service Providers to express their Interest for the establishment of a Service Agreement for a period of 2 (two) years with a possibility of extension for the provision of **Fuel Cards** for its fleet of vehicles. IOM currently holds a fleet of 23 vehicles estimating a 80.000€ worth of fuel for the next two years. The said numbers are only an indication and do not produce any legal effects.

The Expression of Interest must be submitted either by hand or courier mail in sealed envelope to IOM with office address at Dodedanisou 6, 17456, Alimos or by e-mail at [iomathensprocurement@iom.int](mailto:iomathensprocurement@iom.int) no later than 27 March 2018, 13.00hrs. Late Applications will no longer be considered.

1. The Expression of Interest must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
2. The Application document should comprise of the following:

Annexes:

- a. Annex 1 - Application Cover Letter Form
- b. Annex 2 - Vendor Information Sheet (VIS)

Supporting Documents as requested in Annex 2:

- a. Presentation of the company's Fuel Card product/solution
  - b. Detailed list of the Fuel Companies gas station network along with their location
  - c. Presentation of the fuel companies Web Application along with its capabilities
  - d. Solemn Declaration that the service provider is fully compliant with the applicable Greek Legislation.
  - e. Banking Information Sheet
3. The following merit point system for weighing evaluation factors shall be applied. The number of points allocated to each factor are specified below.

- Detailed list of the Fuel Companies gas station network along with their location
- Customer webpage application and its capabilities

(Real time monitoring of consumption and cost, Cost centers, Issuing of new fuel cards etc.)	20
• Amount of guarantee to be provided by IOM to the company, if any	20
• Minimum Monthly Consumption requested by the vendor, if any	20
<b>Total</b>	<b>100</b>

The Lowest Amount of Guarantee (LAG) shall be given a score of 20 points. The Guarantee scores (Gs) of the other Applications shall be computed based on the formula:

$$Gs = 20 \times LAG / G$$

Where:

Gs is the guarantee score of the Application under consideration,

LAG is the lowest amount guarantee offered, and

G is the guarantee amount under consideration

Likewise the lowest Minimum Monthly (MMC) shall be given a score (Cs) of 20 points.

The Consumption scores (Cs) of the other Applications shall be computed based on the formula:

$$Cs = 20 \times MMC / C$$

Where:

Cs is the consumption score of the Application under consideration,

MMC is the lowest Minimum Monthly Consumption offered, and

C is the monthly consumption under consideration

The Application scoring the highest number of points will be deemed to be the most responsive

3. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: [iomathensprocurement@iom.int](mailto:iomathensprocurement@iom.int) IOM will respond to any request for clarification received on or before 26 March 2018.
4. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
5. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.

6. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
7. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM's action.