



International Organization for Migration (IOM)  
The UN Migration Agency

## MINUTES

- Subject:** Pre-proposal Conference
- Reference:** Establishment of long-term agreement for the implementation of Greek Language Courses throughout Greece for beneficiaries of international and temporary protection (RFP.2024.GR10.GLC)
- Date/Time:** 17/01/2025, 13:00 Athens/Greece
- Duration:** 45 minutes
- Place:** Teleconference
- Participants:** a. IOM GR Procurement dept  
b. IOM GR Project Management  
c. Prospective bidders

IOM Greece conducted a pre-proposal conference on 17/01/2025 in the framework of the published tender dated 03/01/2025 entitled “Establishment of long-term agreement for the implementation of Greek Language Courses throughout Greece for beneficiaries of international and temporary protection”.

### Introduction

The pre-proposal conference started with a brief presentation via PowerPoint slides by the IOM Greece Procurement Department providing information on the tender and explaining the RFP procedure, requirements and timelines.

The following points were presented:

- Preparation of proposal – technical and financial.
- Evaluation process and methodology of proposals.
- Key points of the technical proposal requirements.



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### **Questions/Clarifications/Discussion**

The below questions were asked by prospective proposers participating in the conference followed by IOM's response:

#### Question 1:

What will be the responsibilities of the Financial Monitoring Officer and is this staff needed for this project?

IOM's response: The question will be answered through a bid bulletin.

#### Question 2:

Under the educational material, a reference is made to the certification scheme. What certification exactly is this reference?

IOM's response: The question will be answered through a bid bulletin.

#### Question 3:

In what language can proposer's past contracts and reference letters/history of non-performance be submitted? Can we submit these documents in Greek?

IOM's response: All forms within the tender documentation needs to be submitted in English. All other supporting documentation required, can be submitted in Greek.

#### Question 4:

There seems to be a discrepancy in the number of beneficiaries within the tender documentation. What is the correct number of beneficiaries per LOT?

IOM's response: The targets in the table at page 22 present the number of unique beneficiaries to be served, while the ones in table at page 40-42 present the number of students attending a course (if a single beneficiary attends two courses, here it will be counted twice while at page 22 he/she will be counted once)



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Question 5:

In page 19 it indicates that '*Proposers should have annual turnover of minimum 50% for the last three years.*' The question is 50% of what?

IOM's response: Proposers should have annual turnover of minimum 50% of the total proposal amount for each of the last three years. An addendum will be published to clarify this.

Question 6:

The *annual turnover of minimum 50% for the last three years* needs to be covered and justified by each member of a Joint Venture?

IOM's response: It should be covered by the Joint Venture as a whole, therefore cumulatively by each member. An addendum clarifying this will be issued.

Question 7:

In form F, in the last page where it refers *Historic financial statements must be audited by a certified public accountant.* Does this refer to an auditor or from GEMH which is a common practice in Greece? Because according to the law in Greece not all companies are required to be audited by auditors

IOM's response: Due to the nature of this tender, different types of companies may participate therefore the financial statements required should be provided in accordance with the legal framework relevant to the type of company submitting a proposal.

Question 8:

Regarding the annual turnover, is it strictly the turnover in the accountant term or can the total income including grants received by an institute be taken into account?

IOM's response: It refers to the annual turnover.



Question 9:

Will the evaluation minutes for the technical and financial evaluation be published to all proposers?

IOM's response:

There will be public opening of financial proposals only. Proposers who have passed the technical evaluation may attend the opening of the financial proposals. During the financial proposal opening, the proposers' names and the prices stated in the financial proposal shall be announced and recorded on the financial proposal opening report which will be disseminated to the participants.

Question 10:

Regarding the team of the project. Regarding the English requirement of the proposed CVs, how is this proven? Do you require a specific certification? And what level of English to you require?

IOM's response: The question will be answered through a bid bulletin.

Question 11:

You mentioned that each member of a Joint Venture will be evaluated separately? Could you please elaborate more on this?

IOM's response: In SECTION 4: EVALUATION CRITERIA (pages 17-21 of the tender document), there are three different types of criteria:

For the Preliminary and Technical Evaluation Criteria, Joint Venture (JV) proposers will be evaluated as a single entity, meaning the entire JV will be assessed as a whole.

For the Minimum Eligibility and Qualification Criteria, each individual member of the JV must meet the requirements, unless stated otherwise in the tender document.

Question 12:

Regarding blended synchronous and asynchronous learning are there any additional principles or is it up to our educational planning?

IOM's response: There are some restrictions which are indicated in the tender document.

For instance, it cannot be only asynchronous. At the same time, there is a maximum % limit of asynchronous learning in case of distance learning. In any case, before the initiation of the classes, a form needs to be submitted from the service provider which will be describing the process and methodology including



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the % of synchronous and asynchronous learning which needs to be confirmed by us (IOM).

Question 13:

You mention that *The applicant must have at least one (1) licensed and certified structure for each Lot submitting proposal*. Is this structure and numerical criteria or geographical? Meaning, if I have 5 structures can I go to 5 LOTs? Or is it 1 structure in each LOT for which I am interested geographically?

IOM's response: The LOTs are divided geographically per region. Each region is one LOT.

IOM mentioned the following regarding the letter of intent for Joint Ventures: In the letter of intent the proposers shall include information on the role of each member including description of the structures.

Before closure of the conference, IOM mentioned that all questions that have not been answered will be addressed via published bid bulletin. In addition, IOM encouraged all prospective proposers to address any question they may have via written email.

As there were not any other questions/clarifications by the participants, the pre-proposal conference was concluded.