

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: IOM/PH-001	Date: 29 th July 2025
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The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process. IOM is in 3 regions of the Philippines: Bicol region (Legazpi), Luzon (Manila) and Mindanao (Cotabato, Zamboanga and Marawi). All eligible business owners located in any of these regions and are willing to supply them in these regions are welcome to apply.

As a humanitarian organization, IOM is also looking for eligible vendors who can access remote areas such as Batanes, Catanduanes, Camarinas De Sur and other deep field areas in provinces, while ensuring timely delivery of goods at a good price and good quality.

Description	<p>Goods:</p> <ul style="list-style-type: none"> • Construction supplies and materials • Non-Food items (Hygiene kits, Kitchen Kits, Vocational kits and other humanitarian supplies) • Food items/Livestock (Grains and farm animals) • Medical/pharmaceutical supplies and consumables • ICT Supplies and consumables • Stationary/Office supplies • Office furniture • General provisions (food/beverages and cleaning supplies) <p>Services:</p> <ul style="list-style-type: none"> • Janitorial/Cleaning services • Catering/event Management Services (outdoor) • Internet/Telecommunications service • Security services • Construction services • Transportation/Logistic Services • Printing Services • Medical Services (referrals, laboratory diagnostics and others)
UNSPSC code(s)	As applicable in UNGM.
Deadline for the Submission of EOI	<p>All Requested documents as indicated below, should be sent to: iomphenders@iom.int on or before 15th September 2025 by 17.00 hours (UTC +8)</p> <p>If any doubt exists as to the time zone, refer to the link below for the appropriate timing http://www.timeanddate.com/worldclock/.</p> <p>Please indicate in reference letter in the subject line matter: EOI-IOM/PH-001</p> <p>ALL EOIs not submitted to the indicated email above on or before the deadline, will not be considered.</p> <p>For request for clarifications/Question please write to Ms. Alma Ninal at aninal@iom.int and copy fbornoma@iom.int on or before 5th September 2025 by 17.00hour.</p> <p>Response to enquiries will be responded to within 48 hours upon receipt.</p> <p>Vendors are advised to label documents properly for easy access and suggests using files for each category of requirement and clearly label each document within the file: e.g- General requirements >> Signed REOI General Requirements >>> Letter of EOI etc. etc.</p>

Content of EOI	<p>The following documents should be submitted in response to our EOI:</p> <p>1.General Requirements:</p> <ul style="list-style-type: none"> • Cover letter on company letterhead expressing interest • Company profile/ Borchure (showing company details, location of business premises, details of contact person etc.) • Company's articles of incorporation and/other applicable documents. • Copy of Business Registration Certificate (e.g., DTI, SEC, CDA) or Mayor's Permit or Local Business Permit • Copy of BIR Certificate of Registration (Form 2303) showing Valid Tax Identification Number (TIN) • Signed & Stamped Declaration of Conformity (annex 1) • Signed UN code of Conduct (annex 2) • Signed & Stamped EOI document <p>2.Banking/Finance Requirements:</p> <ul style="list-style-type: none"> • Copy of Bank certificate with Account Details (account name matching registered business name, account number, Branch Swift code) • Audited Financial accounts for the last 3 years (2022-2024) <p>3.Compliance Requirements (for the below specialized industries only):</p> <p>Construction Services</p> <ul style="list-style-type: none"> • PCAB License from the Philippine Contractors Accreditation Board • SSS, PhilHealth, Pag-IBIG Registration • DOLE Compliance (especially for labor-intensive projects) • AMO and COSH Seminar Certificates <p>Medical Services</p> <ul style="list-style-type: none"> • DOH License to Operate (LTO) • PhilHealth Accreditation Forms (PDR1, PC2) • Proof of Payment of Accreditation Fee • Accredited Medical Director/Chief of Hospital • Updated DOH Certifications <p>Medical/Pharma Supplies & Consumables</p> <ul style="list-style-type: none"> • License to Operate (LTO) from the FDA • Certificate of Medical Device Notification (CMDN) or Registration (CMDR) • Qualified Person Credentials (e.g., PRC ID, training certificates)
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	<ul style="list-style-type: none"> • Standard Operating Procedures for storage and distribution • Post-licensing inspection readiness • <p>Printing Services</p> <ul style="list-style-type: none"> • Authority to Print (ATP) • Sworn Statement of Compliance • Proof of at least 3 years in business • List of printing machines and security features <p>Security Services</p> <ul style="list-style-type: none"> • License to Operate from SOSIA (PNP) • DOLE Compliance Certificate (DO 174-17) • PADPAO Membership • PhilGEPS Platinum Registration • List of Licensed security guards with valid IDs and training <p>ICT Supplies/Consumables</p> <ul style="list-style-type: none"> • Warranty and After-Sales Service guaranty. • PhilGEPS Registration • Post-qualification documents (e.g., Omnibus Sworn Statement) <p>• Transportation Services</p> <ul style="list-style-type: none"> • - LTFRB Accreditation (Certificate of Public Convenience) • - LTO Vehicle Registration (OR/CR, emission test, insurance) • - Garage or terminal location proof • - Environmental Compliance Certificate (ECC) from DENR • - SSS, PhilHealth, Pag-IBIG Registration • - Driver's licenses and safety training records <p>• Janitorial Services</p> <ul style="list-style-type: none"> • - PhilGEPS Registration • - SSS, PhilHealth, Pag-IBIG Compliance Certificates • - DOLE Compliance (labor standards and benefits) • - Performance Security and Warranty provisions • - Compliance with RA 9184 and GPPB bidding guidelines
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	<p>4.Experience:</p> <ul style="list-style-type: none"> • Proof of previous experience with UN agencies, Private/public sector or INGOs (at least 3 executed projects e.g Past contract, delivery note, PO or service delivery confirmation). • List of 3 Clients/Clientelle and contact details for References provided on company letterhead. <p>Note: Prices are not required at this stage and shortlisted vendors will be contacted to register through the Vendor supplier portal as potential vendors who will be considered during solicitation processes.</p>
Method of Submission	<p>All Expressions of interest shall be sent electronically via email as follows:</p> <p>All Requested documents as indicated above, should be sent to: iomphenders@iom.int on or before 15th September 2025 by 17.00 hours (UTC +8)</p> <p>If any doubt exists as to the time zone, refer to the link below for the appropriate timing http://www.timeanddate.com/worldclock/.</p> <p>Please indicate in the subject line matter: EOI-IOM/PH-001</p> <p>ALL EOIs not submitted to the indicated email above with the correct subject line reference on or before the deadline, will not be considered.</p> <p>For request for clarifications/Question please write to Ms. Alma Ninal at aninal@iom.int and copy fbornoma@iom.int on or before 5th September 2025 by 17.00hour.</p> <p>Response to enquiries will be responded to within 48 hours upon receipt.</p> <p>Vendors are advised to label documents properly for easy access and suggest to use files for each category of requirement and clearly label each document within the file: e.g General requirements >> Signed REOI General Requirements >>> Letter of EOI etc. etc.</p> <p>Email address:</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission:
	<ul style="list-style-type: none"> ▪ Mandatory subject of email: EOI-IOM/PH-001 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ You should receive an email acknowledging receipt.
Contact Person for correspondence and clarifications	<p>E-mail address: aninal@iom.int and copy fbornoma@iom.int</p> <p>Contact person: Ms Alma Ninal.</p>

REOI Conditions	<p>This Request for Expression of Interest does not constitute a solicitation. IOM reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process and also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued.</p> <p>Invitations to bid or request proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM.</p>
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