



International Organization for Migration (IOM)  
The UN Migration Agency

***IOM Afghanistan***

## **Letter of Invitation**

01 Aug 2022

Dear *Service Provider*,

The International Organization for Migration (hereinafter called IOM) intends to hire a Service Provider(s) for Provision of third-party human resource services for IOM Afghanistan for which this Request for Proposals (RFP) is issued.

IOM now invites Eligible Service Providers to submit Technical and Financial Proposal for the following Services: Provision of third-party human resource services for IOM Afghanistan (2023-2024) (One Year with possible extension for another year). More details on the Services are provided in the Terms of Reference (TOR).

This RFP has only one lot and the Service Provider will be selected under a Quality – Cost Based Selection procedures described in this RFP.

Eligible Service Providers are the following: *The human resource service providers, the consultancy companies specialized in human resource management, and logistic companies duly registered and certified for provision of cleaning and general services.*

The RFP includes the following documents:

- Section I. Letter of Invitation
- 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
- Section VII. Vendor Information Sheet (ANNEX B)

Bidding Documents can be obtained by request in writing sent to the email address: [iomkabulprocurement@iom.int](mailto:iomkabulprocurement@iom.int) or received at the following address: House # 28, Street # 3, Ansari Square, Shahr-e-Naw, (Opposite to German Clinic), Kabul, Afghanistan from 04 Aug to 15 Aug 2022, at 09:00am to 16:00pm local time.

Please ensure to attach/submit the following qualifying documents when requesting the bidding document

- a) Valid business license of the company (The human resource service providers, the consultancy companies specialized in human resource management, and logistic companies duly registered and certified for provision of cleaning and general services)
- b) Specific experience of the Service Provider relevant to the assignment  
“Copies of similar contracts with public sector, UN Agencies, NGO’s and related contracting authorities”

- c) Financial capacity, annual turnover in the last three (3) years  
*(Please provide with a bank statement/financial statements/Audited  
Financial Statements for one of the last 3 years)*

A pre-bidding conference will be held on **14-Aug-2022** at 2:00pm hours at IOM Office in Kabul. Attendance to the conference is optional.

In order for your company representative to be allowed to the pre-bid meeting please send us name and NID (Tazkira) Number or Passport Number of your representative by at least **11<sup>th</sup> August 2022 before 3:00 PM**. No one will be allowed to the pre-bid meeting without prior introduction.

The Proposals must be delivered by hand or through courier to the IOM with office address at House # 28, Street # 3, Ansari Square, Shahr-e-Naw, (Opposite to German Clinic), Kabul, **Afghanistan on or before 21 Aug 2022 at 4:00 pm hours. No late Proposal shall be accepted.**

IOM reserves the right to award the contract to one or more service providers or 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 Providers.

Very truly yours,

Procurement and Logistics Unit