



## **Bidders Prequalification Instruction**

**Reference: UA1-2017-099**

### **Introduction:**

This Bidder Prequalification Instruction (hereinafter referred to as the “Instructions”) is issued to guide the bidders prequalification process for the **Supply and Delivery of IT Equipment and Software for the State Border Guard Service of Ukraine** under the project, **“Support for Migration and Asylum Management in Ukraine”**.

Interested parties (hereinafter referred to as the “Applicants”) are required to read and follow instructions carefully in preparing and submitting their Prequalification Applications.

### **1. Scope**

- 1.1 Applicants who shall pass this prequalification process shall participate in the bidding process to supply and deliver various IT product lines, namely: servers, network switches and routers, desktop computers with full-page optical readers, multi-function laser devices, fingerprint readers, photo equipment, software and training course packages for IT staff, hereinafter referred to as the “Goods”, for the State Border Guard Service of Ukraine (SBGS).
- 1.2 The detailed list of the Goods shall be provided only to Applicants who shall pass the prequalification process.

### **2. Minimum Qualification of Applicants**

- 2.1 This Invitation to Pre-qualify is open to Applicants with at least the following qualifications:
  - 2.1.1 Possess proper government permits to conduct business relevant to the nature of this project in the country where the Applicant is based;
  - 2.1.2 Certified Partner of the brand they are carrying or marketing;
  - 2.1.3 With business structure to either provide warranty-related services or ensure support for clients to have access to the warranty program(s) of the brand they are carrying or marketing;
  - 2.1.4 With at least 3 years of experience in supplying the products/brands they are carrying or marketing and has handled at least 3 major contracts to supply and deliver similar Goods with average contract value of 500 thousand Euros;
  - 2.1.5 Has the financial capacity to implement supply agreements with minimum contract values indicated in Article 2.1.4, financially sound and has not filed for bankruptcy; and
  - 2.1.6 With technical and managerial capacity to implement supply agreements with minimum values indicated in Article 2.1.4 above.
- 2.2 With reference to Article 2.1.1 above, only Applicants based in countries considered eligible by the European Union shall be considered as having met the said requirement. The list of the eligible countries is specified in Annex A2a of the Practical Guide to contracting procedures for European Union external actions (PRAG) (<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.3.1&locale=en>).

- 2.3 With reference to Article 2.1.1 above, Applicants based in Russian Federation or with stock holders based in Russian Federation, shall be deemed not qualified in cognizant to the Ukrainian legislation that forbids the purchase and/or use of equipment of Russian manufacturer/supplier due to the annexation of Crimea and the on-going anti-terrorist operations of the Ukrainian government in Eastern Ukraine.
- 2.4 Applicants shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities. For this purpose, Applicants shall not be included in the list of individuals and/or entities as contained in the 1267 Committee of the UN Security Council Counter Terrorism Committee (CTC).
- 2.5 Applicants shall submit all the necessary documentary evidences to establish the qualification. IOM may request the Applicants to submit additional documentary evidences as it deems necessary. IOM reserves the right to reject any or all applications with incomplete or insufficient supporting documentary evidences.

### **3. Prequalification Application Document Package**

- 3.1 The following constitute the standard Prequalification Application Document Package all Applicants should prepare and submit:
  - 3.1.1 Application Letter (use Annex 1)
  - 3.1.2 Bidder Prequalification Form (use Annex 2)
  - 3.1.3 List of Similar Projects Implemented (use Annex 3)
  - 3.1.4 List of Technical Trainings Availed of by Technical Staff (use Annex 4)
  - 3.1.5 Vendor Information Sheet (use Annex 5)
  - 3.1.6 Valid Business Permit(s) issued by the government where the Applicant is based
  - 3.1.7 Applicant's Tax Registration Documents issued by the government where the Applicant is based
  - 3.1.8 Proof of Tax Payment for 2015
  - 3.1.9 Audited Financial Statement for 2015
  - 3.1.10 Audited or Interim Financial Statement for 2016
  - 3.1.11 Certification from the Principal Company (i.e., of the brand the Applicant is carrying/marketing) attesting the Applicant's Partnership Type with their Principal Company
  - 3.1.12 Certification from the Principal Company attesting the number of years of business the Applicant has been doing with them.
  - 3.1.13 If the Applicant is going to engage a third party to do the warranty-related services, the following documents shall also be submitted:
    - a. Agreement with the service provider who will provide the warranty-related services in case the Applicant will not provide such service
    - b. Third party's certificate from the Principal Company authorizing them to perform warranty-related services
    - c. Third party's List of Technical Trainings Availed by Technical Staff (use Annex 4)
  - 3.1.14 Bank Statement/Certificate or Certificate from a Credit Facility showing the Applicant's financial capacity to implement the supply agreement if they will win the bidding
  - 3.1.15 Curriculum Vitae, Diploma, training certificates of the engineers and project manager the Applicant shall assign to the project if they will win the bidding

3.1.16 Curriculum Vitae of the Applicant's Key Officers listed in the Bidder Prequalification Form

*Note: Document referred to in 3.1.11 may also be used for 3.1.12 if the document contains the date when the Applicant started doing business with the Principal Company.*

- 3.2 Aside from the documents listed in 3.1 above, the Applicants shall also request at least three (3) of their major clients listed in their Annex 3 submission, to send certification of the Applicant's performance (using the template in Annex 6) to IOM. The Applicants shall instruct their clients to send the certification to [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) with subject line, "**Client Reference/UA1-2017-099/Applicant's company name/Client's company name**".
- 3.3 Applicants should carefully and fully fill out the Bidder Prequalification Form (Annex 2) and ensure that all required documents stipulated in the said form are prepared and submitted.
- 3.4 Applicants shall apply for prequalification to participate in the bidding process of specific product line (i.e., servers, network switches and routers, desktop computers with full-paged optical readers, multi-function laser printers, fingerprint readers, photo equipment, software and training course packages for IT staff). Applicants who intend to be prequalified to participate in the bidding process of more than one (1) product lines shall indicate in their Cover Letter which product lines they want to be prequalified for and shall correspondingly indicate the information required in the Bidder Prequalification Form.

#### **4. Prequalification Criteria**

- 4.1 Reference to Article 2.1 above, Applicants shall be evaluated following the criteria below:
- 4.1.1 Valid Business Permits and Tax Registration – 10%
  - 4.1.2 Brand/Product Valid Partner Type Certification – 15%
  - 4.1.3 Business Structure to Ensure Provision of Warranty-related Services – 15%
  - 4.1.4 Experience in Handling Similar Projects – 20%
  - 4.1.5 Financial Stability and Capability to Implement the Project – 20%
  - 4.1.6 Technical and Managerial Capability to Implement the Project – 20%
- 4.2 The detailed sub-criteria under each criterion, including detailed descriptions of the supporting documents required by IOM are contained in the Bidder Prequalification Forms (Annex 2) for each of the lots.
- 4.3 Based on the information provided by the Applicants in the Bidder Prequalification Form and the supporting documents the Applicants shall submit, they shall be given scores ranging from 0 (for non-compliance) to 5 (for exceeding the benchmark requirement) in each of the criteria and sub-criteria. Applicants should get a minimum overall weighted score of 10 in order to be prequalified.

#### **5. Cost of Preparing and Submitting the Prequalification Application**

- 5.1 The Applicants shall bear the full cost of preparing and submitting all the necessary documents related to this bidder prequalification process. IOM shall not reimburse the Applicants any cost they will incur related to this exercise.

## 6. Clarification of the Prequalification Process

- 6.1 Applicants may seek clarifications regarding this prequalification process by sending their request for clarification to [iomkiewtenders@iom.int](mailto:iomkiewtenders@iom.int) with subject line, **“Clarification Request # (indicate request number)/UA1-2017-099/Applicant’s company name”** not later than 17:00 hours – EET, 24 February 2017. IOM shall post the Clarification Request and its answer in IOM Ukraine’s website without indicating the source of the Clarification Request.

## 7. Language of the Prequalification Process

- 7.1 The official language of this prequalification exercise shall be English. All correspondence and information exchange shall be in English.
- 7.2 As IOM sees it necessary, this Instruction, in part or in full, as well as Clarification Requests and IOM’s official answers, may be translated into Ukrainian. In the event that there will be discrepancy between the English and Ukrainian versions of the documents, the English version shall take precedence.

## 8. Submission of the Prequalification Applications

- 8.1 Applicants based in Kyiv shall submit their Prequalification Applications by depositing the scanned copies of contents of their Prequalification Application Document Package listed in Article 3.1 in OneDrive or Dropbox and email the link to [iomkiewtenders@iom.int](mailto:iomkiewtenders@iom.int) with subject line, **“Submission of Prequalification Application/UA1-2016-099/Applicant’s company name”** on or before 17:00 hours – EET, 1 March 2017.
- 8.2 Applicants based in Kyiv shall place the hard copies of their Prequalification Application Document Package in a sealed envelope marked, **“Prequalification Application/UA1-2017-099/Applicant’s company name”** and submit them on or before 17:00 hours – EET, 1 March 2017 to:

Bids Evaluation and Awards Committee  
International Organization for Migration Mission in Ukraine  
8 Mykhailivska Street, Kyiv, 01001, Ukraine

- 8.3 Applicants who are not based in Kyiv shall submit their Prequalification Applications by depositing the scanned copies of the contents of their Prequalification Application Document Package listed in Article 3.1 in OneDrive or Dropbox and email the link of the file to [iomkiewtenders@iom.int](mailto:iomkiewtenders@iom.int) with subject line, **“Submission of Prequalification Application/UA1-2016-099/Applicant’s company name”** on or before 17:00 hours – EET, 1 March 2017. The hard copies of their Prequalification Application Document Package shall be sent by courier to the Bids Evaluation and Awards Committee at the address indicated in Article 8.2 above. The couriered Prequalification Application Document Package should be received by IOM Ukraine not later than 17:00 hours – EET, 6 March 2017.
- 8.4 The actual date and time stamp of IOM Ukraine’s server shall be the official basis of determining the actual date and time of the receipt of the submission of the link containing the Applicants’ Prequalification Application Document Package.
- 8.5 IOM reserves the right to reject any or all Prequalification Applications received after the deadline.

## **9. Notification of the Result of the Bidder Prequalification Process**

- 9.1 IOM Ukraine's Bids Evaluation and Awards Committee (BEAC) shall inform Applicants of the result of their application not later than 13 March 2017.
- 9.2 IOM Ukraine's BEAC shall send the full set of Bidding Document Package on 13 March 2017.

## **10. Venue for Addressing Applicant's Complaints**

- 10.1 Applicants who may have complaints about the conduct of this bidder prequalification process may refer their complaints to IOM Ukraine at [iomkieltenders@iom.int](mailto:iomkieltenders@iom.int) with subject line, "**Complaint # (assign the complaint #)/UA1-2017-099/Applicant's company name**". IOM Ukraine shall do its best to address the complaint of the Applicant within the earliest possible time.
- 10.2 In case the Applicant's complaint is not satisfactorily addressed, the Applicant may elevate the complaint to IOM's Global Procurement and Supply Unit at [gpsu@iom.int](mailto:gpsu@iom.int) with the same subject line used when the Applicant first referred their complaint to IOM Ukraine.

**Bids Evaluation and Awards Committee**  
**IOM Ukraine**