

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: REOI_BST_2023_0001	Date: 17 August 2023
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The International Organization for Migration (IOM) is part of the United Nations System as the leading inter-governmental organization promoting since 1951 humane and orderly migration for the benefit of all, with 175 member states and a presence in over 100 countries. As the leading inter-governmental organization promoting since 1951 humane and orderly migration, IOM plays a key role to support the achievement of the 2030 Agenda through different areas of intervention that connect both humanitarian assistance and sustainable development.

IOM has a main office in Manila, sub-offices in Legazpi and Cotabato, and satellite offices in Marawi and Zamboanga. IOM also has activities in Basilan, Sulu and Tawi-Tawi (BASULTA) but does not maintain offices in those locations.

IOM is funded to carry out project activities in BASULTA and currently does so with staff who are on “Special Short Term Hourly Contracts”. This is currently the only type of contract which is allowed under the UN Security rules. However, those rules will soon be changing, and IOM will not be allowed to issue any type of contract with a duty station of BASULTA.

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.

<b>Description</b>	In order to continue delivering project activity to donors and continue providing assistance to beneficiary communities, IOM is seeking a “Third Party Contractor” (TPC). The TPC will be expected to provide a full HR service, including recruitment (as required), salary calculation, onboarding, payroll management, resignation management, HR handbook, etc. The TPC will be the official employer of the employees (some of whom will be selected by IOM), but IOM will coordinate the day-to-day activities of those staffs. The TPC will manage the payroll from start to finish, including the collection of Hourly/Daily Time Records and calculation of salary, as well as withholding income tax and administration of SSS and PAG-IBIG contributions.
<b>UNSPSC code(s)</b>	NA
<b>Deadline for the Submission of EOI</b>	24 August 2023, 5:00pm
<b>Content of EOI</b>	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> <li>• Brief presentation of company including number of staff, turnover, years in business</li> <li>• Reference list demonstrating qualifications for participating in this upcoming bidding process</li> <li>• Contact information: full name and address, country, telephone number, e-mail address, website and contact person.</li> </ul> <p><b>Note:</b> Prices are not required at this stage.</p>
<b>Method of Submission</b>	<p>Expressions of interest shall be sent by email as follows:</p> <p>Email address: mcapones@iom.int</p>

	<ul style="list-style-type: none"> <li>▪ File Format: Word format or PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 2 MB</li> <li>▪ Mandatory subject of email: Expression of Interest – TPC for IOM BASULTA Project</li> <li>▪ 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”.</li> <li>▪ You should receive an email acknowledging receipt.</li> </ul>
<b>Contact Person for correspondence and clarifications</b>	<p>Mr. Marvin Capones / M: 0921 934 0713</p> <p>E-mail address: mcapones@iom.int</p>
<b>REOI Conditions</b>	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Philippines reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Philippines 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. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM Philippines.</p>