

## **ANNEX 1: General Information**

### **TERMS OF REFERENCE**

#### **RFQ - 240004 - Printing services of social vouchers**

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

#### **The aim of the service:**

- To contribute to the consolidation of the socio-economic and cultural integration of foreigners with legal residence in Romania by providing specific services adapted to their needs, diversifying opportunities to access the labor market and facilitating intercultural dialogue.
- To support Romanian citizens in vulnerable situations.

#### **The service is addressed to:**

- Beneficiaries of a form of international protection (refugees and people with subsidiary protection), foreigners with right of residence in Romania (nationals of third countries - RTT) and/or holders of temporary protection;
- Romanian citizens in vulnerable situations;
- The main objective of social assistance is to protect persons who, for reasons of economic, physical, mental or social reasons, are unable to provide social assistance:
  - provide for their own social needs;
  - develop their own skills and competences for social integration,

#### **The scope:**

This Request for Proposal concerns the purchase of printing services for social vouchers. The services will be provided as part of a framework agreement.

Social vouchers will be granted for all the projects IOM Romania is developing or taking part into, to foreigners from outside the European Union and the European Economic Area with legal residence in Romania (beneficiaries of a form of international protection and nationals of third countries) and Romanian citizens in vulnerable situations.

#### **Evaluation criteria:**

1. Compliance with the technical requirements in **ANNEX 2: SCHEDULE OF REQUIREMENTS** – 20%
2. List of affiliate partners for the social vouchers (Coverage at National level in Romania) – 30%
3. Lead time in delivery – 25%
4. IOM's or IOM's beneficiaries cost for social vouchers (cost for production, taxes, fees) – 25%

#### **Delivery location:**

The tickets will be delivered at IOM Romania's office, Viitorului St., no.11, Bucharest, 2<sup>nd</sup> district.

## IMPORTANT

- The selected supplier will sign a contract with the International Organization for Migration (IOM) according to the attached model (Annex 3).
- Any request for clarification must be made in writing and sent to [procurement.ro@iom.int](mailto:procurement.ro@iom.int) .
- IOM may, on its own initiative, inform the interested parties of any error, inadvertence, omission, or any other type of mistake in the text of this tender request.
- We mention that the IOM enjoys in Romania the same privileges and immunities as those granted to the specialized agencies of the United Nations. IOM has diplomatic status.
- Declaration of Conformity in the RFQ document has to be signed and stamped the supplier representative.

## Invoicing and payment

The service provider shall invoice IOM once the service is delivered.

The invoices shall include a breakdown of costs detailing all corresponding charges per service.

The service provider will promptly inform IOM for purpose of approval of any situation under the procurement, which may impose additional financial obligations on IOM or IOM's beneficiaries.

## Submission of bids

Submission of the bids should be done before 20/09/2022, 13:30, Bucharest, Romania local hours through email to [procurement.ro@iom.int](mailto:procurement.ro@iom.int) .

Quotations submitted by email must be limited to a maximum of 10MB (the exceeded quotations should upload cloud server and the link should submit without password). They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It is the responsibility of Bidder to ensure that its quotation will reach the address above on or before the deadline. Quotations that are received by IOM after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed, stamped, and in pdf format, and the email subject reflects the tender reference number.

Respectfully,

**ANNEX 2: SCHEDULE OF REQUIREMENTS**

**1. Details of Services required**

Nr.	Schedule of Requirements	Qty
1.	<b>The services requested by this tender are for creation and printing of social vouchers.</b>	
	<p>They must contain the following mandatory elements:</p> <p>a) Numerical series, in ascending order.</p> <p>b) The value of the ticket, stated in numbers and letters.</p> <p>c) The period of validity of the social voucher.</p> <p>d) The prohibition to be used for the purchase of alcoholic products, cigarettes, as well as the prohibition to be capitalized by turning it into money/cash. Social vouchers will only be used for the purchase of strictly necessary food and non-food products.</p> <p>Other mandatory requirements:</p> <ul style="list-style-type: none"> <li>• When making and printing social vouchers, a support material and safety elements will be used that do not allow them to be falsified.</li> <li>• The nominal value of each social voucher will be determined based on IOM’s requirements;</li> <li>• Social vouchers will be delivered in notebooks / envelopes.</li> </ul>	

**2. Performance Measures/ Key performance indicator**

- Complete delivery of the services without delay
- Continuous after sale service/user support
- Possible updates and sustainable communication

**3. Evaluation criteria:**

1. Compliance with the technical requirements in ANNEX 2: SCHEDULE OF REQUIREMENTS – 20%
2. List of affiliate partners for the social vouchers (Coverage at National level in Romania) – 30%
3. Lead time in delivery – 25%
4. IOM’s or IOM’s beneficiaries cost for social vouchers (cost for production, taxes, fees) – 25%