

REQUEST FOR EXPRESSION OF INTEREST (REOI)
(Vendor Registration for Supply of Various
Goods and Services to IOM in Libya)

REOI Reference: LY23-112	Date: 10 April 2023
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Dear Suppliers/Service Providers/Contractors,

The International Organization for Migration (IOM) Mission in Libya invites interested and eligible vendors to submit Expressions of Interest (EOIs) for registration with IOM Libya with respect to the supply of various goods and services in Libya. The REOI aims to identify and increase the pool of qualified vendors that wish to participate in various future solicitation processes for IOM Libya.

All eligible vendors/companies registered in Libya providing goods and services in the following categories can submit their EOI for registration. All eligible suppliers and services providers not listed below are also strongly encouraged to submit their EOI for the introduction of their business and registration.

- 1- General Order Supplier
- 2- Specialised Medical Equipment Companies/ Suppliers
- 3- Specialized Pharmaceutical Companies/Suppliers
- 4- Specialized Medical care providers (Hospitals/ Medical centres /Labs)
- 5- Transport and Logistics Services
- 6- Insurance Services
- 7- Office Furniture and Supplies
- 8- Food and Non-Food Items Suppliers
- 9- Search and Rescue Equipment
- 10- IT / Communication Services and Supplies
- 11- Events Management and Marketing
- 12- Media and Visibility Printing Services
- 13- Hotels and Catering Services
- 14- Banking and Financial Services
- 15- Security Equipment and Services
- 16- Office Equipment and Supplies
- 17- Construction and Water Well Drilling Services
- 18- Professional Interpretation Services
- 19- Consultancy Services
- 20- Professional Art Services

NOTE: All vendors that are already registered with IOM LIBYA are strongly encouraged to re-register themselves in the system to receive future invitations.

Description	IOM Libya Vendor Roster Registration
Link	https://lb-p-vendorportal.azurewebsites.net/en
Deadline for the Submission of EOI	<p>30 April 2023 – Vendors who are interested to be part of IOM Vendor Roster shall submit their company documents on or before 30 April 2023. Vetting of the Vendors will be completed within max 6 weeks.</p> <p>Submissions after 30 April 2023 will be evaluated after the first vetting process is completed.</p>
Content of EOI	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> • Brief presentation of company including number of staff, turnover, years in business • Reference list demonstrating qualifications for participating in this upcoming bidding process • Contact information: full name and address, country, telephone number, e-mail address, website and contact person. • Printed, signed and stamped Vendor Creation Form with Code of Conduct • Signed and stamped version of Declaration of Conformity • ID copy of the owner • ID copy of the Manager • Commercial Registration Certificate • Chamber of Commers Certification • Company License to Operate • Companies Memorandum of Association • Companies Article of Association • Tax Payment Certificate • Registered as an Import/Export Company from MoE (if applicable) • Certified to Operate by the Food & Drug Inspection Controlling Authorities (if applicable) • Any additional documents • Bank Account Info <p>Note: Prices are not required at this stage. This is only for the Vendor registration for IOM Libya to pre-qualify the Vendors and send direct invitations for cases where publication is not mandatory.</p>
Method of Submission	<p>Expressions of interest shall be sent as online submission as follows:</p> <p>Submission to be done through https://lb-p-vendorportal.azurewebsites.net/</p> <p>During the submission, Vendors may refer to the Annex 1 (Vendor Creation - User Manual LY) of this EOI for any technical support.</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: 20 Mb ▪ You should receive an email acknowledging receipt.
Contact Person for correspondence and clarifications	<p>In case if any issue and challenge, you may email to below e-mail address:</p> <p>E-mail address: iomlibyaprocurement@iom.int</p>
REOI Conditions	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Libya reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Libya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation</p>

	<p>documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued.</p> <p>Through this EOI, IOM Libya is aiming to do vetting of the Vendors to have updated verified Vendors where IOM Libya can request solicitation directly. Also, the Vendors that are registered will be receiving notifications for each RFQ/RFP that will be published.</p> <p>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 Libya.</p>
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Annex 1

VENDOR REGISTRATION PROCESS Libya

User Manual

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GLOSSARY

Term	Meaning
IOM	International O rganization for M igration
VM	V endor M anagement S ystem
UAC	U ser A ccount C reation

General information

1.1 System Overview

Module that has been incorporated in SCMS is the Vendor Management Portal that provides a front facing interface for vendors to register their information and access tenders published by the organization. Vetting pages for the registered vendors to be used by PLAs and PLOs to verify the vendors information.

1.2 System Requirements

- Internet access
- Web browser: Microsoft Edge, Google Chrome.

GETTING STARTED:

This document will describe the process of using vendor portal

1.3 Home Page

- Use the following link: <http://ng-p-vendorportal.azurewebsites.net/> to access the vendor portal **Figure 1**.

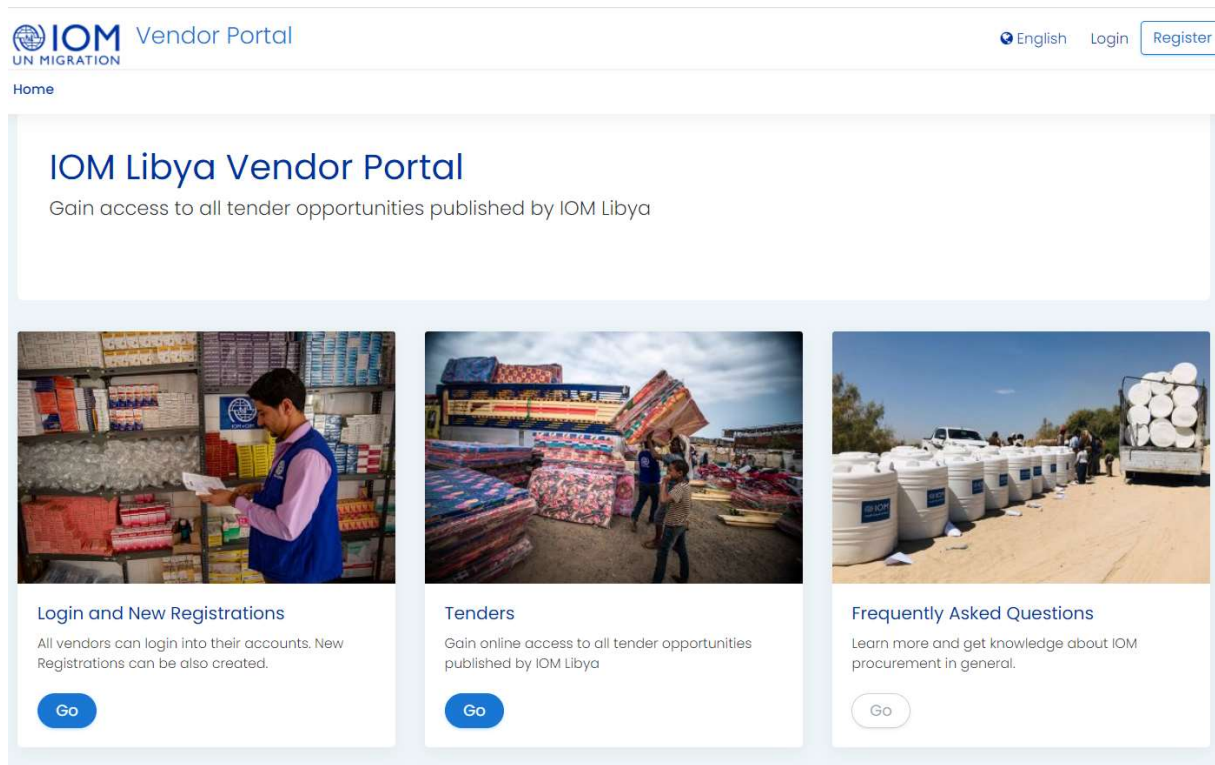


Figure 1 – Vendor Portal Home Screen

- Click on **Register** button in the right corner of the page if you don't have account. Otherwise, you can click on **Log In** button, if you have account, it shown in **Figure 2**

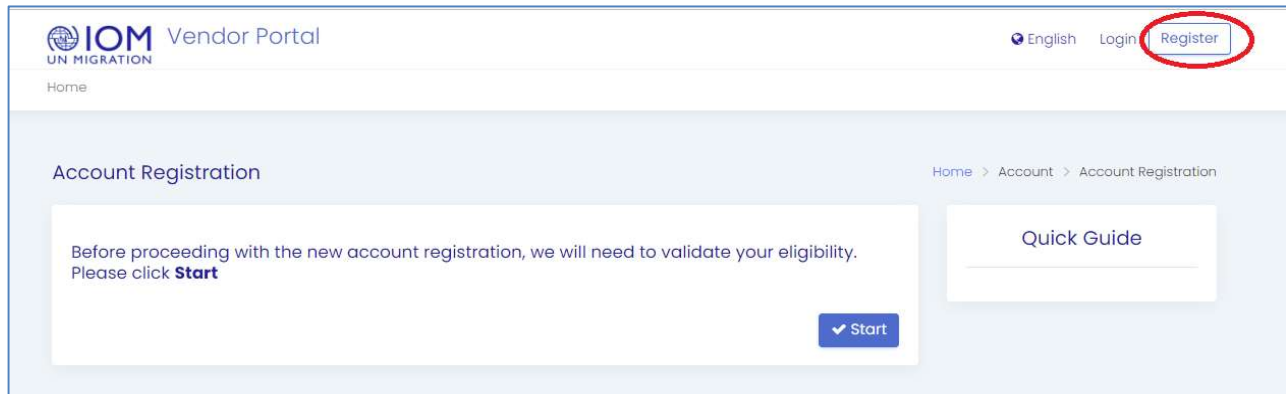


Figure 2 – Registration Process

- Select **start** button to create a new account as shown in **Figure 3**

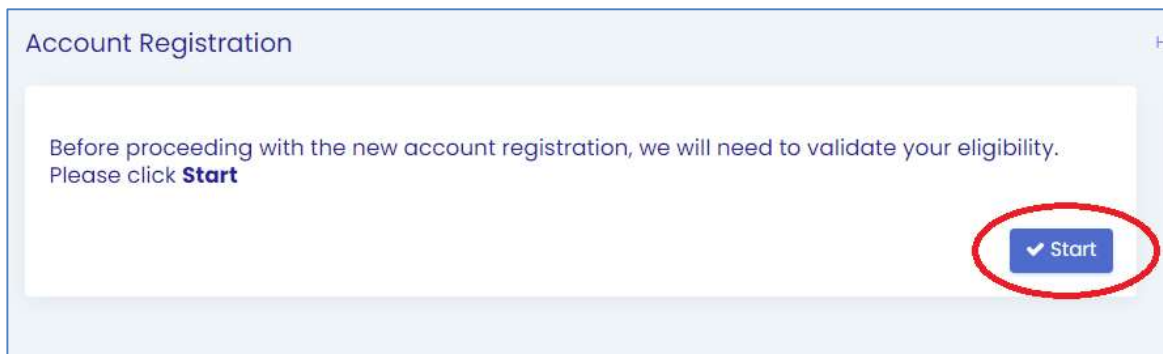


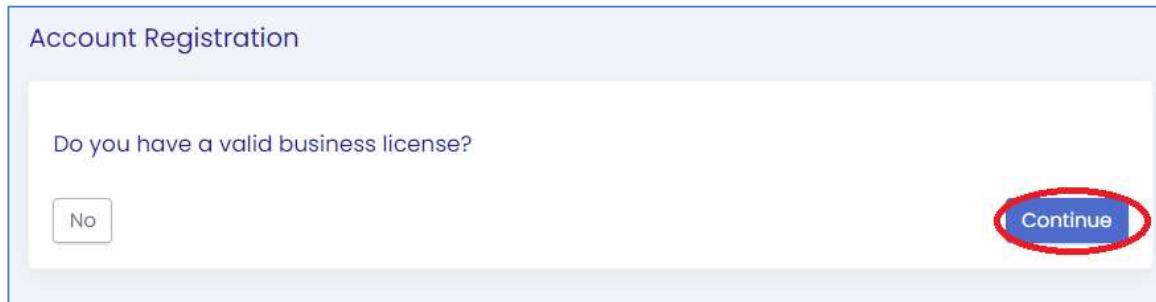
Figure 3 – Validate Account Registration

Click on '**No, just new here**' then click" to continue registering your account in Vendor portal. Otherwise, you can select "**Yes, I need to login**" as shown in **Figure 4**.



Figure 4 – Account Creation Process

If you have a valid business license, click "**Continue**". If not, click "**No**" to redirect you to the home page, as shown in **Figure 5**.

A screenshot of a web form titled "Account Registration" in a light blue header. The main content area is white and contains the question "Do you have a valid business license?". Below the question are two buttons: a light gray "No" button on the left and a blue "Continue" button on the right. The "Continue" button is circled in red.

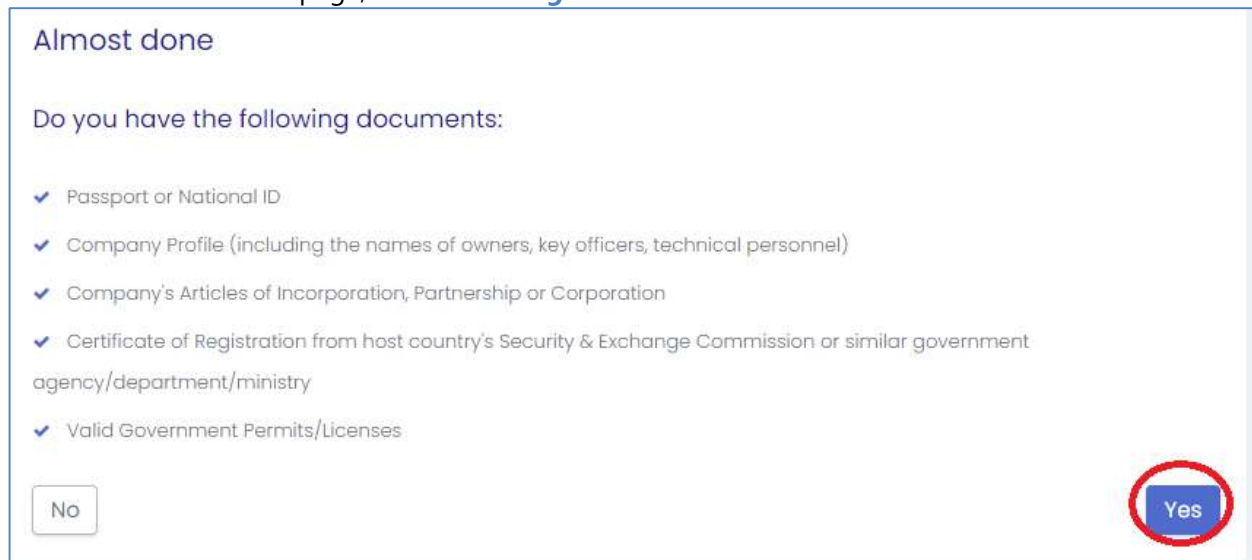
Account Registration

Do you have a valid business license?

No Continue

Figure 5 – Valid Business License

In case you select “**Continue**”, it is mandatory to attach the following documents and then select “**Yes**” to complete your information in the next page. If you don’t have the required documents, you can select “**No**” to close the page, as shown in [Figure 6](#).

A screenshot of a web form titled "Almost done" in a light blue header. The main content area is white and contains the question "Do you have the following documents:". Below the question is a list of five items, each preceded by a blue checkmark: "Passport or National ID", "Company Profile (including the names of owners, key officers, technical personnel)", "Company's Articles of Incorporation, Partnership or Corporation", "Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry", and "Valid Government Permits/Licenses". At the bottom of the form are two buttons: a light gray "No" button on the left and a blue "Yes" button on the right. The "Yes" button is circled in red.

Almost done

Do you have the following documents:

- ✓ Passport or National ID
- ✓ Company Profile (including the names of owners, key officers, technical personnel)
- ✓ Company's Articles of Incorporation, Partnership or Corporation
- ✓ Certificate of Registration from host country's Security & Exchange Commission or similar government agency/department/ministry
- ✓ Valid Government Permits/Licenses

No Yes

Figure 6 – Required Documents

To complete the procedures, you must fill the required data and check the “**confirmation button icon**” and “**I’m not a robot**” to confirm your correct data and submit your information as well, to finalize the process, as shown in [Figure 7](#).

Company Basic Details

Company Name *

Business License No *

User Account Creation

First Name *

Last Name *

Email *


Confirm Email *

Password *

Confirm password *

☐ I/We hereby confirm that the information provided herein is accurate, correct and complete

☐ I'm not a robot


[Privacy](#) - [Terms](#)

Submit

Figure 7 – Filling Basic details of the vendor

After completing all process, a confirmation message will be sent to your email, as shown in **Figure 8**.

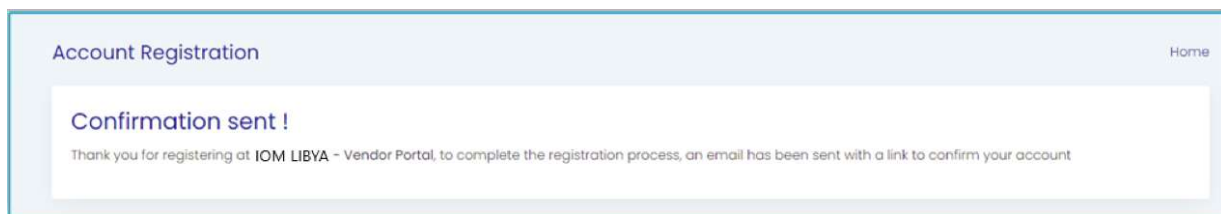


Figure 8 – Notification Message

Then, you can move to your mailbox to confirm your account by click on the link above, as shown in **Figure 9**.

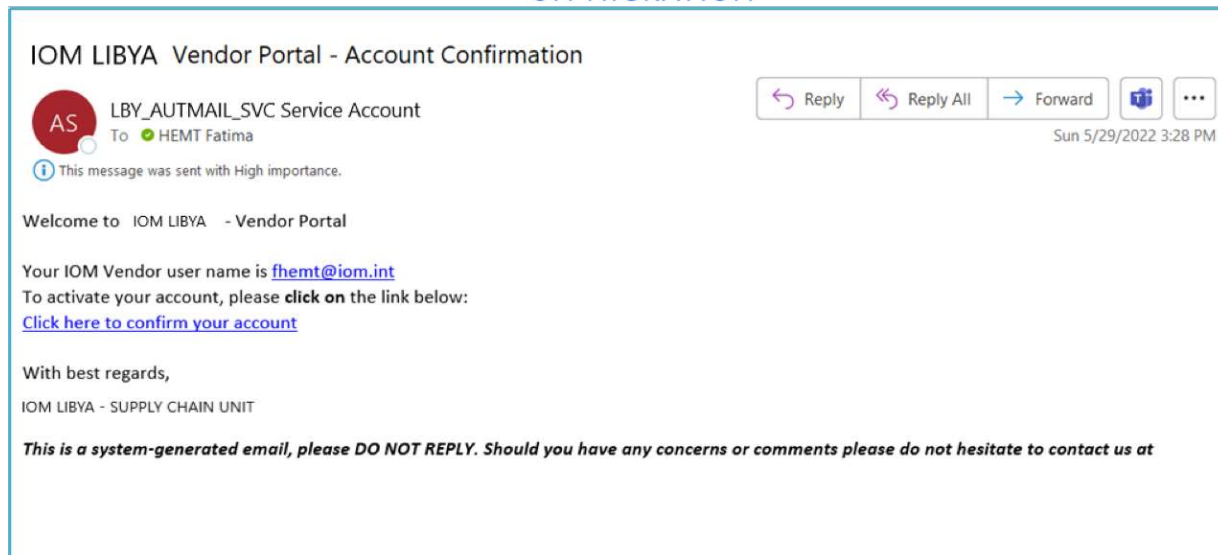


Figure 9 – Confirmation Email

Following the confirmation of your account, you must complete the registration process by clicking “**FC**” and “**Complete Registration**” as shown in **Figure 10**.

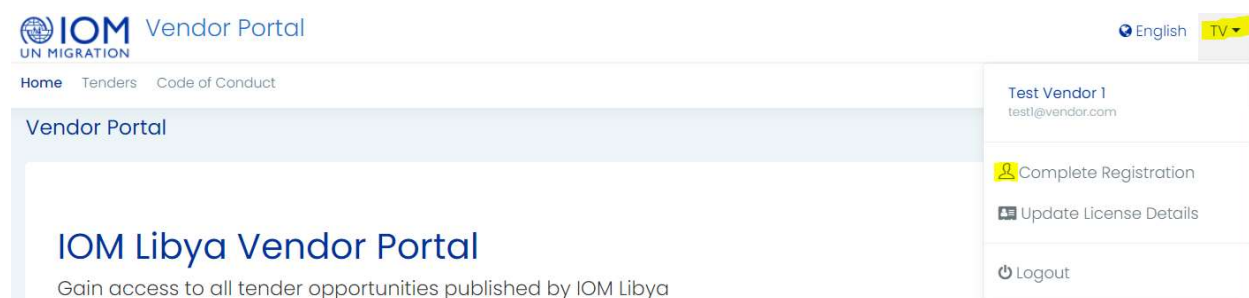


Figure 10 – Complete Registration

Then, the **Vendor Registration Form** will open 6 steps to fill the required information, when you finish, you can select “**Save and Continue**”, to finalize the process, as shown in **Figure 11**.

Vendor Registration
[Home](#) > [Vendor Profile](#) > Vendor Registration

1
Basic Details
2
Business Info
3
Payment Details
4
Key Contacts & References
5
Print Out
6
Documents Upload & Submit

Company Name
Fatima Cosmatic

Address

Leased
Owned

Area (in sqm)
0

House No
Street Name
Postal Code

City
Region
Country

Contact Details

Tel No(s)
Fax No

Contact Person
Fatima Hemt

Email Address
hemt@iom.int

Website

Plant/Warehouse

Leased
Owned

Area (in sqm)
0

Location of Plant/Warehouse

Save & Continue

Figure 11 – Vendor Registration Form