

**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI:**

Provision of Incoming and Outgoing Diplomatic Pouch Services

Date of this EOI: 17 April 2008**Closing Date for Receipt of EOI at PD:** 6 April 2008**EOI Number:** EOISV3840**E-mail Address:** vladus@un.org**Address EOI response by fax for the Attention of:** Mr. Sasa Vladu**Fax Number:** 1-917-367-0425**DESCRIPTION OF REQUIREMENTS**

The United Nations requires courier services for Outgoing Diplomatic Pouch shipments dispatched from the United Nations New York Headquarters (UNHQ) to 181 countries/destinations. The Mail Operations Unit also requires pick-up service for Incoming Pouches from JFK Airport airline vargo offices/terminals and delivery to the UNHQ. In 2007, the total weight of diplomatic pouch shipments sent from the UN New York HQ was approximately 900,000 pounds. It is expected that the yearly volume of the outgoing pouch remain at or about the same level over the next two to three years.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

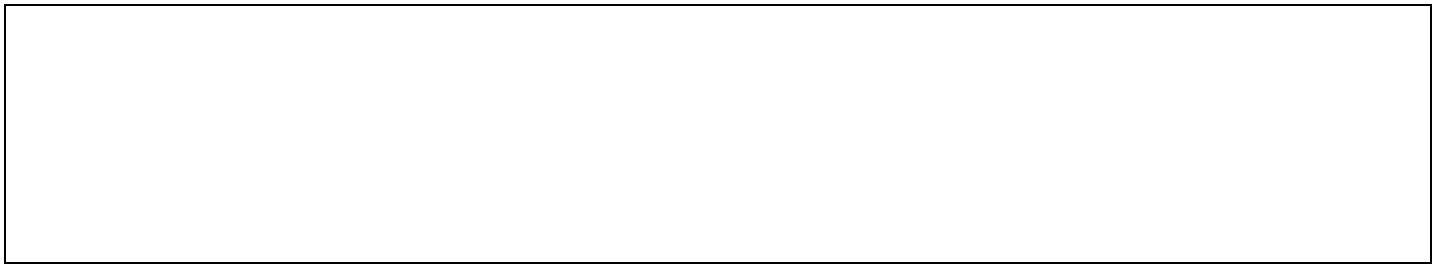
The Organization expects that the Contractor has few years of experience providing courier services.

Interested firms/organisations already registered with the Procurement Service of the United Nations should forward their Expression of Interest by facsimile to the attention of Mr. Sasa Vladu at the fax number: 917-367-0425 or by e-mail: vladus@un.org

Please indicate your vendor registration number, the title, and reference number of this EOI in your response.

Firms/organisations that are not registered with the Procurement Service of the United Nations must be registered in order to participate in this procurement.

Please be advised that this EOI does not constitute a solicitation. It should also be noted that the United Nations reserves the right to change or cancel this requirement at any time.



Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to United Nations Procurement Division (UNPD) before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: EOISV3840

TO: Mr. Sasa Vladu

FAX:

FROM:

SUBJECT:

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UN Vendor ID Number**:

Company Name *:

Company Contact *:

Address *:

City *:

Country*:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C and D, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.unqgm.org. The following information is available about the registration process.**

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered with UN in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank).
- C. You have no outstanding judgment, bankruptcy, or pending legal action/procedures; your company is not on the IIC Oil for Food List website; and you are not under investigation by a government or UN Member State.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <http://www.un.org/Depts/ptd>. Vendors must complete the registration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.