

UNON  
KENYA**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNON. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UNON using the fax number or e-mail address provided below.

**Title of the EOI:**SUPPLY, INSTALLATION AND MAINTENANCE OF DIGITAL PRINTING MACHINE FOR UNON  
PUBLISHING SERVICES SECTION - AMENDMENT 2**Date of this EOI:** 13 November 2018**Closing Date for Receipt of EOI:** 15 January 2019**EOI Number:** EOIUNON15758**Address EOI response by fax or e-mail to the Attention of:** Margaret Mathenge**Fax Number:****E-mail Address:** mathengem@un.org; unon-procurement-rfx@un.org**UNSPSC Code:** 45100000, 82121503**DESCRIPTION OF REQUIREMENTS**

The United Nations Office at Nairobi (UNON) invites qualified interested firms to submit Expression of Interest (EOI) to participate in the upcoming tender exercise for supply, installation and maintenance of Digital Printing Machine on a "lease or buy" basis.

Background: United Nations Offices at Nairobi (UNON) was formed in 1996 to provide an array of services including printing and publishing to UN clients at its Gigiri Location.

Current situation: UNON Publishing Services Section (UNONPSS) is a full-service print and publishing provider offering services ranging from advice, desk top publishing, print (digital and traditional offset) along with large format printing and an array of finishing services. The split between digital print and traditional offset is 70/30 with digital print being the dominant printing method. Due to changes in the quantity of printed materials the situation has evolved to a point that traditional offset printing is no longer practical especially where the number of pages is high (100 or more) and the copies are few (200 or less). UNONPSS anticipates to discontinue traditional offset printing and go to 100% digital printing.

The maintenance contract is anticipated to be awarded for an initial period of three (3) years with the option to extend for additional two years.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Pre-qualifications requirements:

Interested firms responding to this EOI MUST submit information demonstrating that their proposed digital printing machines would fulfil the following requirements:

Minimal machine requirements: (Pass Fail)

- a. Cannot be a traditional offset press:  
Has to be 1) Electrostatic printing equipment using non-powder toners, i.e., toner suspended in liquids are permitted but not “cartridge toners” and 2) Ink-jet printing with either IR or UV drying in sheet-to-sheet.
- b. Cannot be a multifunction device (scan, print, copy) using a copier engine to produce print:  
Has to be commercial level digital printing machine with a “print engine” not a copier engine printer (see a. above for details)
- c. Acceptable printing methods, ink-jet or electrostatic printing only (if electrostatic no powdered toners) on coated and uncoated papers, with printing on plastic desirable in grammages between 80 and 350 grams minimum (please state if the equipment you intend to offer meets or exceeds the substrate requirements in addition to the print method the machine uses)
- d. Printed page capacity per month minimum, 300,000 (A4 size equivalent)
- e. Printed image size B2 (500x707mm) preferred (if not B2 please state maximum printed image size)

2. Please provide a clear response to each evaluation criteria listed above i.e Part a - e and return your response by email to : [mathengem@un.org](mailto:mathengem@un.org); with a copy to: [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org).

3. Provide proof of Registration at UNGM Basic Level with the UN Secretariat (<http://www.un.org/Depts/ptd//vendors/vendorregistration-0>).

### IMPORTANT:

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued. Companies interested in providing the above services should submit a completed Vendor Response Form. UNON will examine the outcome of this request for EOI and will consider those companies that have expressed their interest providing the required information as to their ability to fulfill the requirement. UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Vendors that are deemed qualified upon completion of an objective evaluation of their EOI submission will receive the final tender solicitation documents.

See the Vendor Response Form of this EOI for additional instructions.

3. Provide proof of Registration at UNGM Basic Level with the UN Secretariat (<http://www.un.org/Depts/ptd//vendors/vendorregistration-0>).

## NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest.

Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

***Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UNON (UNON) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Margaret Mathenge **EOI Number:** EOIUNON15758  
**Email:** mathengem@un.org; unon-procurement-rfx@un.org  
**FAX:**  
**FROM:**

**SUBJECT:** SUPPLY, INSTALLATION AND MAINTENANCE OF DIGITAL PRINTING MACHINE FOR UNON PUBLISHING SERVICES SECTION - AMENDMENT 2

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

**PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:**

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNON15758>

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

## COMPANY INFORMATION

**UNGM Vendor ID Number\*:**

**Legal Company Name** (Not trade name or DBA name) \*:

**Company Contact \*:**

**Address \*:**

**City \*:**

**State:**

**Postal Code \* :**

**Country \*:**

**Phone Number \*:**

**Fax Number \*:**

**Email Address \*:**

**Company Website:**

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

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title : \_\_\_\_\_



## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

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

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat 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 in UNGM. Please verify and ensure that your company is registered under its full legal name.

**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 <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**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 UNON (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON 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 available at <https://www.un.org/Depts/ptd/eoi>.