



[United Nations Assistance Mission for Iraq]
IRAQ

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNAMI. 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 [United Nations Assistance Mission for Iraq] using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Travel Management Services For United Nations Fijian & Nepalese Guard Unit Rotation

Date of this EOI: 11 December 2018

Closing Date for Receipt of EOI: 25 December 2018

EOI Number: EOIUNAMI15841

Address EOI response by fax or e-mail to the Attention of: Chief Procurement Officer

Fax Number: +965-2 4721899

E-mail Address: yabroudia@un.org, osman48@un.org, lyimo@un.org

UNSPSC Code: 90120000

DESCRIPTION OF REQUIREMENTS

1.0 United Nations Assistance Mission for Iraq (UNAMI) intends to solicit bids for the Provision of Travel Management Services For United Nations Fijian & Nepalese Guard Unit Rotation for the initial period of one year

1.0.1 The purpose of this contract is to obtain proposals from qualified Contractors for the provision of Travel Management Services (TMS) as defined in this document and as may be later modified by UNAMI Travel Policy.

1.0.2 UNAMI intends to award the contract for one year. This contract will be awarded to the proposer that clearly demonstrates through a written proposal a high degree of experience, ability, competency and best-practice in therequired services.

1.0.3 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly would issue an Invitation To Bid (ITB) to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement. In addition, the interested Companies will be requested to complete a UNGM Vendor Registration Form (New Vendors Only).

2.0 The solicitation will be based on a detailed Statement of Works, UN General Conditions of Contracts and other related documents which will be provided by UNAMI to all companies who respond to this EOI and qualify for the tender.

3.0 Please note the following:

- This EOI is not an invitation to submit a bid/proposal.
- UNAMI reserves the right in selecting the invitees for the competitive bidding based on substantial and proven records of performance in the subject field of activities and mere expressing an interest would not automatically warrant for ITB document.
- UNAMI reserves the right to reject EOIs received after the above deadline.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

MANDATORY PRE-QUALIFICATION REQUIREMENT:

Companies interested to participate in the upcoming bid shall provide the following documentation:

- i. IATA affiliation and a minimum of 5 years of experience in the travel business; Statement from at least 2 years major international airlines/clients of satisfactory performance
 - ii. Capacity for e-ticketing;
 - iii. Availability of Service/Emergency Service: 24 hours per day, 7 days per week;
 - iv. Ticket delivery or e-ticket issuing facilities at any destination;
 - v. Capability to secure, as required; Visa, Day room, Transit lounge, Hotel.
 - vi. Provision of currently valid IATA certification.
- x Shall provide a minimum of three (3) letters of recommendation of having provided travel related services to international organizations, embassies and multinational corporations

Note: Supporting documents for pre-qualification requirement must be submitted along with the Expression of interest. Proposals not meeting any of the above mandatory criteria shall be automatically disqualified.

Pre-Qualification Questionnaire

1. Company's Authorized Representative(s) (Name/Title):

- 2.....
- 3.....
- 4.....

6 Number of employees:

7 Year Established :

8 Experience in the field of TRAVEL MANAGEMENT SERVICES (No. of Years):

9 Does your company comply with All EOI Prequalification Requirement ? Yes [] No []

10 Time (Calendar Days) required to initiate the services in case of selection: _____

11 Reference to existing & previous comparable Contracts to other International Organizations, private or state institutions:

12 Contract-1

a) Description: _____

b) Location: _____ Year Executed: _____

c) Contract Price (USD) _____

d) Client Organization: _____
e) Client Contact : Name and Telephone _____
f) Email: _____

13 Contract -2

a) Description: _____ Year Executed: _____
b) Location: _____
c) Contract Price (USD) _____
d) Client Organization: _____
e) Client Contact : Name and Telephone _____
f) Email: _____

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 [United Nations Assistance Mission for Iraq] (UNAMI) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Chief Procurement Officer **EOI Number:** EOIUNAMI15841

Email: yabroudia@un.org, osman48@un.org, lyimo@un.org

FAX: +965-2 4721899

FROM:

SUBJECT: Provision of Travel Management Services For United Nations Fijian & Nepalese Guard Unit Rotation

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).
- 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) 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=EOIUNAMI15841>

*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) 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 [United Nations Assistance Mission for Iraq] (UNAMI) by the closing date set forth in this EOI. *Due to the high volume of communications UNAMI 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>.

