



United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic  
Central African Republic

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of MINUSCA. 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 Multidimensional Integrated Stabilization Mission in the Central African Republic using the fax number or e-mail address provided below.

**Title of the EOI:**

Supply and Delivery of Personal Identification Equipment to MINUSCA

Fourniture et Livraison d'Equipeement pour l'Identification de personnes à la MINUSCA

**Date of this EOI:** 5 February 2019**Closing Date for Receipt of EOI:** 4 March 2019**EOI Number:** EOIMINUSCA16023**Address EOI response by fax or e-mail to the Attention of:** Samuel Ekanga**Fax Number:****E-mail Address:** ekangaotshudiemas@un.org**UNSPSC Code:** 44102403, 55121802, 55121806

### DESCRIPTION OF REQUIREMENTS

1. The United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) hereby solicits Expressions of Interest (EOI) from specialized companies for Supply and Delivery of Personal Identification Equipment to DAP MINUSCA Integrated Warehouse Bangui, the Central African Republic (CAR).

La Mission Multidimensionnelle Intégrée des Nations Unies pour la Stabilisation en République Centrafricaine (MINUSCA) sollicite les manifestations d'intérêt (EOI) de la part des sociétés spécialisées pour la fourniture et la livraison d'Equipement pour l'identification des personnes à la MINUSCA, rendu DAP Entrepot intégré de la MINUSCA à Bangui en Republique Centrafricaine (RCA).

2. The required Equipment include the following items :

- Heavy duty stainless steel ID card badge punch. Size 13 x 3 mm capable of easy punching up to 30 million PVC cards
- Signature Pad Machine, including high quality electronic LCD 4X3 signature capture features like Topaz signature pads, Interfaces/ports for USB.
- Fargo HDP Retransfer Film 084053. Clear 1500 images for use with HID Fargo ID card printers HDP 5000.

Les articles requis comprennent les éléments suivants:

- Perforateur pour carte d'identité en acier inoxydable robuste. Taille 13 x 3 mm capable de perforer facilement jusqu'à 30 millions de cartes en PVC
- Signature Pad Machine, comprenant des fonctionnalités de capture de signature électronique LCD 4X3 de haute qualité, telles que les pads de signature Topaz, les interfaces / ports pour USB.
- Fargo HDP Retransfer Film 084053. Produisant 1.500 Images claires. A utiliser avec les imprimantes de cartes d'identité HID Fargo HDP 5000

3. Interested companies are invited to submit their EOI by e-mail (details below), courier services or hand delivery to MINUSCA at the address given below.

Les entreprises intéressées sont invitées à soumettre leur Expression d'Intérêt par courrier électronique (détails ci-dessous), par service courrier ou en mains propres à la MINUSCA à l'adresse indiquée ci-dessous.

4. This EOI does not constitute a solicitation. MINUSCA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Submitting a response to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

Cette Demande d'Expression d'Intérêt (DEI) ne constitue pas un Appel d'Offres. La MINUSCA se réserve le droit de modifier ou d'annuler le besoin à tout moment pendant la DEI et / ou au cours du processus d'Appel d'Offres. La soumission d'une réponse à cette DEI ne garantit pas automatiquement que votre entreprise soit invitée à participer à l'Appel d'Offres.

5. The EOI, clearly marked "Expression of Interest – "Supply and Delivery of Personal Identification Equipment to DAP MINUSCA Integrated Warehouse Bangui, the Central African Republic" must be received by MINUSCA no later than 1600 hours Bangui local time (GMT+1) on Monday 4 March 2019, as follows:

Votre Expression d'Intérêt clairement marquée "Expression d'intérêt -" Fourniture et Livraison d'Equipement pour l'Identification des Personnes à la MINUSCA à Bangui, République Centrafricaine" doit être reçue par la MINUSCA au plus tard à 16h00, heure locale (GMT + 1) le lundi 4 mars 2019, comme suit:

By e-mail to: [ekangaotshudiemas@un.org](mailto:ekangaotshudiemas@un.org)

By courier service/hand delivery to:

Chief Procurement Officer  
MINUSCA, Logistics Base  
Avenue Boganda, PK4, 3338 Bangui  
Central African Republic

Par courrier électronique à: [ekangaotshudiemas@un.org](mailto:ekangaotshudiemas@un.org);

Par service courrier ou en mains propres à l'adresse suivante :

Chef du Service des Achats  
Base Logistique de la MINUSCA  
Avenue Boganda, PK4, 3338 Bangui  
République Centrafricaine

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

The EOI must include, as a minimum, the following documentation/information:

- Company's profile and contact details (address, telephone and fax unmbers, e-mail, etc.)
- Mandatory Registration in UNGM under the above-mentioned UNSPSC codes

L'Expression d'Intérêt doit inclure au minimum les informations et documents ci-après:

- Le profil et contacts de la société (adresse, numéros de téléphone & de télécopie et courriel)
- Enregistrement obligatoire au portail Mondial des Fournisseurs des Organismes des Nations –Unies « UNGM ». Etre enregistré sous le code UNSPSC ci-dessus.

### **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 Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Samuel Ekanga **EOI Number:** EOIMINUSCA16023  
**Email:** ekangaotshudiemas@un.org  
**FAX:**  
**FROM:**

**SUBJECT:** Supply and Delivery of Personal Identification Equipment to MINUSCA  
Fourniture et Livraison d'Equipement pour l'Identification de personnes à la MINUSCA

## 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=EOIMINUSCA16023>

*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 United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) by the closing date set forth in this EOI. *Due to the high volume of communications MINUSCA 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>.

