

**Mission Name**

Congo, the Democratic republic of the

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

This notice is placed on behalf of MONUSCO. 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 Mission Name using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Packing Tools in Monusco, DR Congo.

**Date of this EOI:** 15 March 2019**Closing Date for Receipt of EOI:** 29 March 2019**EOI Number:** EOIMONUSCO16153**Address EOI response by fax or e-mail to the Attention of:** Alberto Climent, Chief Procurement Section**Fax Number:****E-mail Address:** monusco-procurement@un.org, mamina@un.org**UNSPSC Code:** 24102200**DESCRIPTION OF REQUIREMENTS**

## REQUEST FOR EXPRESSION OF INTEREST

1. The United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO), seeks Expression of Interest (EOI) from duly registered companies for the provision of Packing Tools in MONUSCO, DR Congo.
2. MONUSCO will undertake a competitive bidding exercise shortly and accordingly intends to issue an Invitation to Bid (ITB) to those companies who would express their interest and provide initial relevant information demonstrating their ability to fulfill MONUSCO requirements. In addition, the interested companies will be requested to complete UN Vendor registration for level 1 on the vendor database accessible on ungm.org (new vendor only). A detail Scope of Work (SOW) will be provided to companies short listed for receipt of the (ITB) documents.
3. The EOI should specify brief relevant information about the company including the company's profile, capacity/capability and experience. Vendors will be shortlisted based on their ability to provide the relevant documents showing that they are authorized to undertake business in DRC. Interested vendors must provide the following documents with their response.
  - Copy of the registration certificate/license (s) of the company.
4. Please note that this request for EOI is not an invitation for submission of bid.

5. MONUSCO 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 submission of an EOI would not automatically warrant receipt of the (ITB) documents MONUSCO reserves the right to reject EOI's received after the deadline indicated below.

6. The Expression of interest may be submitted by email to [monusco@un.org](mailto:monusco@un.org) or else by facsimile (see below), hand delivery or courier, clearly marked with the inscription "EOI" -Provision of Packing Tools in Monusco,DR Congo addressed as follows to be received not later than 29 March 2019, 15:hours Kinshasa time (GMT+1)

Chief Procurement Officer  
MONUSCO  
Utexafrica Compound;  
Avenue Colonel Mondjiba, Kinshasa, DRC  
Fax : +39 083 124 5167 or + 243 81 890 5167  
[monusco-procurement@un.org](mailto:monusco-procurement@un.org) Cc: [mamina@un.org](mailto:mamina@un.org)

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

1. La Mission de l'Organisation des Nations Unies pour la Stabilisation en République Démocratique du Congo (MONUSCO) sollicite des manifestations d'intérêt de la part des entreprises dûment enregistrées et autorisées pour fourniture des Outils d'emballage à la Monusco en Republique Democratique du Congo.
2. MONUSCO entreprendra un exercice d'appel d'offres (ITB) et établira un document de sollicitation aux sociétés qui auront exprimé leur intérêt et auront fourni des informations pertinentes initiales démontrant leur capacité à satisfaire les exigences de la MONUSCO. En outre, on demandera aux sociétés intéressées de remplir le formulaire d'enregistrement des fournisseurs (seulement pour les nouveaux fournisseurs). Les spécifications détaillées seront fournies aux sociétés présélectionnées pour la réception des documents de sollicitation.
3. Les sociétés intéressées qui souhaitent recevoir le dossier d'appel d'offres (ITB), sont invitées à soumettre par écrit une manifestation d'intérêt précisant la capacité, l'expérience, le profil de l'entreprise dans le domaine des Outils d'emballage ou des prestations similaires entreprises et devront fournir une copie de la licence d'exploitation.
4. Veuillez noter que cette demande n'est pas un appel d'offre.
5. MONUSCO se réserve le droit de sélectionner les entreprises qui prendront part à l'appel d'offres (ITB) sur la base d'évaluations d'informations fournies. La seule soumission de la demande de manifestation d'intérêt ne garantit pas automatiquement la bonne réception des documents de sollicitation. MONUSCO se réserve le droit de rejeter les manifestations reçues après le délai ci-dessous.
6. Les manifestations d'intérêt peuvent être soumises par courriel à [monusco-procurement@un.org](mailto:monusco-procurement@un.org) ou bien par fax (voir ci-dessous), en mains propres, ou par service courrier en marquant clairement l'inscription "EOI - Fournitures des Outils d'emballage en Republique Democratique du Congo au plus tard le 29 Mars 2019, 15:00 heures (heure de Kinshasa GMT +1)

Chief Procurement Officer  
MONUSCO  
Utex Africa Compound,  
Avenue Colonel Mondjiba, Ngaliema, Kinshasa, DRC  
Fax: +39 083 124 5167 or +243 81 890 5167  
[monusco-procurement@un.org](mailto:monusco-procurement@un.org)

#### **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 Mission Name (MONUSCO) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Alberto Climent, Chief Procurement Section      **EOI Number:** EOIMONUSCO16153  
**Email:** monusco-procurement@un.org, mamina@un.org  
**FAX:**  
**FROM:**  
**SUBJECT:** Provision of Packing Tools in Monusco, DR Congo.

## 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=EOIMONUSCO16153>

*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 Mission Name (MONUSCO) by the closing date set forth in this EOI. *Due to the high volume of communications MONUSCO 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>.