

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 Cleaning, Janitorial and Pest Control Services at UNAMI Compound Kheitan, Kuwait

Date of this EOI: 21 March 2019**Closing Date for Receipt of EOI:** 6 April 2019**EOI Number:** EOIUNAMI16172**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:****E-mail Address:** daskumar@un.org, moravcevic@un.org**UNSPSC Code:** 76110000**DESCRIPTION OF REQUIREMENTS**

1.0 The United Nations Assistance Mission for Iraq (UNAMI) intends to solicit bids for the Provision of Cleaning, Janitorial and Pest Control Services at UNAMI Compound Kheitan, Kuwait.

2.0 UNAMI seeks to engage services from a qualified vendor with capacity to provide mainly Cleaning and Janitorial Services at UNAMI Compound in Kheitan, Kuwait (approx. 11,301 to 11,411 m²) which includes:

- Internal cleaning and janitorial services for office spaces, stores/warehouses, recreation areas, gym facilities, toilets and internal walkways
- Refuse removal and collection
- Pest and Vector control
- Outside grounds cleaning

2.1 The Contractor shall provide all supervisory, management and other personnel with requisite experience, education, ability and resources to plan and organize cleaning services operations for UNAMI facilities as defined in the Scope of Work (SOW).

3.0 The effective date of the contract implementation shall be 01 October 2019, with full capacity mobilization required in place and ready to perform the Cleaning contract duties as per SOW instructions and the contract agreement. The contract duration shall be valid for twelve (12) months, with an option to extend for an additional twelve (12) months subject to satisfactory performance, availability of funds and at UNAMI's discretion.

4.0 It is Mandatory that Proposers shall visit UNAMI Compound in Kheitan, Kuwait prior to the submission of their proposal in order to thoroughly familiarize themselves with the location, operating conditions and specific requirements.

5.0 The service should be executed by qualified and experienced company, based on Scope of Work (SOW), Specifications, Plans, 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 this tender.

6.0 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly would issue a Request for Proposal (RFP) to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement.

7.0 In addition, the interested companies are requested to complete their registration at Level 1 on the United Nations Global Marketplace (www.ungm.org).

8.0 Please note on the following:

- a) This EOI is not an invitation for submission of a bid/proposal.
- b) 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 tender document.
- c) UNAMI reserves the right to reject EOIs received after the above deadline.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

9.0 MANDATORY PRE-QUALIFICATION CRITERIA: The interested companies should meet the below Mandatory requirements (9.1 - 9.4), companies who fail to confirm compliance with the Mandatory requirements may not be considered for the upcoming tender.

9.1 The Company has License Registration / Permits for conducting business in Kuwait.

9.2 At least three (3) years experience in provision of Cleaning and Janitorial Services to corporate customers.

9.3 Duly completed United Nations Global Marketplace (UNGM) vendor registration formalities at Level 1.

9.4 Duly completed and signed EOI Pre-Qualification Questionnaire (below) and signed Vendor Response Form (attached).

Note: Please do not send any documentation at this stage. Proof documents must be submitted as part of technical requirements upon receipt of the tender document.

10.0 PRE-QUALIFICATION QUESTIONNAIRE:

10.1 Company's Authorized Representative(s) (Name/Title):

10.2 Number of employees: _____

10.3 Year Established: _____

10.4 Experience in the field of Cleaning Services (No. of Years): _____

10.5 Does your company comply with all EOI Mandatory Pre-Qualification Criteria? Yes [] No []

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

10.7 Reference to existing & previous similar works with other International Organizations, private or state institutions:

10.7.1 Description: _____
Location: _____ Year Executed: _____
Contract Price (USD): _____
Client Organization: _____
Client Contact (Name): _____
Telephone: _____
Email: _____

10.7.2 Description: _____
Location: _____ Year Executed: _____
Contract Price (USD): _____
Client Organization: _____
Client Contact (Name): _____
Telephone: _____
Email: _____

10.7.3 Description: _____
Location: _____ Year Executed: _____
Contract Price (USD): _____
Client Organization: _____
Client Contact (Name): _____
Telephone: _____
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:** EOIUNAMI16172
Email: daskumar@un.org, moravcevic@un.org
FAX:
FROM:
SUBJECT: Provision of Cleaning, Janitorial and Pest Control Services at UNAMI Compound Kheitan, Kuwait

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=EOIUNAMI16172>

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>.