

**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:

PROVISION OF REPORTING SERVICES TO THE UNITED NATIONS ENVIRONMENT PROGRAMME

Date of this EOI: 21 March 2019**Closing Date for Receipt of EOI:** 5 April 2019**EOI Number:** EOIUNON16178**Address EOI response by fax or e-mail to the Attention of:** Margaret Muchuku**Fax Number:** +254 20 762 3211/4198**E-mail Address:** margaret.muchuku@un.org, unon-procurement-rfx@un.org**UNSPSC Code:** 82111500,82111701,82111800,82111900**DESCRIPTION OF REQUIREMENTS**

United Nations Office at Nairobi (UNON) hereby requests interested firms to submit their Expression of Interest (EOI) to participate in the upcoming competitive bidding exercise for the Provision of Reporting Services for United Nations Environment Programme (UNEP).

Background:

The United Nations Environment Assembly which is the governing body of the United Nations Environment Programme (UNEP), meets biennially to, among other things, set the global environmental agenda, and provide policy guidance on emerging environmental challenges. Through its regional offices, UNEP holds or facilitates meetings to ensure the mainstreaming of key environmental issues at the regional level. Similarly, UNEP-administrated Multilateral Environmental Agreement (MEAs) through their relevant bodies, hold periodic meetings and take decisions to advance the implementation of the agreements. As the leading authoritative advocate for the global environment, UNEP seeks to influence policy making and behavior change worldwide by providing up-to-date information on its activities and those of the MEA it administers.

The details of the requirement shall be communicated in due course in the tender documents. Below is a brief description of the requirement:

The Service Provider will provide reporting services on multilateral negotiations of UNEP and UNEP administered MEAS, their conferences of the parties and their associated Secretariats or bodies, as well as non-multilateral negotiations including conferences, workshops, symposia or regional meetings, many of

which include exhibitions and side events, to be organized in various locations across the world for a varying number of days.

UNON intends to contract a qualified firm to provide the following services:

1. Coverage of the meeting (main and side events).

This shall include preparation of daily and final summaries and analysis reports, photo and video coverage of meetings and related services.

2. Dissemination and promotion.

This shall include dissemination of outputs of meetings through web postings, email distribution, social media updates and related services.

UNON intends to award a contract for a duration of 3+1+1 years.

Interested vendors may forward their Expressions of Interest (EOI) along with the signed vendor forms to unon-procurement-rfx@un.org. All EOI submissions should be sent via email, citing the EOI reference number and title in the subject line.

UNON reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only Vendors which in UN's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation documents.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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 including their pre-qualification documentation. 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 fulfil 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 REOI 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.

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 Muchuku **EOI Number:** EOIUNON16178
Email: margaret.muchuku@un.org, unon-procurement-rfx@un.org
FAX: +254 20 762 3211/4198
FROM:
SUBJECT: PROVISION OF REPORTING SERVICES TO THE UNITED NATIONS ENVIRONMENT PROGRAMME

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=EOIUNON16178>

*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 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>.