

UNITED NATIONS PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION
UGANDA**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of RPO. 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 PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Catering Services to UNOCA Catering Services on an "as and when required" basis for particular and specific conferences/special events/meetings in Libreville, Gabon.

Date of this EOI: 21 June 2019**Closing Date for Receipt of EOI:** 08 July 2019**EOI Number:** EOIRPO16472**Address EOI response by fax or e-mail to the Attention of:**Chief, Global Procurement Support
Section**Fax Number:** +256-20054-3256 or +256-31232-3256**E-mail Address:** dos-pd-gpss@un.org**UNSPSC Code:** 90100000**DESCRIPTION OF REQUIREMENTS**

1. The United Nations Procurement Division, Global Procurement Support Section (UNPD/GPSS), hereby invites qualified vendors to submit their Expression of Interest (EOI) to participate in an upcoming solicitation for the Provision of Catering Services on an "as and when required" basis for particular and specific conferences/ special events/meetings in Libreville, Gabon on a long term basis.
2. The UNPD/GPSS on behalf of United Nations Regional Office for Central Africa (UNOCA), seeks to engage professional/qualified, competent, licensed and accredited service provider(s) capable of availing Catering Services where UNOCA will plan approximately 24 conferences, special events, meetings per year for an estimated thirty (30) people maximum per conference/ special events/meeting. UNOCA is located at Pont de Gue-Gue, near Conseil Economique et Social, Building A in Libreville, Gabon. Services are required on "as and when required" basis.
3. The Contractor shall be expected to provide a variety of food and beverages including freshly baked products and a variety of fresh fruits and vegetables procured either locally from local markets or imported from international markets. Where applicable, the food products shall meet the UN Rations Standards. The Contractor shall provide full service operations required for the preparation and service of meals for the contracted periods.
4. The proposed term of Contract/s shall be for an initial one (1) year period with an option to extend for an additional one (1) year (1+1) at the sole discretion of the UN subject to UN budgets and continuation of mandate as determined by the UN General Assembly and the Security Council of the United Nations and the satisfactory performance of the Contractor(s).
5. The resultant Contract/s shall be awarded on an all-inclusive basis and the UN reserves the right to split the Contract award amongst multiple service providers. Unless otherwise stated in the Contract, the Contractor shall be responsible for the provision and sustainment of all its Personnel and Materials for making all necessary arrangements to fulfill its obligations under the Contract once awarded.
6. Companies interested in being considered for shortlisting for receipt of the UNPD/GPSS solicitation document are requested to submit a clearly written Expression of Interest therein specifying the company's profile, as per Vendor Response Form attached hereunder providing:
 - 6.1 Address, contact person, active telephone numbers as well as functional e-mail contacts;
 - 6.2 Company's registration ID number (if already registered with UN) and UNGM registration number (www.ungm.org).
 - 6.3 Company must be registered in UNGM atleast at Level 1 in order to be considered to participate in this UN solicitation.
 - 6.4 Written confirmation of the company's capability to provide these services to the United Nations; &
 - 6.5 Indicate commitment that if the solicitation is issued, your company is ready to prepare an offer to provide these services by the set proposal close date and a copy of this included as part of the Technical Evaluation submission.
7. Note that companies that have previously submitted EOI for similar services with UN must re-submit full documentation as detailed above.
8. Please note, this is NOT an invitation for submission of Proposals. Its purpose is to identify companies that would be interested to participate in the solicitation when issued.
9. A detailed Scope of Work (SOW) with the technical requirement, staff estimates required, etc. will be provided within the UN's tender document which will be sent out to all qualified companies/vendors shortlisted for receipt of official UNPD/GPSS solicitation.
10. The UNPD/GPSS will examine the outcome of this request for EOI and will consider qualified firms including that have expressed their interest providing the required information as to their ability to fulfill UNPD/GPSS' requirement. No further details can be made available prior to the issuance of the tender as this stage is only to identify interested and qualifying vendors for this requirement.

11. The UNPD/GPSS reserves the right to change or cancel the requirements at any time during the EOI and/or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued or award thereafter. The tender and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

12. Interested vendors must complete and submit page 4 (i.e. Vendor Response Form) of this EOI document indicating the EOI Number in the subject. At this stage, please do not submit any additional information and no questions will be answered. The expressions of interest (EOI) may be submitted by mail or by using the emails provided clearly marked with the inscription "Expression of Interest - Provision of Catering Services to UNOCA Catering Services on an "as and when required" basis for particular and specific conferences/ special events/meetings in Libreville, Gabon".

UNPD Global Procurement Support Section
P.O. Box 710
UN Entebbe Support Base
Old Entebbe Airport Road
Entebbe, Uganda
Attn: dos-pd-gpss@un.org

13. EOIs not addressing the above criteria to the satisfaction of UNPD/GPSS shall not be considered for the solicitation to bid, if and when issued. UNPD/GPSS reserves the right in selecting the invitees for the solicitation.

14. The Expressions of Interest (EOI) may be submitted only by e-mail no later than Close of Business 08 July 2019 to email address dos-pd-gpss@un.org.

15. If you have questions related to UN vendor registration, please follow the instructions below or contact dos-pd-gpss@un.org.

16. This request for Expressions of Interest (EOI) is issued subject to the conditions contained in the EOI introductory page on this website. UNPD/GPSS reserves the right in selecting the invitees for the solicitation.

Thank you for your interest.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. The successful vendor/s shall continuously innovate and expand on the available refreshments in order to attract a diverse clientele (i.e. those here for trainings, townhalls, conferences, etc.). The Contractor shall provide environmentally friendly and bio-degradable packaging, which enhances the presentation of the meals, drinks and other items on sale.

2. The catering services will be provided inside and outside UNOCA premises. The vendor is required to operate in UNOCA premises and in every place outside UNOCA will organize a meeting by providing food and/or refreshment services for events on an ad hoc event basis.

3. The Contractor shall provide a variety of food and beverages including freshly baked products and a variety of fresh fruits and vegetables procured either from local markets or imported from international markets. Where applicable, the food products shall meet the UN Rations Standards.

4. The Catering services shall include, but not limited, to:

4.1 Provision of two (2) meals (breakfast and/or lunch) on an "as and when required" basis for particular

and specific conferences/events/meetings;

4.2 The meals shall be visually appealing, nutritionally balanced, wholesome, consisting of essential nutrients (protein, carbohydrate, fats, vitamins and minerals). The Contractor shall punctually accommodate special dietary requirements such as vegetarian, diabetics, kosher, halal, wheat, gluten, lactose or nut allergies, and celiac, upon request.

4.3 In general, the Contractor shall develop the menus to avoid menu fatigue and boredom. Seasonal and fresh produce shall be used in preference to frozen, tinned, dried or otherwise preserved foodstuff.

4.4 The Contractor shall provide menus that reflect the diverse needs of a multi-cultural and multi-ethnic customer base. The Contractor shall provide kosher and halal menu items or any other as required by the UNOCA.

4.5 Provision of cafeteria services through various styles (i.e. buffet, snacks, coffee, sandwiches, etc.).

4.6 UNOCA will provide at no cost to the Contractor the appropriate facilities/buildings for the catering operations.

4.7 UNOCA shall provide utilities and services (rent, electricity, water) to the Contractor at no cost. However, the utility consumption will be monitored by UNOCA. Garbage collection and disposal shall be a sole responsibility of the Contractor.

4.8 Balanced diet menus and variety of dishes served: To ensure that a balanced dishes/cuisines/food are served to the satisfaction of UN staff and visitors, it is important that the caterer proposes original menus (for lunch buffet) daily so that there is a variety in meals over at least a period of two (2) weeks.

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 PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION (RPO) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Chief, Global Procurement Support Section **EOI Number:** EOIRPO16472
Email: dos-pd-gpss@un.org
FAX: +256-20054-3256 or +256-31232-3256
FROM:

SUBJECT: Provision of Catering Services to UNOCA Catering Services on an “as and when required” basis for particular and specific conferences/special events/meetings in Libreville, Gabon.

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=EOIRPO16472>

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 of 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 PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION (RPO) by the closing date set forth in this EOI. *Due to the high volume of communications RPO 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>.

