

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 OFFICE DES NATIONS UNIES using the fax number or e-mail address provided below.

**Title of the EOI:**

Concession pour les travaux d'arboriculture au Palais des Nations à Genève pour les années 2020 à 2025

**Date of this EOI:** 25 June 2019

**Closing Date for Receipt of EOI:** 24 July 2019

**EOI Number:** EOIUNOG16480

**Address EOI response by fax or e-mail to the Attention of:** Patricia Alias

**Fax Number:** -----

**E-mail Address:** patricia.alias@un.org, procurementunog@un.org

**UNSPSC Code:** 70111503, 70111505, 70111506

### DESCRIPTION OF REQUIREMENTS

VERSION FRANCAISE

OBJET DE L'APPEL D'OFFRES:

Le présent appel d'offres a pour objet de spécifier les termes selon lesquels l'Office des Nations Unies de Genève (ONUG) confie à une entreprise les prestations des travaux d'arboriculture ornementale et expertises des arbres dans les Parcs et Jardins du Palais des Nations et ses annexes.

Ces prestations comprennent (mais sans s'y restreindre) :

- Lot n°1 : les travaux d'arboriculture ornementale, comprenant élagage, haubanage, abattage, essouchement, gestion des déchets de taille, remise en état des lieux après les travaux d'arboriculture et nettoyage.
  - Lot n°2 : le diagnostic de l'état sanitaire et mécanique des arbres comprenant analyses visuelles, examens complémentaires, rapports d'expertises, établissement de programmes de travail ; la surveillance de chantier lors de travaux à proximité des arbres .
- Les objectifs du présent appel d'offres sont les suivants :
- Gestion et préservation du patrimoine arboré.
  - Mise en sécurité du parc.
  - Préservation de la qualité paysagère du site.

Les soumissionnaires pourront présenter une offre soit pour le lot n°1, soit pour le lot n°2, soit pour les deux lots.

Le contrat résultant de cet appel d'offres sera établi pour une durée initiale de trois (3) ans avec possibilité

d'une prolongation, sous réserve de l'exécution satisfaisante du contrat par l'adjudicataire et de la disponibilité des budgets de l'ONUG, de deux (2) périodes supplémentaires et consécutives d'une (1) année maximum chacune (3+1+1).

Le marché sera attribué au soumissionnaire qualifié dont l'offre satisfait pour l'essentiel aux conditions énoncées dans le cahier des charges et est jugée la moins chère pour l'organisation.

Le soumissionnaire pourra s'associer à des sous-traitants afin de répondre au présent appel d'offre. En fonction des montants des offres reçues et des disponibilités budgétaires, l'ONUG émettra soit une commande pour la totalité des prestations, soit une commande partielle des prestations.

La date de la visite obligatoire des parcs et jardins de l'ONUG sera communiquée dans les documents d'appel d'offres.

Le contrat débutera idéalement au 1<sup>er</sup> janvier 2020.

La date limite de réception des expressions d'intérêt est fixée au 19 juillet 2019, 18h00 (heure de Genève). Toutes les réponses seront traitées de manière strictement confidentielle.

Veuillez noter que cette demande d'expression d'intérêt (DEI) ne constitue pas une sollicitation. L'ONUG se réserve le droit de modifier ou d'annuler l'appel d'offres à tout moment. Seuls les fournisseurs qualifiés et enregistrés dans la base de données fournisseurs mondiale des Nations Unies (UNGM) seront invités à participer.

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## ENGLISH VERSION

### PURPOSE OF THE TENDER

The purpose of this invitation to bid is to specify the terms under which the United Nations Office at Geneva (UNOG) entrusts the performance of ornamental arboriculture and tree expertise to an enterprise in the Parks and Gardens of the Palais des Nations and its annexes.

These benefits include (but are not limited to):

- Lot 1: Ornamental arboriculture work, including pruning, bracing, felling, grubbing, waste management, restoration of the site after arboriculture and cleaning.
- Lot 2: the diagnostic of the sanitary and mechanical condition of the trees including visual analyzes, complementary examinations, expert reports, establishment of work programs; site supervision during work near trees.

The objectives of this call for tenders are:

- Management and preservation of tree heritage.
- Security of the park.
- Preservation of the landscape quality of the site.

Tenderers may submit an offer for either Lot 1, Lot 2 or both lots.

The contract resulting from this call for tenders will be established for an initial period of three (3) years with the possibility of an extension, subject to the satisfactory performance of the contract by the successful bidder and the availability of the budgets of the bidder. UNOG, two (2) additional and consecutive periods of one (1) year maximum each (3 + 1 + 1).

The contract will be awarded to the qualified tenderer whose tender essentially meets the conditions set out in the tender specifications and is considered the least costly for the organization.

The tenderer may associate himself with subcontractors to respond to this invitation to tender.

Depending on the amounts of the offers received and the budget available, UNOG will issue either an order for all services or a partial order for services.

The date of the mandatory visit of the UNOG parks and gardens will be communicated in the tender documents.

The contract will ideally start on January 1st, 2020.

The deadline for the receipt of expressions of interest is July 19<sup>th</sup> 2019, 6:00 PM (Geneva time). All responses will be treated in strict confidence.

Please note that this Expression of Interest (EOI) is not a solicitation. UNOG reserves the right to modify or cancel the invitation to bid at any time. Only qualified suppliers and registered in the UN Global Supplier Database (UNGM) will be invited to participate.

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

#### 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 OFFICE DES NATIONS UNIES (UNOG) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Patricia Alias **EOI Number:** EOIUNOG16480  
**Email:** patricia.alias@un.org, procurementunog@un.org  
**FAX:** -----  
**FROM:**

**SUBJECT:** Concession pour les travaux d'arboriculture au Palais des Nations à Genève pour les années 2020 à 2025

## 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=EOIUNOG16480>

*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 OFFICE DES NATIONS UNIES (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.