



Economic Commission for Africa (ECA)
Ethiopia

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNECA. 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 Economic Commission for Africa (ECA) using the fax number or e-mail address provided below.

Title of the EOI:

Contractual Service to Provide Manpower for the Daily Provision of Porterage/Clerical and Messenger Services for the United Nations Economic Commission for Africa and other UN offices in ECA compound.

Date of this EOI: 9 July 2019

Closing Date for Receipt of EOI: 9 August 2019

EOI Number: EOIUNECA16521

Address EOI response by fax or e-mail to the Attention of: Rahel Tarekegne

Fax Number:

E-mail Address: shiferaw3@un.org

UNSPSC Code: 78120000, 80161600, 78121601

DESCRIPTION OF REQUIREMENTS

1. Background

The United Nations Economic Commission for Africa (UNECA) complex, located at Menelik II Avenue, at Addis Ababa, Ethiopia, consists of seven main buildings, spread over an area of 11.05 hectares. The UNECA compound hosts a number of UN Agencies, as well as private and government commercially operated facilities. Most of the offices are located in four main Buildings.

2. Objective

The objectives of this requirement is to provide Manpower for the daily provision of portorage/clerical and messenger services for the United Nations Economic Commission for Africa and those of other offices described above. The service will be carried out on a daily basis during normal working hours from 8:30AM to 5:30PM Monday through Thursday and on Friday 8:30AM to 2:00PM, except for the UN holidays (a maximum of Ten days). It is also envisaged that occasionally these services might be required during weekends and public holidays as well as beyond the normal working hours. For example, during conferences and meetings, the service of the Contractor might be required well beyond the normal working hours. For this reason, it should be necessary that the Contractor would be in a position to offer its services during such times. For this service ECA requires the contractor to engage twelve porters, one supervisor and one clerk in accordance with the required minimum qualifications to perform portorage/clerical and messenger services.

3. Scope of Work

The Contractor shall perform:

- a) Move furniture or equipment from one location to another within Divisions/Sections/Units and offices.
- b) Assist in installing and assembling new furniture or equipment when new staff member joins the Commission.
- c) Return furniture or equipment when staff members are separated
- d) Dismantling returned office furniture for proper packing and safe keeping.
- e) Move computer and IT equipment within and outside the premises
- f) Supply issuance of items from Central Stores to various offices
- g) Move heavy boxes of documents from Publishing and Printing Unit and Registry Sub-Unit to the required destination.
- h) Loading and unloading off consignments, materials, and equipment to/from the central stores by operating powered and manual machines including pallet trucks, forklifts and trolleys
- i) Packing and systematic stuffing of materials
- j) Organize and categorizing of various types of material in storage facilities according to their types and brand.
- k) Providing clerical, messenger and portorage services
- l) Assisting conference center: Installing and dismantling exhibition booths and panels.
- m) Rearranging furniture and equipment for the newly designed and assigned offices.
- n) Assembling and dismantling office furniture for moving and relocating purposes.
- o) Operating powered and manual machines including pallet trucks, forklift and trolleys.
- s) Operating office machines including photocopy and binding machines.
- t) Providing minor maintenance of existing furniture and assembling and dismantling of new furniture.

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 Economic Commission for Africa (ECA) (UNECA) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Rahel Tarekegne
Email: shiferaw3@un.org
FAX:
FROM:

EOI Number: EOIUNECA16521

SUBJECT: Contractual Service to Provide Manpower for the Daily Provision of Porterage/Clerical and Messenger Services for the United Nations Economic Commission for Africa and other UN offices in ECA compound.

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=EOIUNECA16521>

*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 Economic Commission for Africa (ECA) (UNECA) by the closing date set forth in this EOI. Due to the high volume of communications UNECA 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>.

