Title of the EOI:
Car Wash Service for UNAMI Vehicles in Erbil, Iraq, for 3 years (1+1+1 Year)

Date of this EOI: 4 August 2019  Closing Date for Receipt of EOI: 19 August 2019

EOI Number: EOIUNAMI16611

Address EOI response by fax or e-mail to the Attention of: Chief Procurement Officer

Fax Number: +965-2 4721899

E-mail Address: unami-eoi@un.org, abdulrahman4@un.org, al-araji@un.org, yabroudia@un.org, lyimo@un.org

UNSPSC Code: 76111800

DESCRIPTION OF REQUIREMENTS

1.0 UNAMI seeks to engage the services of a qualified vendor with the capacity to provide environmentally friendly and water-conserving vehicle washing and cleaning service at UNAMI premises located in Erbil, Iraq. The Vendor will provide UNAMI with the necessary equipment and labor to operate a vehicle washing & cleaning service at UNAMI Premises, Erbil.

2.0 Method.
2.1 The Contractor will provide UNAMI with the necessary equipment and labor to operate a vehicle washing & cleaning service at UNAMI Premises, Erbil, Iraq.
2.2 Washing, wiping, drying of all vehicle’s exterior surfaces, cleaning of tires and rims, cleaning of all windows, where appropriate pressure wash debris from the underside of vehicles and clean engine compartment. The Contractor will vacuum mats and all carpeted areas, removal of all debris from vehicle interior, spot clean and damp wipe steering wheels, mirrors, dash boards, seats, ceiling panels, doors, handrails, A/C heater vents and other interior surfaces including the inside of windows. The Contractor shall provide air-freshener for each vehicle after washing it.
2.3. The Contractor will provide high pressure washers and vacuum cleaners of a commercial grade.
2.4. UNAMI will provide Water and Electrical Supply ONLY at UNAMI Premises on a cost recovery basis to the Contractor. The prevailing Government rate of water and electricity will be charged to the Contractor for the actual consumption on a monthly basis. UNAMI will install meters to determine the actual consumption.
2.0 Supply, Delivery, installation, commissioning, testing and training of operators, including spare parts and maintenance service package for 1 year, for the Incinerator to DAP-UNITAD Compound (Incoterms 2010),
located at Green Zone, Baghdad Iraq.

3.0 TIME FRAME:

3.1 The contract is expected to cover the period of three years. Initial period of one year with the provision to extend the contract under the same terms and condition for another two years, one year at a time subject to the satisfactory performance of the contractor and at UNAMI discretion;

4.0 GENERAL CONDITIONS:

4.1 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 later on by UNAMI to qualified companies who express their interest and respond to this EOI;

4.2 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly would issue a Invitation To Bid (ITB) to those companies who express their interest and provide initial relevant information as to their ability to fulfill UNAMI’s requirement. In addition, the interested Companies must complete a UNGM Registration at level 1 or above.

5.0 Please note on the following:

5.1 This EOI is not an invitation to submit a bid/proposal;

5.2 UNAMI reserves the right to select or exclude any vendor at its sole discretion to invite or not for the competitive bidding process 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;

5.3 UNAMI reserves the right to reject EOIs received after the above deadline.

6.0 MANDATORY REQUIREMENT:

MANDATORY CRITERIA

6.1 Proposal shall include the time required to clean each type of vehicle listed in table 2

6.2 Proposer shall provide a list of all the equipment to be used to perform the vehicle washing services at Erbil, Iraq, including vacuum cleaner, steam/pressure washer and hoses

6.3 The Proposer shall list previous and current corporate clients

6.4 Minimum 3 years’ experience in similar works

6.5 The Proposer shall submit signed and filled:
   • ECU 0042_Environmental Commitment form (Annex A)
   • ECU 0015_Service Provider Evaluation Form (Annex A)

6.6 The Proposer shall submit business License Registration related to the required service for Kurdistan region.

6.7 The Proposer will confirm in a statement to mobilize within twenty-one (21) calendar days after signing of the contract

6.1 Contractor proposal should include the time required to clean each time of vehicle listed above

7.0 PRE-QUALIFICATION CRITERIA:

i. Duly completed and signed Pre-Qualification questionnaire and the Vendor Response Form;

ii. Vendor Registration in UNGM at Level 1 and above;

iii. The Company or Subcontractor holds the Required License Registration & Permission to operate in Erbil, Iraq;

iv. The Company has minimum Three (3) years of experience in this type of service on a commercial basis;

v. The Company will submit minimum Two (2) Reference Letters from its previous clients for performing similar services;

vi. The company has adequate washing equipment such as air compressor, industrial vacuum cleaner, steam cleaner etc;

Note: Proof of Documents must be submitted as part of technical requirements upon receipt of the tender document (NOT along with this EOI Response).

8.0 Pre-Qualification Questionnaire

8.1 Company’s Authorized Representative(s) (Name/Title):

8.2……………………………………………………………………………………………………………………………………………….

8.3……………………………………………………………………………………………………………………………………………….

8.4……………………………………………………………………………………………………………………………………………….
Information on tendering for the UN Procurement System is **available free of charge** at the following address: [https://www.ungm.org/Public/Notice](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](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 Investigative Team on the Accountability of Da’esh/ISIL (UNITAD) (UNAMI) before the closing date set forth above.
### 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=EOIUNAMI16611

*To be completed by the Vendor (All fields marked with an ‘*’ are mandatory)*

### COMPANY INFORMATION

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<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>UNGM Vendor ID Number*</td>
<td></td>
</tr>
<tr>
<td>Legal Company Name</td>
<td>(Not trade name or DBA name) *</td>
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<tr>
<td>Company Contact *</td>
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<td>Address *</td>
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<td>Email Address *</td>
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<td>Company Website</td>
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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 : ___________________________
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:
   - 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'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 Investigative Team on the Accountability of Da’esh/ISIL (UNITAD) (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.