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 United Nations Office at Nairobi using the fax number or e-mail address provided below.

Title of the EOI:
Rental of Conference Equipment (IT,A/V, Interpretation) for UN Environment - Mediterranean Action Plan (UNEP/MAP) in Athens, Greece

Date of this EOI: 03 January 2020  Closing Date for Receipt of EOI: 24 January 2020

EOI Number: EOIUNON17069

Address EOI response by fax or e-mail to the Attention of: Adeline Sing'oei

Fax Number:

E-mail Address: adeline.singoe@un.org, unon-procurement-rfx@un.org

UNSPSC Code: 80161507, 80161800

DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) invites qualified Contractors to submit an Expression of Interest (EOI) to participate in the upcoming tender exercise for Rental of Conference Equipment (IT,A/V, Interpretation) for UN Environment - Mediterranean Action Plan (UNEP/MAP) in Athens, Greece

UNON on behalf of UN Environment intends to contract a qualified firm(s) to provide rental services for audio-visual, IT, printing, conference and interpretation equipment as well as provide expert services for set-up and handling of above equipment for each scheduled meeting.

United Nations Environment Programme - Mediterranean Action Plan (UNEP/MAP) office holds a number of meetings, conferences and workshops in Athens with international participation.

On an average, one meeting per month is held and may range as follows:
• Small meetings (1-50) participants (highest frequency);
• Average meetings (50-100) participants (average frequency) and
• Large meetings (100-200+) (low frequency i.e. possibly 1 every 2 years)

UNEP/MAP reserves the right to change size and frequency of meetings.

A detailed Terms of Reference shall be included in the solicitation documents that will be issued after this EOI is closed.

UNON intends to establish a three-year Contract with the successful bidder(s) with the option of extending
for two additional years of one year each (3+1+1), subject to: 1) Satisfactory performance and 2) Availability of funds.

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

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

Vendors must be registered and accepted at Level 1 prior to award, under the United Nations Secretariat in United Nations Global Marketplace (www.ungm.org). See the Vendor Response Form of this EOI for additional instructions.

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 EOI 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 document.

**NOTE**

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 Office at Nairobi (UNON) before the closing date set forth above.
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=EOIUNON17069

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

**COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>UNGM Vendor ID Number*</th>
<th>Legal Company Name (Not trade name or DBA name) *</th>
<th>Company Contact *</th>
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<th>Address *</th>
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<tr>
<th>Email Address *</th>
<th>Company Website</th>
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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: ___________________________
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:
   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 Office at Nairobi (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/roi.