REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNMOGIP. 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 Military Observer Group in India and Pakistan using the fax number or e-mail address provided below.

Title of the EOI: Provision of “Cleaning (Janitorial) Services at UNMOGIP HQ, Islamabad and Field Stations”

Date of this EOI: 10 February 2020
Closing Date for Receipt of EOI: 27 February 2020

EOI Number: EOIUNMOGIP17234

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

Fax Number: 92-51-2600883
E-mail Address: unmogip-procurement@un.org
UNSPSC Code: 76110000

DESCRIPTION OF REQUIREMENTS

The United Nations Military Observer Group in India and Pakistan (UNMOGIP) (hereinafter referred to as “UNMOGIP” or “the United Nations), seeks Expressions of Interest (EOI) from qualified Local companies for Provision of “Cleaning (Janitorial) Services at UNMOGIP HQ, Islamabad and Field Stations”

2. UNMOGIP will undertake a competitive bidding exercise shortly and accordingly intends to issue a solicitation to qualified local companies that express their interest and provide initial relevant information demonstrating their ability to fulfill UNMOGIP requirements. In addition, local interested companies are required to complete UN Vendor Registration (level 1) in the vendor database accessible at the United Nations Global Market Place website www.ungm.org (new vendors only). A detailed Specification of Requirements will be provided to companies short listed for receipt of the solicitation documents.

3. The EOI should specify relevant information about the company including the company’s profile, capacity/capability and experience, an indication of similar services undertaken within the last twenty four (24) months (if any).

4. Please note that this Request for Expressions of Interest (REOI) is not an invitation for submission of offers. Its purpose is to identify qualified companies that would be interested to participate in the solicitation when issued.

5. UNMOGIP reserves the right to change or cancel the requirements at any time during the REOI and/or solicitation process. Submission of a reply to this REOI does not guarantee that your company will be invited to participate in the solicitation when issued. Only vendors deemed qualified upon completion of an
objective evaluation of their EOI submission will receive the final tender solicitation documents.

6. The expressions of interest may be submitted by email to: unmogip-procurement@un.org or else by facsimile, hand delivery or courier (see below address), clearly marked with the inscription Provision of “Cleaning (Janitorial) Services at UNMOGIP HQ, Islamabad and Field Stations” and addressed as follows to be received not later than 27 February 2020, 16:00 hours (GMT) Islamabad, Pakistan.

Chief Procurement Officer
UNMOGIP
UNMOGIP, Plot # 5-11 G-5,
Diplomatic Enclave,
Islamabad Pakistan. PO Box 1350
Fax: +92-051 2600887

Important Notice:
This REOI does not constitute a solicitation. UNMOGIP reserves the right to change or cancel the requirements at any time during the REOI and/or solicitation process. Thus, submitting a response to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

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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 Military Observer Group in India and Pakistan (UNMOGIP) before the closing date set forth above.
TO: Chief Procurement Officer (Cpo)  
Email: unmogip-procurement@un.org  
FAX: 92-51-2600883

FROM:

SUBJECT: Provision of “Cleaning (Janitorial) Services at UNMOGIP HQ, Islamabad and Field Stations"

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:  

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

COMPANY INFORMATION

<table>
<thead>
<tr>
<th>UNGM Vendor ID Number*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Company Name (Not trade name or DBA name) *:</td>
</tr>
<tr>
<td>Company Contact *:</td>
</tr>
<tr>
<td>Address *:</td>
</tr>
<tr>
<td>City *:</td>
</tr>
<tr>
<td>Postal Code *:</td>
</tr>
<tr>
<td>Country *:</td>
</tr>
<tr>
<td>Phone Number *:</td>
</tr>
<tr>
<td>Fax Number *:</td>
</tr>
<tr>
<td>Email Address *:</td>
</tr>
<tr>
<td>Company Website:</td>
</tr>
</tbody>
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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 Military Observer Group in India and Pakistan (UNMOGIP) by the closing date set forth in this EOI. Due to the high volume of communications UNMOGIP 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.