



## 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 United Nations Economic Commission for Africa (UNECA using the fax number or e-mail address provided below.

**Title of the EOI:**

Africa Hall Project, Main Renovation Works (Pre-qualification REOI)

**Date of this EOI:** 1 April 2020

**Closing Date for Receipt of EOI:** 1 July 2020

**EOI Number:** EOIUNECA17393

**Address EOI response by fax or e-mail to the Attention of:** Ms Irene Kagwe-Karega/Hezkias  
Sintayehu/Ali Assaad

**Fax Number:** N/A

**E-mail Address:** irene.kagwe-karega@un.org copy to assaad@un.org copy to sintayehuh@un.org

**UNSPSC Code:** 72000000

### DESCRIPTION OF REQUIREMENTS

THIS REOI EXTENDS THE CLOSING DATE OF EOIUNECA17393 TO 01 JULY 2020

1. The United Nations Economic Commission for Africa (UNECA) is issuing this Request for Expression of Interest (REOI) to seek interest from qualified companies with required expertise and experience, from all countries, for pre-qualification as a potential Main Contractor for the provision of Main Renovation Works of the Africa Hall building located at the UNECA campus in Addis Ababa, Ethiopia.

2. Vendors expressing interest should note that this REOI serves as a pre-qualification of the companies that will be invited to participate in the tender process that will follow. As explained below in the Mandatory Requirements, only Vendors that meet the minimum pre-qualification criteria set out in this REOI will be invited to participate in the ensuing competitive bidding exercise.

### BACKGROUND OF THE REQUIREMENT

3. Renovation object

The Africa Hall building is of great cultural significance and is to be renovated as a modern conference facility and monument to modern African history, including a visitor centre/permanent exhibition whilst addressing the existing functional, structural, health and safety and universal/equitable access inadequacies to meet international best practice.

The main building is approximately 5,500 sqm over 5 levels and was constructed in 1961. Designed by prominent Italian architect Arturo Mezzedimi, the building is modernist in style and constructed primarily in reinforced concrete. Inherent with concrete structures over 50 years of age, the fabric has become brittle and has begun to deteriorate. Invasive structural works are required to ensure the building is able to be utilized into the future.

The project is for the complete conservation and modernisation of structure, services and finishes. More details on the building are provided through the following link provided below. Vendors should follow the instructions below to access the Project documents:

A FileZilla client should be installed on the Vendors Computer first. The link to download the client is: <https://filezilla-project.org/download.php>. Once the client is installed, the following settings should be done on the sw:

Go to File (on the left top)

Site Manager

create a new site called 'ecaftp.uneca.org'

Host- 'ecaftp.uneca.org'

Protocol- FTP

Encryption- Require explicit FTP over TLS

Logon type – Normal

Username- rfpsolicitation9

Password- Hereweare2021

And finally 'CONNECT'.

Note: "If client is behind an enterprise firewall the following ports need to be opened 50000-50020 TCP passive FTP in addition to standard ftp ports".

Please accept the certificate from the system and start copying files from the server.

#### 4. Project scope

The focus of the project is on conservation and modernisation. The works are planned for an estimated period of maximum 30 months. All upgrades to the building have been carefully detailed in order to be sympathetic with the original design; a goal being at the conclusion of the project, that the building is safe and functionally operational. The planning principles consider the building's original design intent in order not to adversely impact either the fabric or its cultural significance.

All works will conform with Ethiopian Building Standards, Published UN Standards and nominated International Standards stated within project documentation, including but not limited to Eurocode, British Standards, International Organization for Standardization, Australian and New Zealand Building Standards, South African National Building Regulations and International Building Codes or equivalent. International best-practice construction technical ability, safety and standards will be enforced throughout the execution of the works by a dedicated UN project management team that is supported by professional consulting firms.

Project complexities include:

- Blast-resistant façade
- Original fabric conservation
- Significant structural upgrades
- Fire isolation
- Working within a live campus with ongoing, daily business operations.

The works may be summarized in the following categories/ sections :

a) New structure:

Associated new structure includes a new Visitor Entry Building, of approximately 150 sqm that should provide a visitor entry point to the UNECA premises/grounds, facilitate security screening, ticketing and vehicle access. The structure will require a portion of the existing compound perimeter fence (including the gate) to be demolished and reconstructed.

b) External works:

External works include landscaping, Western Fountain, new car park and perimeter fences, with an estimated surface of approximately 7,000 sqm.

c) Conservation and modernization works:

The proposed works consist of the demolition of existing non-significant and not-original fitouts and facades, remediation and strengthening of the base concrete structure to meet Eurocode earthquake resistance, new glazing, finishes, partitions, vertical transport, amenities, furniture, joinery, metalwork, roofing and services to facilitate the proposed modern conference functionality. Landscaping and external works (including but not limited to fencing, retaining walls, parking lots, shade structures, pedestrian walkways) are also planned.

d) Auxiliary works (not part of the scope of works of this REOI):

Concurrent works will be tendered as separate Contracts, although these will be coordinated/ administered by the Main Contractor, including audio-visual installations and artwork restoration/conservation.

5. Timeframe

The expected timeframe for the construction of the Main Renovation Works would be maximum 30 months.

6. Pre-qualification Selection Process and Evaluation Criteria

Interested Vendors will be pre-qualified through the pre-qualification evaluation criteria in this REOI. Applicants should follow the instructions included in this document and in the respective templates provided with this REOI. Deviation from these conditions may result in disqualification or failure of your application.

The Applicants must also participate in a Video Tele Conference OR go through the Project Documents provided through the link indicated in this REOI.

While preparing and sending their responses to this REOI, Vendors are requested to take note of important REOI dates as outlined in the timetable below. Vendors will be notified in case of any changes in the dates indicated below:

- a) REOI Publication date – 01 April 2020;
- b) Optional VTC Presentation of the Project – 01 May 2020, 10:00 hrs Addis Ababa Local Time;
- c) Deadline for Vendors submitting names and contacts of Companies to be invited for optional VTC – 28 April 2020, 10:00 hrs Addis Ababa local time – refer to Important Note (1) below;
- d) Deadline for posing REOI related questions and clarifications – 08 June 2020, 16:00 hrs Addis Ababa local time;
- e) Deadline for responding to REOI questions and clarifications – 15 June 2020, 16:00 hrs Addis Ababa local time;
- f) Accessibility of online Project Documents for Vendors to acquaint themselves with the Project – 01 April 2020 to 30 June 2020, 16:00 hrs Addis Ababa local time;
- g) REOI Closing Date – 01 July 2020, 16:00 hrs, Addis Ababa Local time.

**IMPORTANT NOTE (1)**

(a) Interested Vendors are highly encouraged to participate in the VTC and should send an email to the address irene.kagwe-karega@un.org with a copy to assaad@un.org and sintayehuh@un.org by 28 April 2020, 10:00 hrs Addis Ababa local time, in order to receive the VTC connection details and instructions.

(b) Vendors who wish to express interest but do not participate in the VTC can still access the online Project Documents through the link provided in this REOI.

(c) Vendors shall EITHER participate in the VTC presentation OR view the online Project Documents through the link provided. Vendors are required to make a declaration on their acquaintance with the project through the two options provided, "a" or "b" (Refer to evaluation Criteria (f) below).

#### MANDATORY EVALUATION CRITERIA

##### Legal and Procedural Evaluation Criteria

7. UNECA will evaluate responses to the REOI in accordance with the instructions in this REOI and the evaluation criteria described below.

#### IMPORTANT NOTE (2)

VENDORS SHOULD NOTE THAT ALL EVALUATION CRITERIA ARE MANDATORY AND WILL BE EVALUATED ON A PASS/FAIL BASIS. COMPANIES WHO SCORE A FAIL IN ANY ONE OR MORE CRITERIA WILL BE DISQUALIFIED AND WILL NOT BE INVITED TO PARTICIPATE IN THE TENDER.

WHERE APPLICABLE/REQUIRED AND AS INSTRUCTED IN THIS REOI, VENDORS SHOULD MAKE THE DECLARATIONS AND PROVIDE THE INFORMATION REQUESTED. ALL THE INFORMATION PROVIDED BY VENDORS IN THE DECLARATION SHEET MUST BE TRUE AND ACCURATE. UNECA RESERVES THE RIGHT TO ESTABLISH THE VERACITY OF ANY INFORMATION OR DOCUMENTS PROVIDED BY VENDORS. ANY INCORRECT INFORMATION OR DOCUMENT WILL RENDER THE VENDOR DISQUALIFIED DURING THE REOI PROCESS OR THEREAFTER.

Vendors interested in being considered for invitation to participate in the tender must fulfil the following conditions:

a) Submit a written expression of interest through the Vendor Response Form in accordance with the instructions provided in the REOI. Vendors making a JV Application must also submit the JV Constitutional Document (statute of constitution) clearly showing the Lead Partner Company.

b) Be registered in UNGM. In order to be invited for participation in the ensuing solicitation process, vendors must be registered in UNGM at basic level or higher. Vendors should therefore indicate the UNGM number on the Vendor Response Form provided with this REOI. In case of JV applications, every JV partner must be registered in UNGM at Basic Level or higher. The winning Bidder will be required to successfully register in UNGM at level 2 before contract award.

c) The Company must have been in existence and registered specifically as a Construction Company, for at least five (5) years from the REOI closing date.

To proof / support this, Vendors must submit a Company Registration Certificate or Certificate of Incorporation together with a valid Trade License.

In case of Joint Venture (JV) applications, the JV or the Lead Partner indicated in the JV constitution document must have been in existence and registered, as a Construction Company for at least five (5) years from the REOI closing date.

To proof/support this, Vendors making joint Venture applications should submit the Company Registration Certificate or Certificate of Incorporation of the JV (if already constituted) or of the Lead Partner together with a valid Trade License as proof.

d) The Company should have had no history of non-performing Contract(s) in the last five (5) years

from the REOI closing date.

To proof/support this, the Vendor should make a declaration stating that they have had no history of non-performing Contract(s) within the last five (5) years from the REOI closing date.

e) The Company should declare any dispute and/or litigation they have had in the last five (5) years, from the REOI closing date.

The Vendor should therefore submit a list of all disputes/litigations they have had in the last five (5) years from the REOI closing date, stating the type of contract, the value of the Contract in US Dollars, the client, the nature of dispute/litigation and the current status of the dispute/litigation i.e whether ongoing or fully settled.

NB: The UN will consider a fully settled dispute/ litigation as one that has been resolved in accordance with the dispute resolution mechanism under the respective Contract and where all appeal instances available to the company have been exhausted.

f) The Vendor must participate in the VTC Presentation OR review the online Project Documents through the link provided with this REOI.

To proof/support this, the Vendor should submit a declaration of acquaintance with the project stating that they participated in the VTC Presentation or reviewed the online Project Documents through the link provided in this REOI.

#### Technical Professional Experience Evaluation Criteria

g) Submit a declaration that the Company has completed (at least 95% certified) a minimum of one (1) Construction Contract/Project with similar scope and complexity as the UNECA requirement/Scope of Work described in this REOI, as Prime Contractor, in the past 10 (ten) years from the REOI closing date.

In this case “similar scope” means single construction Contract/Project with all the elements below:

- i. of 3,000 or more square meters,
- ii. multi-floor
- iii. of value US \$ 15 Million or more.

In this case “similar complexity” means single construction contract/project with all the elements below:

- i. has a variety of different types of specialities and/or anti-seismic compliance and/or centralized HVAC, and/or multiple data network, and/or multi electric board/circuit, and/or fire fighting system;
- ii. in terms of functionality - multi-purpose or public use;
- iii. in terms of international recognized standards/codes -eg.British Standard, ASTM, SABS, Australian, or any other equivalent codes were applied.

#### IMPORTANT NOTE (3):

Where the Vendor is not able to provide a declaration for all the “similar” elements above in ONE single Contract, the Vendor may provide a declaration of several Contracts/Projects they have performed in the last ten (10) years from the REOI closing date, where, when combined, all the elements above are met, even if this is in various Contracts/Projects.

h) Submit a declaration that the Vendor has completed (at least 95% certified) a minimum of one (1) renovation project of an existing building where at least 60% of the scope of work involved protection OR conservation OR restoration of existing fabric.

#### IMPORTANT NOTE (4):

If Vendor has provided a declaration of only one (1) similar Contract/Project showing similarity and complexity, then that one (1) Contract must meet this specific criterion. If vendor has provided declarations for several Contracts/Projects showing similarity and complexity, then at least ONE (1) must meet this

criterion.

In case of a JV Application, the JV must have undertaken at least ONE (1) Contract/Project meeting this criterion, regardless of whether the Vendor has made a declaration for one (1) or multiple Contracts/Projects.

i) The Vendor must have successfully completed a Construction Contract internationally in the past ten (10) years from the REOI closing date.

In this case, “internationally” means that:

i. the project was in a country different from the country where the company was originally registered.

ii. the company has experience in international procurement and undertook international supply chain management for shipments involving pre-shipment inspection reports and customs clearance.

To proof/support this technical professional experience, the Vendor must submit a declaration stating that the company has successfully completed a Construction Contract/Project internationally (not necessarily one of the Contracts/Projects declared above) in the past ten (10) years from the REOI closing date.

In addition to providing a declaration for undertaking the construction internationally, the Vendor must provide proof of the international shipments/international supply chain management, in the form of, for example, Bills of Lading, Air Waybills, pre-shipment inspection reports or customs clearance documents.

j) The Vendor must have successfully completed (at least 95% certified) a minimum of one (1) Contract/Project with/for a public institution (not necessarily one of the Contracts/Projects declared above).

In this case “public” means “not private”.

To proof/support this technical professional experience, the Vendor must submit a declaration stating that the company has successfully completed (at least 95% certified) a minimum of one (1) Contract/Project with/for a public institution.

#### IMPORTANT NOTE (5)

FOR TECHNICAL PROFESSIONAL EXPERIENCE EVALUATION CRITERIA (g), (h), (i) and (j) ABOVE, VENDORS MUST MAKE THE DECLARATIONS (DECLARATION SHEETS), FOLLOWING THE INSTRUCTIONS BELOW:

(a) Declarations made for different Contracts/Project should be done in separate Declaration Sheets.

(b) The Declaration sheet MUST be signed by the Vendor’s Company Representative and in case of a JV, the person with the Power of Attorney or Lead Partner indicated in the JV constitution document.

(c) The Data provided should be in the English language.

(d) The Data should be organized in a table format, on A4 Sheets, clearly referencing UNIFORMLY the data requested below.

(e) For each Contract/Project declared, in addition to all the required information, Vendors must provide the data requested in the items below.

#### MINIMUM DATA REQUIRED PER CONTRACT/PROJECT DECLARED

i. Location of the Project (Town and Country)

ii. Name of Project Client.

iii. Status of the client (public/private)

iv. Name and Contacts of contact person of the Client (telephone and email address) – for verification.

v. Description of the role played by the Vendor (eg. Main Contractor).

vi. Description of the Scope of Works performed (focus on relevant SoW).

vii. Purpose/Use/Function of the building.

viii. Total Value of the Project (in US Dollars).

- ix. Value of the works carried out by the Vendor in its role (in US Dollars).
- x. Size of the Project and brief description of the building (No. of floors, gross floor area etc).
- xi. Description of the Restoration or Renovation or Preservation element of the Project (if any).
- xii. Description of the systems.
- xiii. Source of the materials /Supply chain approach.
- xiv. Standards / codes applied

NB: The UN reserves the right to assess, confirm and verify all the information provided by the Vendor on the declaration sheets regarding any or all the above 14 items.

#### Financial Evaluation Criteria

- k) The Vendor must have sound business relationship with a trustable credit institution .

To proof/support this, the Vendor must submit a signed reference letter from at least one credit institution stating/demonstrating soundness of business relationship between the credit institution and the Vendor, or JV or JV Lead Partner.

- l) The Vendor must have credit availability/ line of at least US \$ 5 Million.

To proof/support this, the Vendor must provide a signed statement from at least one credit institution confirming the availability of this credit facility.

#### 8. TENDER PROCESS

Only those vendors who PASS ALL the above mandatory criteria will be pre-qualified to receive a formal invitation to participate in the tender that will be issued after the pre-qualification process.

The tender will be conducted as a Multi Stage tender with dialogue process whereby potential Contractors will have an opportunity for an open, bi-lateral discussion with the UN on the technical requirements and/or legal aspects of the tender, prior to submitting final proposals. The potential Contractors would be able to propose for considerations of the UN any ideas and/or innovative ways of meeting the requirement and reducing the overall project costs (e.g., value engineering). In turn the UN will be able to respond to their ideas and advise which of their proposed solutions would be acceptable to the UN. The aim of the dialogue process is:

- a) to ensure that potential Contractors do not pursue options that will be unacceptable to the UN, and;
- b) to assist Contractors to have a full understanding of the requirement. Detailed process will be provided in the request for proposal (RFP) documents.

The tendering process is estimated to take at least six (6) months from the launching of the RFP, which will be followed by a proposal for award, approval by relevant authorities and contracting.

#### 9. REQUEST FOR EXPRESSION OF INTEREST (REOI)

- a) All documents related to this REOI shall be produced in (or translated into) English by the Vendor. All required documentation shall be submitted within the deadline stipulated in this REOI. Submissions submitted after the REOI closing date will not be accepted.

- b) Non-Conforming EOI:

In submitting its EOI the Vendor acknowledges and agrees that:

- i. If it does not submit its EOI in a format that is in accordance with this document, the EOI will be regarded as non-conforming and will not be evaluated further;
- ii. If the EOI does not satisfy the evaluation criteria stated in this REOI, it will be regarded as non-conforming and will not be evaluated further.

c) Applicants shall note that UNECA, at its sole discretion, reserves the right to request for additional documentation in case the submissions by the Vendor are unclear.

#### 10. QUESTIONS AND ENQUIRIES ABOUT THE REOI

If a Vendor has any question or wishes to make an enquiry/ clarification regarding any matter in this REOI, it must submit such enquiry via email through the address: irene.kagwe-karega@un.org with a copy to assaad@un.org and sintayehuh@un.org before 08 June 2020, 16:00 hrs Addis Ababa Local time.

The UN shall respond to the queries by 15 June 2020, 16:00 hrs Addis Ababa Local Time.

#### 11. COSTS AND CLAIMS

The Vendor is responsible for managing all manner of risks associated with this REOI.

Without limiting any other provision of this pre-qualification exercise, no payment will be made by UNECA to the Vendor or any other entity for any costs, expenses, losses or damages incurred or suffered by the Vendor or any other entity, arising out of, or in connection with, preparing a response to this pre-qualification REOI.

#### 12. JOINT VENTURES (JV)

a) Any Vendor who responds to this REOI as part of a JV are NOT allowed to submit a separate individual/ independent Application. Any such subsequent submission will not be considered by UNECA.

b) For the purposes of the pre-qualification exercise, JV Applicant means a response submitted:

i. by an incorporated or unincorporated JV; or

ii. on any other basis involving more than one party where the UNECA is relying upon a representation that those parties will be jointly and severally responsible for the delivery of the works described.

c) The Applicant shall note that UNECA, in line with the Procurement Manual, might require the applicant(s) to formalize the JV (or any other form of association) prior to signature of Contract.

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

By submitting an EOI, the Applicant acknowledges that neither the United Nations nor the Applicant intends to create any contract or other relationship under which the United Nations is legally obliged to conduct the Expression of Interest process for the works in any manner or to proceed to tender on the basis set out in this Invitation to Expression of Interest or any other basis and that there is in fact no such contract or other relationship in existence.

UNECA reserves the right to verify statements by the EOI respondent and not to invite all those companies who had expressed interest. Only eligible individuals/firms that are successful at this pre-qualification stage will be invited to participate in the ensuing tender invitation.

Interested vendors should submit a fully completed Vendor Response Form together with all the information and documents requested in this REOI for prequalification to the above-listed email address or through the link provided below.

The UN reserves the right to reject incomplete Expressions of Interest responses.

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form in UN website of <http://www.un.org/depts/ptd/pdf/eoi>(insert the above EOI number here) or email a pdf copy to UNECA using the email mentioned in this document before the closing date set forth



above for prequalification. In addition to the Vendor response Form, Vendors must ensure they attach all the documents that have been requested in this REOI for Pre-qualification. Only Vendors who qualify in the prequalification stage will be invited to participate in the planned solicitation process.

The successful bidder will be required to Register in UNGM at Level 2 before Contract award.

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

# VENDOR RESPONSE FORM

**TO:** Ms Irene Kagwe-Karega/Hezkias Sintayehu/Ali Assaad **EOI Number:** EOIUNECA17393  
**Email:** irene.kagwe-karega@un.org copy to assaad@un.org copy to sintayehuh@un.org  
**FAX:** N/A  
**FROM:**  
**SUBJECT:** Africa Hall Project, Main Renovation Works (Pre-qualification REOI)

## 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/user/login?destination=eoi-response?title=EOIUNECA17393>

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 United Nations Economic Commission for Africa (UNECA (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>.

