REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNVMC. 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 VERIFICATION MISSION IN COLOMBIA (UNVMC) using the fax number or e-mail address provided below.

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**Title of the EOI:**
CATERING & CONFERENCE ROOM SERVICES/ SERVICIO DE CATERING Y SALA DE EVENTOS OFICIALES

**Date of this EOI:** 6 May 2020

**Closing Date for Receipt of EOI:** 20 May 2020

**EOI Number:**

**Address EOI response by fax or e-mail to the Attention of:** Mbarka Ajday

**Fax Number:**

**E-mail Address:** ajday@un.org

**UNSPSC Code:** 90100000,90101600,90101700

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**DESCRIPTION OF REQUIREMENTS**

The United Nations Verification Mission in Colombia (UNVMC) is seeking for companies for the provision of catering and conference room services for its Staff deployed in the following locations:

**Bogota D.C:**
- Chicó
- Avenida el Dorado – Cercanías Aeropuerto Internacional El Dorado
- Centro Internacional
- Centro Financiero

**Regional headquarters:**
- Medellín
- Villavicencio
- Cúcuta
- Popayán
- Valledupar
- Florencia
- San José del Guaviare
- Quibdó
- Pasto
- Cali

The Contractor shall provide full catering services and sandwich bar to its personnel, including food
Catering services:

The Catering services will consist of an offer of special menu options (appetizer, main dish, dessert and beverage) and Lunch Box (including vegetarian options). UNVMC hosts a certain number of events, conferences and meetings, which require catering services. Those events are pre-planned and this type of service will be request in advance.

Rental of conference rooms for official events:

UNMVC requires the rental of conference rooms to hold a certain number of conferences and meetings that could take place in the city of Bogotá or in the cities where the Mission’s regional offices are located. This service may include furniture and equipment to run the event. The estimated number of people for this type of service could be estimated between approximately 20 and 150 people for major cities and between 10 and 50 for regional cities.

La Mision de Verificacion de Naciones Unidas en Colombia esta buscando companias para servicio de catering y bar de sandwiches para supersonal en las siguientes ciudades de Colombia.

Bogota D.C:
• Chicó
• Avenida el Dorado – Cercanías Aeropuerto Internacional El Dorado
• Centro Internacional
• Centro Financiero

Sedes regionales:
• Medellín
• Villavicencio
• Cúcuta
• Popayán
• Valledupar
• Florencia
• San José del Guaviare
• Quibdó
• Pasto
• Cali

El Contratista debera proveer de una gama completa de servicios de catering y sala de eventos oficiales a su personal, incluyendo los instrumentos necesarios para brindar estos servicios de forma diaria.

Servicio de catering:

El servicio de catering consistira de una oferta de opciones de menu especiales (entrada, plato principal, postre y bebida) y cajas de almuerzo (incluyendo la opcion vegetariana). La mision realiza una serie de eventos como conferencias o reuniones que requieren servicios de catering. Estos eventos son planificados y este tipo de servicio se solicitan con anticipacion.

Alquiler de salas para eventos oficiales:

UNMVC requiere el alquiler de salas para desarrollar un cierto número de conferencias y reuniones que podrían tener lugar en la ciudad de Bogotá o en las ciudades donde están ubicadas las oficinas regionales de la Misión. Este servicio puede incluir muebles y equipos para ejecutar el evento. El número estimado de personas para este tipo de servicio podría estimarse entre 20 y 150 personas aproximadamente para ciudades principales y entre 10 a 50 para las ciudades secundarias.
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 VERIFICATION MISSION IN COLOMBIA (UNVMC) (UNVMC) before the closing date set forth above.

The vendor has a minimum of 3 years in business and is accredited by the Colombian Law to provide the services and has all credentials.
The vendor hold a certification in ISO 22000 food and safety management system
The vendor has experience in catering services for over 100 people

La empresa debera tener como minimo 3 anos de experiencia y contar con licencia minicipal, autorizacion sanitaria de funcionamiento e inscripcion en el Registro General Sanitario de Alimentos y Certificado de Manipuladores de alimentos
La empresa debe tener certificacion de ISO22000
La empresa debe tener experiencia en ofrecer catering para mas de 100 personas
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

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 : _____________________________
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 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 VERIFICATION MISSION IN COLOMBIA (UNVMC) (UNVMC) by the closing date set forth in this EOI. Due to the high volume of communications UNVMC 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.