

ONUG / UNOG  
SWITZERLAND**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNOG. 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 ONUG / UNOG using the fax number or e-mail address provided below.

**Title of the EOI:**

Services de blanchisserie et nettoyage a sec au Palais des Nations à Genève - Laundry and dry cleaning services at the Palais des Nations in Geneva

**Date of this EOI:** 26 June 2020**Closing Date for Receipt of EOI:** 17 July 2020**EOI Number:** EOIUNOG17569**Address EOI response by fax or e-mail to the Attention of:** Luciano Sergi**Fax Number:** N/A**E-mail Address:** luciano.sergi@un.org, procurementunog@un.org**UNSPSC Code:** 91111500**DESCRIPTION OF REQUIREMENTS**

EN FRANÇAIS:

L'Office des Nations Unies à Genève (UNOG) souhaite recevoir des expressions d'intérêt pour un appel d'offres qu'il émettra prochainement pour les services de blanchisserie et nettoyage à sec au Palais des Nations à Genève (Suisse). Suite à cet Appel d'offres un contrat sera établi pour une durée initiale de trois (3) ans avec possibilité d'une prolongation de deux (2) périodes supplémentaires et consécutives d'une (1) année maximum chacune (3+1+1), sous réserve de l'exécution satisfaisante des prestations effectuées et de la disponibilité des budgets de l'ONUG.

La prestation d'entretien du linge comprend l'enlèvement, le blanchissage, la finition et la livraison selon le conditionnement demandé, des articles mis à disposition par l'ONUG. Le marché sera attribué au soumissionnaire qualifié dont l'offre remplit essentiellement les conditions énoncées dans le cahier des charges et est considérée comme la moins coûteuse pour l'ONUG.

Veuillez noter que cette demande d'expression d'intérêt (EOI) ne constitue pas un appel d'offres. L'ONUG se réserve le droit de modifier ou d'annuler l'appel d'offres à tout moment. Seuls les fournisseurs considérés comme qualifiés par l'ONUG pour fournir ces marchandises seront invités à participer.

La date limite de réception des expressions d'intérêt (soumettant le formulaire de réponse ci-dessous) est fixée au vendredi 17 juillet 2020, 17h (heure de Genève). Toutes les réponses seront traitées de manière strictement confidentielle

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IN ENGLISH:

The United Nations Office at Geneva (UNOG) wishes to receive expressions of interest for an invitation to bid which it will issue shortly for the laundry and dry cleaning services at the Palais des Nations in Geneva (Switzerland). The resulting contract will be established for an initial period of three (3) years with the possibility of an extension of two (2) additional and consecutive periods of one (1) year maximum each (3+1+1), provided satisfactory performance of the contractor and availability of funding.

These services include the removal / collection, laundering, finishing and delivery according to the requested packaging, of items made available by UNOG. The contract will be awarded to the qualified bidder whose offer essentially meets the conditions set out in the specifications and is considered to be the least costly for UNOG.

This request for expression of interest is not an invitation to bid. UNOG reserves the right to modify or cancel this invitation to bid at any time. Only vendors considered as qualified by UNOG to supply such services will be invited to participate.

The deadline for the submitting your response (using the response form attached below) to this EOI is Friday 17 July 2020, at 5pm (Geneva time). All responses will be treated in strict confidence.

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

EN FRANCAIS

Pour fournir ces prestations, les méthodes et produits utilisés seront éco responsables et répondront aux normes existantes dans le domaine : ECO CERT, Ecolabel, nordic ecolabel ou équivalent.

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IN ENGLISH

To supply these services, the methods and products used will be eco-responsible and will meet the standards applied in the field: ECO CERT, Ecolabel, Nordic Ecolabel or equivalent.

#### 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 ONUG / UNOG (UNOG) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Luciano Sergi **EOI Number:** EOIUNOG17569  
**Email:** luciano.sergi@un.org, procurementunog@un.org  
**FAX:** N/A  
**FROM:**

**SUBJECT:** Services de blanchisserie et nettoyage a sec au Palais des Nations à Genève - Laundry and dry cleaning services at the Palais des Nations in Geneva

## 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/node/add/interest-expressed?EOI=EOIUNOG17569>

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 ONUG / UNOG (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.