

United Nations Organization Stabilization Mission in the Democratic Republic of Congo  
Congo**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of MONUSCO. 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 Organization Stabilization Mission in the Democratic Republic of Congo using the fax number or e-mail address provided below.

**Title of the EOI:**

PROVISION OF CATERING SERVICES TO MONUSCO KANANGA OFFICES IN DRC .

**Date of this EOI:** 12 October 2020**Closing Date for Receipt of EOI:** 13 November 2020**EOI Number:** EOIMONUSCO17792**Address EOI response by fax or e-mail to the Attention of:**Only By Mail To The E-Mail Address  
Below**Fax Number:****E-mail Address:** monusco-procurement@un.org; ondo-mvondo@un.org**UNSPSC Code:** 90101603**DESCRIPTION OF REQUIREMENTS**

## REQUEST FOR EXPRESSION OF INTEREST

1. The United Nations Organization Stabilization Mission in Democratic Republic of Congo (MONUSCO) has a requirement to establish a Contract for the Provision of Catering Services in KANANGA, Democratic Republic of Congo and thus is seeking eligible, established and reputed Catering Service Providers qualified to equip, maintain, manage MONUSCO cafeterias and snack bar facilities, and to provide a variety of catering services offering food and/or refreshment service requirements on a daily basis and for a variety of event deliveries, a variety of menu selections, guaranteed conformance to the most rigorous applicable standards governing food quality and safety, storage, preparation, hygiene and service, taking into consideration the various ethnic and religious dietary requirements.

2. The Contract will also include Event Planning and Custom Menus for special events to be provided on an as needed basis.

3. The purpose of this Expression of Interest (EOI) is to assess potential suppliers/companies with the ability to fulfill this requirement.

3. MONUSCO intends to undertake a competitive bidding exercise and issue an Invitation to Bid (ITB) to suppliers/companies which will have expressed their interest and will have provided initial relevant information demonstrating their ability to fulfill the requirement. Prior to receiving the Invitation to Bid (ITB), Potential Suppliers/Companies which have not done so will be requested to complete UN Vendor registration for level 1 on the vendor database accessible on ungm.org. A detailed Scope of Requirement (SOR) will be provided to Suppliers/Companies short listed for receipt of the (ITB) documents.

4. The EOI MUST include the followings:

- a brief description and relevant information about the company including the company's profile, capacity/capability and experience.
- a customer reference list.
- a list of similar projects or orders already completed.
- relevant documents showing that the Company is authorized to undertake business in DR Congo.
- Interested suppliers/companies MUST also provide copy of the registration certificate/license(s) of the company with their response.

These requested information will only be used by MONUSCO for internal planning purposes, be kept strictly confidential and only authorized personnel will have access to it.

5. THIS EOI IS NOT AN INVITATION FOR SUBMISSION OF BID (ITB). Please note that submission of an EOI does not automatically warrant receipt of the ITB documents. MONUSCO reserves the right to send the ITB to its shortlisted suppliers/companies, as well as MONUSCO reserves the right to reject EOIs received after the deadline indicated below.

6. The Expression of interest should only be submitted through email to monusco-procurement@un.org and copy Ondo-Mvondo@un.org with a clearly written subject "EOI" - Expression of Interest for the Provision of catering Services to MONUSCO KANANGA Offices in DRC. The EOI should be received by MONUSCO no later than 13 November 2020, 15:00 hours Kinshasa time (GMT+1).

7. MONUSCO may request for clarifications in order to have a better understanding of the documents submitted. Likewise, MONUSCO may request for site visit and/or for further information.

**PLEASE CONFIRM WHETHER YOUR ORGANIZATION IS WILLING TO RESPOND TO ANY CLARIFICATION REQUEST INCLUDING THE SITE VISIT IF NEEDED.**

**PLEASE PROVIDE CORRECT CONTACT INFORMATION FOR ANY CLARIFICATION REQUEST.**

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

#### DESCRIPTION OF WORK

The Contractor will be required to establish, operate, and maintain the catering services in KANANGA. Catering services of international and local cuisine shall include but not be limited to a-la-carte restaurants, self-service cafeterias, snack bars, deliveries and special events.

The catering services shall be provided in conformance to international standards governing food quality and safety, storage, preparation, hygiene and service, taking into consideration the various ethnic and religious dietary requirements of MONUSCO's multicultural workforce.

The meals shall be visually appealing, nutritionally balanced and wholesome, consisting of essential nutrients (protein, carbohydrate, fats, vitamins and minerals). The Contractor shall accommodate special dietary requirements such as vegetarian, diabetics, kosher, halal, wheat, gluten or nut allergies upon request.

#### 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 Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Only By Mail To The E-Mail Address Below      **EOI Number:** EOIMONUSCO17792

**Email:** monusco-procurement@un.org; ondo-mvondo@un.org

**FAX:**

**FROM:**

**SUBJECT:** PROVISION OF CATERING SERVICES TO MONUSCO KANANGA OFFICES IN DRC .

## 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=EOIMONUSCO17792>

*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 Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO) by the closing date set forth in this EOI. *Due to the high volume of communications MONUSCO 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>.

