



UNITED NATIONS ASSISTANCE MISSION FOR IRAQ

Iraq

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNAMI. 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 ASSISTANCE MISSION FOR IRAQ using the fax number or e-mail address provided below.

Title of the EOI:

PROVISION OF FUEL (PETROL AND DIESEL) AND CAR WASH SERVICES FOR UNITAD VEHICLES AT DOHUK OFFICE, IRAQ

Date of this EOI: 18 November 2020

Closing Date for Receipt of EOI: 7 December 2020

EOI Number: EOIUNAMI17900

Address EOI response by fax or e-mail to the Attention of: Unami Chief Procurement Officer

Fax Number: +965 24721899

E-mail Address: unami-eoi@un.org, abdulrahman4@un.org, lyimo@un.org

UNSPSC Code: 76111800,15100000

DESCRIPTION OF REQUIREMENTS

1.0 The United Nations Assistance Mission for Iraq (UNAMI) intends to solicit bids for Provision of Fuel (Petrol and Diesel) and Car Wash Services for UNITAD Vehicles at Dohuk Office, Iraq for the initial period of One Year with an option of extension additional Four years (1+1+1+1), one year at a time under the same terms and conditions subject to satisfactory performance, availability of funds and continuation of UNAMI mandate.

1.0.1 The solicitation will be based on a detailed list of items with technical specifications required by UNITAD, UN General Conditions of Contracts and other related documents which will be provided by UNAMI to all companies who respond to this EOI and qualify for the tender.

1.0.2 The successful proposer shall provide Fuel (Petrol and Diesel) and Car Wash Services for UNITAD Vehicles at Dohuk Office, Iraq, at its ERO facility. This shall include but not limited to the following:

- Refueling Operations. The prospective Contractor is required to provide a system whereby UNITAD vehicles are refueled with OPDC certified high octane (minimum 95 Octanes) Petrol and Diesel fuel at designated commercial refueling station/s located in Duhok Governorate based on Monthly Fuel Signature Lists (MFSL) maintained by the Contractor at each fuel station and signed by the UN drivers receiving the fuel and the fuel station operator at the time of refueling (Annex-A). The fuel station/s shall provide a 24/7 fuel service. In the case of sub-contracting, the prospective Contractor shall be responsible for all operational activities and services provided by its sub-contractor/s. The prospective Contractor shall provide contact details of its Point of Contact and the Refueling Station Manager (mobile phones and emails) for operational coordination.

- Fuel Quality: Petrol (Min. 95 Octanes) and high-quality #2 grade diesel fuel certified for conformance with the applicable Iraqi and International standards, Iraqi standards prevail.
- Fuel price. The Contractor shall supply the fuel at a fixed all-inclusive price per liter comprising a) the official price per liter published by the refueling station/s and b) the Contractor's fixed management fee per liter. UNITAD understands that the refueling station price per liter may fluctuate depending on the change of the official fuel prices established by the Iraqi Government. However, the Contractor's Management fee per liter must remain fixed during the entire contract period.

Car Wash: The prospective Contractor is required to provide as well all body inside and outside car wash (by Brush, vacuum, and clean the interior, Clean wheels and tires with brush and car cleaner, Wash exterior with pressure washer and car wash cleaner, clean the car fenders and the below the car with pressure washer to remove dirt and muds, Towel dry the car working in long sweeping motions that follow the contours of the car body, Clean & Treat exterior trim, clean all rubber floor mats, place carton papers to cover the floor mats, place car air refreshener, clean the glass with glass cleaner and dry cotton towel) services for the 18 vehicles at a fixed rate per wash per car.

1.0.3 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly would issue an Invitation to bid (ITB) to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement. In addition, the interested Companies will be requested to complete a UNAMI Vendor Registration Form (New Vendors Only). To obtain this form, please contact UNAMI as above.

NOTE: ADDITIONAL INFORMATION AND REQUIREMENT WILL BE PROVIDED DURING THE BID

2.0 The solicitation will be based on a detailed Statement of Works, UN General Conditions of Contracts and other related documents which will be provided by UNAMI to all companies who respond to this EOI and qualify for the tender.

3.0 Please note on the following:

- This EOI is NOT an invitation to submit a bid/proposal.
- UNAMI reserves the right in selecting the invitees for the competitive bidding based on substantial and proven records of performance in the subject field of activities and mere expressing an interest would not automatically warrant for an document.
- UNAMI reserves the right to reject EOIs received after the above deadline.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Note: Proof of Documents must be submitted as part of technical requirements upon receipt of the tender document.

MANDATORY PRE-QUALIFICATION CRITERIA:

- The facilities must be licensed and security cleared by the Government of Iraq, and located within Duhok Governance
- Business registration and presence in Iraq
- Duly completed UNGM Vendor Registration Formalities at minimum level 1

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 ASSISTANCE MISSION FOR IRAQ (UNAMI) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Unami Chief Procurement Officer **EOI Number:** EOIUNAMI17900
Email: unami-eoi@un.org, abdulrahman4@un.org, lyimo@un.org
FAX: +965 24721899
FROM:

SUBJECT: PROVISION OF FUEL (PETROL AND DIESEL) AND CAR WASH SERVICES FOR UNITAD VEHICLES AT DOHUK OFFICE, IRAQ

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:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNAMI17900>

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) 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 ASSISTANCE MISSION FOR IRAQ (UNAMI) by the closing date set forth in this EOI. *Due to the high volume of communications UNAMI 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>.

