



## 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 Supply and One Time Delivery of Oils and Lubricants to UNAMI In Baghdad, Erbil, and Kirkuk Iraq .

**Date of this EOI:** 19 November 2020

**Closing Date for Receipt of EOI:** 3 December 2020

**EOI Number:** EOIUNAMI17905

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

**Fax Number:**

**E-mail Address:** hordista@un.org, gurungu@un.org, yabroudia@un.org

**UNSPSC Code:** 15100000, 78181700 , 20000000

### DESCRIPTION OF REQUIREMENTS

1.0 United Nations Assistance Mission in Iraq (UNAMI) intends to award a One-Time Purchase Order for the delivery of Oils and Lubricants for Vehicle and Generators, to be delivered to Baghdad, Erbil and Kirkuk in accordance with INCOTERMS 2010.

2.0 The solicitation will be based on a detailed list of items with technical specifications required by UNAMI, 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 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly would issue a Invitation for a Bid (ITB) to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement.

4.0 In addition, the interested companies (New Vendors Only) are requested to complete their registration on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).

5.0 Please note on the following:

- a) This EOI is not an invitation for submission of a bid/proposal.
- b) 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 tender document.
- c) UNAMI reserves the right to reject EOIs received after the above deadline.

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

6.0 MANDATORY PRE-QUALIFICATION CRITERIA: The interested companies should meet the below requirements (6.1 - 6.10), companies who fail to confirm compliance with the requirements may not be considered for the upcoming tender.

- 6.1 Submitted proposal including all required supporting documents in English .
- 6.2 Bidder should submit a confirmation letter to deliver the offered line items on site as described in SOR with maximum fifteen (15) calendar days upon receipt of SRO.
- 6.3 Bid and supporting brochure/catalogue/data card/photos submitted for each offered item.
- 6.4 Compliance with the UNAMI required technical specifications (SOR)
- 6.5 Capability to organize security access to Baghdad (Green Zone) without UNAMI assistance.
- 6.6 Duly completed UNAMI, United Nations Procurement Division (UNPD) and United Nations Global Marketplace (UNGM) vendor registration formalities at level 1.
- 6.7 Minimum one-year validity of product shelf-life from delivery acceptance date.
- 6.8 Acceptance of Split Award.
- 6.9 Minimum one (1) year manufacturer warranty.
- 6.10 Duly completed and signed EOI Pre-Qualification Questionnaire and signed Vendor Response Form (attached).

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

**7.0 PRE-QUALIFICATION QUESTIONNAIRE:**

7.1 Company's Authorized Representative(s) (Name/Title): \_\_\_\_\_

7.2 Number of employees: \_\_\_\_\_

7.3 Year Established: \_\_\_\_\_

7.4 Experience in the similar services supported with reference letters (No. of Years): \_\_\_\_\_

7.5 Does your company comply with all EOI Mandatory Pre-Qualification Criteria? Yes [ ] No [ ]

7.6 Time (Calendar Days) required to initiate the works in case of selection: \_\_\_\_\_

7.7 Reference to existing & previous similar projects with other International Organizations, private or state institutions:

7.7.1 Description: \_\_\_\_\_  
Location: \_\_\_\_\_ Year Executed: \_\_\_\_\_  
Contract Price (USD): \_\_\_\_\_  
Client Organization: \_\_\_\_\_  
Client Contact (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

7.7.2 Description: \_\_\_\_\_  
Location: \_\_\_\_\_ Year Executed: \_\_\_\_\_  
Contract Price (USD): \_\_\_\_\_  
Client Organization: \_\_\_\_\_  
Client Contact (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

7.7.3 Description: \_\_\_\_\_  
Location: \_\_\_\_\_ Year Executed: \_\_\_\_\_  
Contract Price (USD): \_\_\_\_\_  
Client Organization: \_\_\_\_\_  
Client Contact (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## 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:** Chief Procurement Officer **EOI Number:** EOIUNAMI17905  
**Email:** hordista@un.org, gurungu@un.org, yabroudia@un.org  
**FAX:**  
**FROM:**

**SUBJECT:** Provision of Supply and One Time Delivery of Oils and Lubricants to UNAMI In Baghdad, Erbil, and Kirkuk 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](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=EOIUNAMI17905>

*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 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>.

