



United Nations Economic Commission for Africa (UNECA)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNECA. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Economic Commission for Africa (UNECA). You are therefore requested to direct all queries regarding this EOI to United Nations Economic Commission for Africa (UNECA) using the fax number or e-mail address provided below.

Title of the EOI:

Procurement of UNCC – Dignitaries Areas_Furniture

Date of this EOI: 8 April 2021**Closing Date for Receipt of EOI:** 28 April 2021**EOI Number:** EOIUNECA18373**Beneficiary Country/Territory:** Ethiopia**Commodity/Service category:** Office Equipment & Supplies**Address EOI response by fax or e-mail to the Attention of:** Mr.Hezkias Sintayehu / Mr.Ali Assaad / Mr. Daniel Mamo**Fax Number:****E-mail Address:** sintayehuh@un.org; assaad@un.org; mamod@un.org**UNSPSC Code:** 56101500

DESCRIPTION OF REQUIREMENTS

The United Nations Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia seeks a qualified contractor with valid licenses to express their interest to be engaged for the Procurement of UNCC – Dignitaries Areas_Furniture.

1.1 Background

The UNCC building was constructed in 1996 to enable the ECA to host major conference assemblies of various sizes. The back of house (BOH) areas that support the major conference rooms are in need of new furniture fit-out for the newly renovated spaces (separate works), the focus of this project are the areas behind Conference Room One that serve as staging areas for guests and speakers or dignitaries attending the ECA.

The areas to be supplied with new furniture include VIP and dignitary's office spaces, BOH corridors, dignitary's lounge / holding room, which are all requiring new furniture to match the interiors decoration. This renovation requires highest quality furniture to match the significance and importance of these support



spaces and rooms.

The supply of furniture for these areas needs to be completed in time for opening for a major conference in 2022.

1.2 Scope of work

Summary of the furniture supply scope of the works:

- New furniture for office and lounges as per the documentation, with all loose and fixed elements are consider how they will be integrated with power, data and light fixtures as required in the documentation
- No external works and no modifications to external doors or windows in this scope

1.3 Furniture supply and delivery methodology and phasing

Scheduling considerations while preparing the tender:

- A methodology plan should be submitted by the supplier that refers to the planned method of supply and delivery at place unloaded, considering all contractual and legal requirements, delivery to Addis to the ECA with plans in place for the constraints, risks, and opportunities (duty free conditions to coordinated with UN ECA)
- Supply methodology is required that describes the material supply for of the development, coordinating deliveries, access and programme with proposed work schedule shall have break down of:
 - Preparation of samples and inspections
 - Manufacturing of materials
 - Importation (shipping to site)
 - Installation time required.

Companies expressing interest should note that this Request for Expression of Interest (REOI) serves as pre-qualification of the companies that will be invited to participate in the tender process .Intrested firms will be invited to the tender by "Invitation to Bid "(ITB)" at later stage and the detail requirement will be further specified in the ITB document.

UNECA reserves the right to change or cancel the requirements at any time during the EOI/ or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued. The ITB and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

UNECA is precluded from entering into contract with a vendor that is not registered with United Nations Global Market Place(UNGM). Thus, only those vendors who are registered or provisionally registered or have started their registration process in UNGM will be eligible to receive the solicitation document ITB.

Those interested in responding to this EOI but not currently registered as vendors with UNGM, are encouraged to register before submission date for closing of the EOI in the United Nations Global Market Place (UNGM). Further details may be obtained by visiting <https://www.ungm.org/Vendor/Registration> . In order to be eligible for UN Registration, please make sure to declare in writing the Prerequisite for Eligibility criteria itemized from A-F as contained in EOI instruction attached.

Those interested vendors who fullfill the above requirements are required to express your interest to this EOI electronically.In case you have difficulties submitting your interest electronically, please contact : sintayehuh@un.org (copy to assaad@un.org/mamod@un.org) on or before the closing date of 28 April



2021.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

By submitting an EOI, the Applicant acknowledges that neither the United Nations nor the Applicant intends to create any contract or other relationship under which the United Nations is legally obliged to conduct the Expression of Interest process for the works in any manner or to proceed to tender on the basis set out in this Invitation to Expression of Interest or any other basis and that there is in fact no such contract or other relationship in existence.

UNECA reserves the right to verify statements by the EOI respondent and not to invite all those companies who had expressed interest. Only eligible firms that are successful at this pre-qualification stage will be invited to participate in the ensuing tender invitation.

Interested vendors should submit a fully completed Vendor Response Form to the above-listed email address .

All questions which the vendors should have must be sent through the same email address not later than 10 days before the closing date. The UN reserves the right to reject incomplete Expressions of Interest responses.

The successful bidder will be required to Register in UNGM at Level 1 before Contract award.

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:
<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNECA18373>

In case you have difficulties submitting your interest electronically, please contact sintayehuh@un.org; assaad@un.org; mamod@un.org directly for instructions.



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 Economic Commission for Africa (UNECA) (UNECA) by the closing date set forth in this EOI. *Due to the high volume of communications UNECA 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>.

