



## UNITED NATIONS OFFICE AT NAIROBI

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNON. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UNITED NATIONS OFFICE AT NAIROBI. You are therefore requested to direct all queries regarding this EOI to UNITED NATIONS OFFICE AT NAIROBI using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Travel Management Services for United Nations Office at Nairobi

**Date of this EOI:** 12 April 2021**Closing Date for Receipt of EOI:** 2 May 2021**EOI Number:** EOIUNON18395**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Travel Management Services**Address EOI response by fax or e-mail to the Attention of:** Ms. Margaret Mathenge**Fax Number:****E-mail Address:** unon-procurement-rfx@un.org; mathengem@un.org**UNSPSC Code:** 78111500,90120000,90121500,90121502

### DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) invites suitably qualified International Air Transport Association (IATA) accredited travel agencies to submit their Expression of Interest (EOI) to participate in the upcoming competitive bidding exercise for travel management services.

The scope of requirement entails provision of airline / train tickets services such as issuance/delivery, revalidation, re-routing, reissuance, processing of refunds, booking and ticket cancellations. Additional services include visa applications, airport transfers and excess baggage vouchers. The Contractor/Travel Agent is expected to ensure that UN guidelines are strictly followed for official travel, and that suitable cost-effective itineraries (including researching alternative routings, departures, and arrivals) are provided to all travellers.

The Contractor/Travel Agent is expected to maintain an affiliation with a global travel management company which can support UN travel arrangements globally and to remote locations, as well as the possibility to issue tickets through network partners.



The travel management contract is anticipated to be awarded for an initial period of three (3) years with the option to extend for an additional two years subject to satisfactory performance.

Subsequent to the closing date of this EOI, UNON anticipates to issue a formal solicitation document to potential companies who have expressed interest to provide the services in accordance with the requirements that will be fully specified in the solicitation document. The complete details of qualification requirements will be provided in the solicitation document.

UNON reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only Vendors which in UN's sole discretion are deemed eligible may receive the final tender solicitation documents.

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

#### **IMPORTANT:**

Interested vendors should forward their signed EOI Vendor Response Form to [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org) with a copy to: [mathengem@un.org](mailto:mathengem@un.org).

All EOI submissions should be sent via email; citing the EOI reference number and title in the subject line.

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued. Companies interested in providing the above services should submit a completed Vendor Response Form. UNON will examine the outcome of this request for EOI and will consider those companies that have expressed their interest providing the required information.

### **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](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**.
- 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=EOIUNON18395>

**In case you have difficulties submitting your interest electronically, please contact [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org); [mathengem@un.org](mailto:mathengem@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](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 OFFICE AT NAIROBI (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON 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>.

