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 MANAGED SERVICES FOR THE UN COMMISSARY AT THE UNITED NATIONS OFFICE AT NAIROBI (UNON)

Date of this EOI: 8 June 2021
Closing Date for Receipt of EOI: 22 June 2021

EOI Number: EOIUNON18584

Beneficiary Country/Territory: KENYA

Commodity/Service category: Professional Services

Address EOI response by fax or e-mail to the Attention of: Margaret Mathenge

Fax Number:

E-mail Address: mathengem@un.org; unon-procurement-rfx@un.org

UNSPSC Code: 50000000, 11121900, 60140000

DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) invites qualified interested firms to submit Expressions of Interest (EOI) to participate in the upcoming tender exercise for provision of managed services at the UN Commissary at the United Nations of Nairobi (UNON).

The outlet serves the interests of a multi-national, multi-ethnic diplomatic community by providing, in a well-organized high-quality environment, select international quality products, not readily available in Kenya. The Commissary is expected to maintain an extensive variety of international wine, beer, top shelf liquor other alcoholic and non-alcoholic beverages, luxury goods, cosmetics, hair and beauty products, perfumes, tobacco, foodstuffs and alimentary products, fine foods, chocolate and confectionery, an assortment of household goods including but not limited to bed and bath linen, household cleaning products and other grocery items.

Bidders will be expected to have operated, a commissary or duty-free outlet of a comparable size.

The number of principle users (not including supplementary card holders – spouses), are more than 4,000
including approximately 500 diplomats.

The Commissary space totals 1,738 sqm and is allocated as follows:
- Ground Floor Retail Area: 632 m²
- Mezzanine Retail Area: 302 m²
- Ground Floor Storage: 532 m²
- Mezzanine Open Storage: 174 m²
- Mezzanine Cold Room 1: 25 m²
- Mezzanine Cold Room 2: 39 m²
- Office Space (above Gift Shop): 34 m²

The successful contractor will be required to perform the following:

1. Maintain the assortment of products as agreed between UNON and the Government of Kenya.
2. Procure the selected products with good commercial practices.
3. Manage the logistics of ordering, expediting, receiving, storing and safeguarding of merchandise.
4. Maintain an automated purchase entitlement and access control system.
5. Manage the retail sales operations.
6. Maintain appropriate accounts, records and control procedures.

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

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

IMPORTANT:
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 as to their ability to fulfill the requirement. UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Vendors that are deemed qualified upon completion of an objective evaluation of their EOI submission will receive the final tender solicitation documents.

See the Vendor Response Form of this EOI for additional instructions.

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.*
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=EOIUNON18584

In case you have difficulties submitting your interest electronically, please contact mathengem@un.org; unon-procurement-rfx@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:
   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 of 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.