



United Nations Assistance Mission for Iraq

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

PRINTING OF PUBLIC INFORMATION MATERIAL AND RELATED SERVICES FOR UNAMI/ UNITAD IN IRAQ

Date of this EOI: 21 June 2021**Closing Date for Receipt of EOI:** 30 June 2021**EOI Number:** EOIUNAMI18628**Beneficiary Country/Territory:** Iraq**Commodity/Service category:** Conference & Office Support Services**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:** +965 2472 1899**E-mail Address:** unami-eoi@un.org; al-araji@un.org; yabroudia@un.org**UNSPSC Code:** 82121500,53102500,44000000**DESCRIPTION OF REQUIREMENTS**

- 1.1 UNAMI/UNITAD intends to enter into a contract for printing of public information material (as listed in Appendix D) for an initial contract term of three (3) years with two (2) optional extension periods of one (1) year each subject to satisfactory performance by the prospective Contractor and continued validity of UNAMI/UNITAD requirement and extension of UNAMI/UNITAD's mandate .
- 1.2 The Prospective Contractor(s) will be required to print and deliver the items on DAP UNAMI Baghdad Green Zone and/or Erbil (Incoterms 2020).
- 1.3 All printed public information material items should be supplied and delivered in compliance with the detailed technical specifications, units of measure and quantities specified in Appendix-D and the remaining provisions of this SOW.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

2.1 Compliance with technical specifications: The Prospective Contractor/s shall provide required printing services in strict compliance with the technical specifications and units of measure detailed in Appendix D and in quantities confirmed for each order as per UNAMI/UNITAD SRO. UNAMI will provide a sample and items should be offered in compatible design and color with supporting catalogue/brochures/data cards in English Language, including photos, for each offered item. A reference, samples of similar already printed items for other customers, should be submitted along with bids for each line item required (Appendix D). Offered line items without supporting documents will be disqualified

2.2 The Prospective Contractor/s warrants that:

- Services provided by Contractor shall be of merchantable quality and fit for their purpose.
- It shall perform its obligations and responsibilities with reasonable skill and care, and in accordance with safety and environmental legislations.
- It shall use its best endeavors to ensure that the services are provided in a timely manner in accordance with the terms and conditions of the contract.
- It will extend to UNAMI the same or lower prices, terms and conditions as to other UN Organizations in Iraq and invoice UNAMI directly

2.3 Local business presence in Iraq: The Prospective Contractor/s should have reliable business presence and/or local partner/authorized distributor in Iraq to ensure successful attendance of meetings, delivery of samples, delivery of all ordered items/quantities.

a. The Prospective Contractor/s should provide the name and contact details of authorized local distributor or partner/sub-contractor in Iraq responsible for delivery of the items in case of contract award.

b. The Prospective Contractor/s should provide a statement affirming that bidder or Bidder's Local Partner/Subcontractor, are able to secure security access clearances and escort for its personnel, trucks and supplies to UNAMI/UNITAD compounds inside Baghdad (Green Zone) and/or Erbil.

2.4 At least 1 year of proven experience providing high-quality printing services

2.5 Reliable business presence and/or local partner/authorized distributor in Iraq

Note 1: Duly completed and signed EOI Pre-Qualification Questionnaire and signed Vendor Response Form (attached).

Note 2: Proof documents must be submitted as part of the company technical proposal upon receipt of the tender document.

3.0 PRE-QUALIFICATION QUESTIONNAIRE:

3.1 Company's Authorized Representative(s) (Name/Title):

3.2 Number of employees: _____

3.3 Year Established: _____

3.4 Experience in similar refurbishment works (No. of Years): _____

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

3.6 Time (Calendar Days) required to initiate the services in case of selection: _____

3.7 Reference to existing & previous similar works with other International Organizations, private or state



institutions:

3.7.1 Description: _____
Location: _____ Year Executed: _____
Contract Price (USD): _____
Client Organization: _____
Client Contact (Name): _____
Telephone: _____
Email: _____

3.7.2 Description: _____
Location: _____ Year Executed: _____
Contract Price (USD): _____
Client Organization: _____
Client Contact (Name): _____
Telephone: _____
Email: _____

3.7.3 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 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=EOIUNAMI18628>

In case you have difficulties submitting your interest electronically, please contact unami-eoi@un.org; al-araji@un.org; yabroudia@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 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>.

