



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:

FOR THE PROVISION OF TRANSLATION SERVICE FOR THE UN RESIDENT COORDINATOR OFFICE (RCO), KUWAIT

Date of this EOI: 7 July 2021

Closing Date for Receipt of EOI: 21 July 2021

EOI Number: EOIUNAMI18679

Beneficiary Country/Territory: KUWAIT

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; osman48@un.org; yabroudia@un.org

UNSPSC Code: 82111804,82110000,82112004,82112022,82112055

DESCRIPTION OF REQUIREMENTS

1.0 The United Nations Assistance Mission in Iraq (UNAMI) has a requirement for the provision of Translation Services to the Office of the UN Resident Coordinator (RCO) in Kuwait in compliance with the detailed technical specifications, units of measure and quantities as specified in this Scope of Work (SOW). The services will be provided on as required basis through the contract term.

2.0 UNAMI intends to enter into a contract for provision of the requested services for an initial period of three (3) years with two (2) optional one year extension periods for a cumulative five (5) year contract subject to satisfactory performance by the prospective Contractor and continued validity of service requirement and extension of mandate..

3.0 Experience/Capability: The Prospective Contractor/s shall have experience (for at least two contracts) in the provision of Translation Service to UN Agencies and/or International organizations/companies during the past 5 years and capable to provide services in compliance with local legislation including full adherence to Kuwait Laws

.• The Prospective Contractor/s must provide a list of current and previous clients including email, address, contact telephone numbers to whom translation services contract have been signed or translation services have been provided in the past (at least two contracts in the last 5 years). UNAMI/RCO reserve the



right to do a field reference check and request information on the firm's responsiveness to issues and problems and the quality of the services performed.

- Must provide past and current performance references with telephone numbers (minimum 2)
- Provide information about company history
- Provide information about company work plan, site organization and quality control mechanisms

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 RCO the same or lower prices, terms and conditions as to other UN Organizations in Kuwait and invoice RCO directly.

4.0 Local business presence in Kuwait: The Prospective Contractor/s should have reliable business presence and/or local partner/authorized distributor in Kuwait to ensure successful attendance meetings and delivery of translation.

5.0 This EOI is not an invitation for submission of a bid/proposal.

6.0 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 and document.

7.0 UNAMI reserves the right to reject EOIs received after the above deadline.

NOTE: MORE DETAILED SPECIFICATIONS WILL BE PROVIDED IN THE BIDDING PROCESS

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1.0 PRE-QUALIFICATION CRITERIA:

- Duly completed and signed Pre-Qualification questionnaire and the Vendor Response Form
- A list, if any, of all current contractual relationships with any UN Office / Mission or Agency should be included in the submission. UNAMI will also like to know, if the vendor had any previous contract with any UN entity over the last 5 years. The information provided should include:
 - the contract number;
 - the contract term;
 - the procurement officer for each reference
- brief statement of how long the tendering company has been performing the services required by this ITB.
- UNGM registered at level 1 or above

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

2.0 Pre-Qualification Questionnaire

2.1 Company Name.....

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

2.3.....

2.4.....

2.5.....

2.6 Number of employees:

2.7 Year Established :

2.8 Experience in the field of Courier Services (No. of Years):

2.9 Does your company comply with All EOI Pre Qualification Criteria ? Yes [] No []



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

2.11 Reference to existing & previous comparable Labor Supply Contracts to other International Organizations, private or state institutions:

2.12 Contract-1

a) Description: _____

b) Location: _____ Year Executed: _____

c) Contract Price (USD) _____

d) Client Organization: _____

e) Client Contact : Name and Telephone _____

f) Email: _____

2.13 Contract -2

a) Description: _____ Year Executed: _____

b) Location: _____

c) Contract Price (USD) _____

d) Client Organization: _____

e) Client Contact : Name and Telephone _____

f) Email: _____

2.14 Contract -3

a) Description: _____ Year Executed: _____

b) Location: _____

c) Contract Price (USD) _____

d) Client Organization: _____

e) Client Contact : Name and Telephone _____

f) 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=EOIUNAMI18679>

In case you have difficulties submitting your interest electronically, please contact unami-eoi@un.org; osman48@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>.

