



United Nations Economic Commission for Africa

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. You are therefore requested to direct all queries regarding this EOI to United Nations Economic Commission for Africa using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Cleaning and Janitorial Services at the United Nations Economic Commission for Africa (UNECA), in Addis Ababa, Ethiopia.

Date of this EOI: 8 October 2021

Closing Date for Receipt of EOI: 28 October 2021

EOI Number: EOIUNECA18987

Beneficiary Country/Territory: Ethiopia

Commodity/Service category: Facility Management

Address EOI response by fax or e-mail to the Attention of: Mr. Daniel Mamo / Ali Assaad

Fax Number:

E-mail Address: mamod@un.org; assaad@un.org

UNSPSC Code: 76110000,76111500

DESCRIPTION OF REQUIREMENTS

The United Nations Economic Commission for Africa (UNECA), invites qualified companies with the required expertise and experience to submit an Expression of Interest (EOI) to participate in the upcoming tender exercise for the Provision of Cleaning and Janitorial Services at UNECA, Addis Ababa Ethiopia.

The UNECA complex is located at Menilik Avenue in Addis Ababa, Ethiopia. It consists of eight (8) main buildings and approximately twelve (12) smaller buildings (approximately 110,000 m²), spread over an area of 11.05 hectares and includes the Executive Secretary Residence for project cleaning.

Apart from UNECA, the complex also accommodates over 20 UN Agencies, 3000 persons (staff members, consultants, contractors, etc.) and receives a large number of visitors as well. For example, 109,306 visitors were received in 2017-18. The United Nations Conference Center in Addis Ababa (UNCC-AA), (one of the few complex conference centers in the Country), hosted 55,000 VIPs including Heads of State and Government and Ministers in the year 2017-18

In addition, UNECA also receives daily visitors from service personnel, cleaners, contractors and vendor



representatives on a regular and required basis.

The main objective of this requirement is for the provision of cleaning and janitorial services at the offices of the United Nations Economic Commission for Africa (UNECA), the United Nations Conference Center (UNCC) and its related auxiliary and main buildings, (Niger, Zambezi, Nile, Congo, Limpopo, Africa Hall, MRB, DRB, meeting rooms and the Executive Secretary Residence as well as surrounding areas located within the premises of the Economic Commission for Africa at Addis Ababa, Ethiopia.

The successful contractor shall plan, organize, coordinate, manage and supervise its personnel and other essential resources required to perform a comprehensive janitorial services under this contract with UNECA. The successful contractor shall also supply the necessary tools and equipment and consumable materials and cleaning chemicals, in addition to those to be provided by UNECA at its discretion

A detailed Terms of Reference shall be included in the consecutive solicitation document ("Request for Proposal") in due course after closure of this EOI.

Interested firms will be invited to a "Request for Proposal" (RFP) stage. The response to the EOI will determine the group of firms that will receive the RFP for the services.

UNECA reserves the right to change or cancel the requirement 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 RFP and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

Please note that the UNECA is precluded from entering into contract with a firm that is not registered with UNGM. Those interested in responding to this EOI but not currently registered as vendors with UNGM, are encouraged to register before submission 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-E as contained in EOI instruction attached.

IMPORTANT:

Please note that this REOI is not an invitation for submission of proposal. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued. UNECA will examine the outcome of this REOI and will consider those companies that have expressed their interest providing the required information as to their ability to fulfill the requirement

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SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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=EOIUNECA18987>

In case you have difficulties submitting your interest electronically, please contact mamod@un.org; assaad@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) 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>.

