



ONUG/UNOG

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Approvisionnement de diverses fournitures informatique et électroniques
Provision of IT consumables

Date of this EOI: 8 November 2021

Closing Date for Receipt of EOI: 22 November 2021

EOI Number: EOIUNOG19083

Beneficiary Country/Territory: Switzerland

Commodity/Service category: Office Equipment & Supplies

Address EOI response by fax or e-mail to the Attention of: Yanmei Duan

Fax Number:

E-mail Address: yanmei.duan@un.org, procurementunog@un.org

UNSPSC Code: 43210000, 52161500

DESCRIPTION OF REQUIREMENTS

EN FRANCAIS

L'Office des Nations Unies à Genève (ONUG) souhaite recevoir des expressions d'intérêt pour un appel d'offres qu'il émettra prochainement pour l'approvisionnement de diverses fournitures informatique et électroniques.

L'ONUG souhaiterait mettre en place un contrat pour une durée initiale de trois (3) ans, avec deux (2) options de prolongation supplémentaires consécutives, d'une (1) année chacune, à la demande de l'ONUG, pour une durée totale du contrat de cinq (5) ans maximum.

Veuillez noter que cette demande d'expression d'intérêt (EOI) ne constitue pas un appel d'offres. L'ONUG se réserve le droit de modifier ou d'annuler ce projet à tout moment. Seuls les fournisseurs considérés comme qualifiés par l'ONUG pour fournir ces services seront invités à participer.

La date limite de réception des expressions d'intérêt (soumettant le formulaire de réponse ci-dessous) est indiquée dans le titre. Toutes les réponses seront traitées de manière strictement confidentielle.



IN ENGLISH:

The United Nations Office at Geneva (UNOG) wishes to receive expressions of interest for an Invitation to Bid which will be issued soon for the provision of IT consumables.

UNOG intends to establish a contract for an initial period of three (3) years, with two (2) consecutive options for extension of one (1) year each, upon UNOG's request, for a total maximum contract duration of five (5) years.

This request for expression of interest is not an invitation to bid. UNOG reserves the right to modify or cancel this requirement at any time. Only vendors considered as qualified by UNOG to supply such services will be invited to participate.

The deadline for the submitting your response (using the response form attached below) to this EOI is indicated in the title. All responses will be treated with strict confidentiality.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

EN FRANÇAIS:

Les fournisseurs doivent pouvoir offrir un service complet regroupant un large éventail de diverses fournitures informatiques et électroniques couvrant la majorité des articles requis (172 articles). La liste sera communiquée dans le document d'appel d'offres à un stade ultérieur.

Les délais de livraison à Genève : 2 jours ouvrables maximum pour les produits stockés, 5 jours ouvrables maximum pour les produits non-stockés.

Un outil de commerce électronique pour les commandes en ligne est un impératif.

La gamme de produits de ce projet a été répartie en 11 groupes d'articles :

- a) Câbles
- b) Equipement de communication
- c) Accessoires d'ordinateurs
- d) Appareils mobiles
- e) Equipement Réseau
- f) Outillage
- g) Electricité
- h) Ecrans/projecteurs
- i) Equipements autonomes
- j) Stockage de données
- k) Equipement conférence vidéo

IN ENGLISH:

Suppliers should be able to offer a full-service package that includes a wide range of IT consumables covering the majority of the items required (172 items). The list will be shared in the tender document at a later stage.



Delivery times in Geneva: 2 working days maximum for stocked products, 5 working days maximum for non-stocked products.

An e-commerce tool for online ordering is a mandatory requirement.

The product range of this project has been divided into 11 groups of items:

- a) Cables
- b) Communication equipment
- c) Computer accessories
- d) Mobile devices
- e) Network equipment
- f) Tools
- g) Electricity
- h) Displays/projectors
- i) Stand-alone equipment
- j) Data storage
- k) Video conference equipment

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=EOIUNOG19083>

In case you have difficulties submitting your interest electronically, please contact yanmei.duan@un.org, procurementunog@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 ONUG/UNOG (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.

