



## United Nations Global Service Centre

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

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

**Title of the EOI:**

Provision of Ground Maintenance, Gardening and Herbicide Services at the UNGSC, Brindisi, Italy

**Date of this EOI:** 18 January 2024**Closing Date for Receipt of EOI:** 8 February 2024**EOI Number:** EOIUNGSC22270**Beneficiary Country/Territory:** Italy**Commodity/Service category:** Facility Management**Address EOI response by fax or e-mail to the Attention of:** Laura Marrocchi**Fax Number:** n/a**E-mail Address:** [unlb-procurement@un.org](mailto:unlb-procurement@un.org)**UNSPSC Code:**

72102900 - Facility maintenance and repair services

72102905 - Exterior grounds maintenance

72102902 - Landscaping services

72141129 - Park and garden construction and or remodelling service

70111703 - Garden planting or maintenance services

70111502 - Pruning services or ornamental plant or bush



## DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) has a requirement to establish a long-term contract for the provision of ground maintenance, gardening and herbicide services at the UNGSC, Brindisi, Italy.

The UNGSC comprises approximately of 155,000 square meters of green area that must be maintained with the provision of regular gardening services and specialized services such as tree care, landscaping, and plant health management.

The main services include but are not limited to:

- Grass cutting;
- Maintenance of lawn, trimming of hedges, pruning and trimming of trees;
- Maintenance of external and internal plants/trees;
- Maintenance of external and internal potted plants;
- Trimming of hedges and shrubs;
- Cutting, removal and disposal of trees, including stump grinding;
- Cutting, removal and disposal of palm trees, including stump grinding;
- Stump grinding by mechanical means;
- Cutting and removal of tree shoots (polloni);
- Cleaning and removal of leaves, twigs and branches from drains and gutters;
- Watering of internal/external plants/trees around the base;
- Herbicide services against plant-eating pests, and treatments to eradicate weeds;
- Landscaping services, such as provision and installation of grass turf, grass seeding, top soil, organic fertilizer, irrigation system and miscellaneous ornamental items.

The resulting contract will be established for an initial period of three (3) years, with the UNGSC's sole option to extend the term of the contract for two (2) additional periods of one (1) year each (3+1+1).

Full technical requirements and administrative instructions will be provided with a solicitation document to be issued at a later stage after the closing date for this EOI. After launching the tender, solicited companies shall attend a mandatory site visit at the UNGSC in Brindisi, Italy to get first-hand knowledge of the site to understand the scope of this Contract and submit a comprehensive offer.

**\*\*\*IMPORTANT NOTE:** The tender documents will be sent via e-tendering platform only to the email address(-es) registered in companies' UNGM account. Therefore, companies are requested to verify the validity of the contact email address(-es) associated with their UNGM account at [www.ungm.org](http://www.ungm.org) so as to ensure delivery of the notifications and access to tendering documents.\*\*\*

This REOI does not constitute a solicitation. The UNGSC reserves the right to change or cancel the requirements at any time during the REOI and solicitation process. Thus, submitting a reply to this REOI



does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.

### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Registration with the United Nations Global Marketplace (UNGM) with the UN Secretariat at Level 2 may be required for the award.

The service is to be provided in Brindisi, Italy and the successful Company shall comply with Italian labour laws and regulations applicable to the specified trade.

The non-EU companies participating in the tenders for UNGSC requirements with services/goods delivery to Brindisi, Italy shall be duly registered and/or in possession of all the requisite documentation, certificates and permits as required to do business in the member countries of the European Union. Pertinent requirements may be further stipulated in the tender documentation.

### 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](http://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](http://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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://ST/SGB/2006/15), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

<https://www.ungm.org/Public/Notice/224453>

**In case you have difficulties submitting your interest electronically, please contact [unlb-procurement@un.org](mailto:unlb-procurement@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](http://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/securitycouncil/content/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 Global Service Centre (UNGSC) by the closing date set forth in this EOI. *Due to the high volume of communications UNGSC 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>.

