



United Nations Verification Mission in Colombia

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

The Life Support Unit (LSU) of the United Nations Verification Mission in Colombia (UNVMC) is seeking proposals to provide catering and/or conference services to the mission in different cities and/or towns of the Colombian territory.

La Unidad de Soporte Vital (LSU) de la Misión de Verificación de las Naciones Unidas en Colombia esta buscando proveedores que presten los servicios de alimentación (catering) y/o alquiler de salones de eventos para la Misión en diferentes ciudades y/o municipios del territorio colombiano.

Date of this EOI: 25 January 2024**Closing Date for Receipt of EOI:** 23 February 2024**EOI Number:** EOIUNVMC22300**Beneficiary Country/Territory:** Colombia**Commodity/Service category:** Catering services**Address EOI response by fax or e-mail to the Attention of:** Jackeline Otalvaro**Fax Number:****E-mail Address:** jackeline.otalvaroperez@un.org**UNSPSC Code:**

90100000 - Restaurants and catering

90101700 - Cafeteria services

90101600 - Banquet and catering services



DESCRIPTION OF REQUIREMENTS

The Life Support Unit (LSU) of the United Nations Verification Mission in Colombia (UNVMC) is seeking proposals to provide catering and/or conference services to the mission in different cities and/or towns of the Colombian territory, including the necessary instruments to provide these services according to the required need (food warmer buffet, cutlery, kitchenware).

Catering services: The catering service would consist of an offer of special menu options for breakfast, lunch or dinner (appetizer, main dish, dessert and drink), snacks, appetizers, snacks, (both including the vegetarian option) hot or cold drinks, which can be consumed at the required location or to take away (with their respective packaging), coffee station (as appropriate). The Mission carries out a series of events such as conferences or meetings that require catering services. These events are planned and this type of service would be requested in advance.

Rental of conference rooms: UNMVC requires the rental of conference rooms to hold a certain number of conferences or meetings that could take place in the city of Bogotá and/or in other cities and/or towns of Colombia. This service may include furniture and equipment to run the event, such as: flip chart, dedicated internet, video beam, etc.).

Both types of services can be requested for any number of people as appropriate.

La Unidad de Soporte Vital (LSU) de la Misión de Verificación de las Naciones Unidas en Colombia esta buscando proveedores que presten los servicios de alimentación (catering) y/o alquiler de salones de eventos para la Misión en diferentes ciudades y/o municipios del territorio colombiano, incluyendo los instrumentos necesarios para brindar estos servicios de acuerdo a la necesidad requerida (buffet calentador de comida, cubiertos, menaje).

Servicio de alimentación (catering): El servicio de catering consistiría en una oferta de opciones de menu especiales de desayuno, almuerzo o cena (entrada, plato principal, postre y bebida), refrigerios, aperitivos, pasabocas, (ambos incluyendo la opción vegetariana) bebidas frías o calientes, que pueden ser consumidos en el lugar requerido o para llevar (con sus respectivos empaques), estación de café (según corresponda). La Misión realiza una serie de eventos como conferencias o reuniones que requieren servicios de alimentación (catering), dichos eventos son planificados y este tipo de servicio se solicitaría con anticipación.

Alquiler de salones para eventos oficiales: UNMVC requiere el alquiler de salones de eventos para desarrollar un cierto número de conferencias o reuniones que podrían tener lugar en la ciudad de Bogotá y/o en otras ciudades y/o municipios del territorio colombiano. Este servicio puede incluir muebles y equipos para ejecutar el evento, tales como: papelógrafo, internet dedicado, videobeam, etc.).

Ambos tipos de servicios pueden ser solicitados para cualquier cantidad de personas seg[un corresponda.



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.
- 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://www.un.org/News/Press/docs/2006/06/060615.html), 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/224962>

In case you have difficulties submitting your interest electronically, please contact jackeline.otalvaroperez@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/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 Verification Mission in Colombia (UNVMC) by the closing date set forth in this EOI. *Due to the high volume of communications UNVMC 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>.

