



United Nations Office at Geneva

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 United Nations Office at Geneva. You are therefore requested to direct all queries regarding this EOI to United Nations Office at Geneva using the fax number or e-mail address provided below.

Title of the EOI:

Provision of two(2) electric induction stoves for the UNOG cafeteria and the UN Beach Club in Geneva.

Date of this EOI: 7 February 2024

Closing Date for Receipt of EOI: 22 February 2024

EOI Number: EOIUNOG22345

Beneficiary Country/Territory: Switzerland

Commodity/Service category: Catering services

Address EOI response by fax or e-mail to the Attention of: UNOG Procurement And Contracts Unit

Fax Number: N/A

E-mail Address: procurementunog@un.org

UNSPSC Code:

48101500 - Cooking and warming equipment

48101601 - Commercial use blenders

48101800 - Cookware and kitchen tools

48101900 - Tabletop and serving equipment

48102000 - Restaurant furniture



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva (UNOG) is seeking a supplier to provide and deliver two (2) electric induction stoves for the UNOG cafeteria and the UN Beach Club in Geneva.

The requirements are as follows:

- 1- Two (2) electrical induction stoves (all specifications provided in the solicitation documents).
- 2- Delivery to UNOG and removal of the current gas stoves.

L'Office des Nations Unies à Genève (ONUG) recherche un contractant pour la fourniture et la livraison de deux (2) fourneaux électriques à induction sur pieds pour la cafétéria et la plage de l'ONU à Genève.

Les exigences sont les suivantes:

- 1- Deux (2) fourneaux électriques à induction (tous les spécifications seront indiquées dans le cahier des charges).
- 2- Les livrer et les installer à l'ONU de Genève et démonter et évacuer l'équipement présent.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Technical Requirements:

1. Interested bidders must provide the user manuals and technical sheets in French language for both piece of equipment.
2. Interested bidders must complete all administrative procedures required for import, technical inspection and delivery.
3. Interested bidders must be able to deliver and install both pieces of equipment.
4. Interested bidders must offer a 12-month warranty on both pieces of equipment from the delivery date.

Vendors who express their interest will be requested to demonstrate how they meet these criteria before being invited to a potential solicitation process.

Further details will be provided as part of the solicitation documents.

Les pré-requis techniques:

1. Les soumissionnaires intéressés doivent fournir le manuel d'utilisation et fiches techniques en français des 2 équipements proposés
2. Les soumissionnaires intéressés doivent effectuer toutes les démarches administratives requises pour l'importation, l'inspection technique et la livraison
3. Les soumissionnaires intéressés doivent livrer et installer les 2 équipements
4. Les soumissionnaires intéressés doivent proposer une garantie sur les 2 équipements de 12 mois à partir de la livraison.

Les fournisseurs qui manifestent leur intérêt seront invités à démontrer qu'ils répondent à ces critères avant d'être invités à un processus de sollicitation potentiel.

De plus amples détails seront fournis dans les documents de sollicitation au moment de l'appel d'offre.

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/2006/06/060815.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/225882>

In case you have difficulties submitting your interest electronically, please contact 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/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 Office at Geneva (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>.

