



United Nations Assistance Mission for Iraq

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

PRINTING OF PUBLIC INFORMATION MATERIAL AND RELATED SERVICES FOR UNAMI/UNITAD IN IRAQ

Date of this EOI: 08 February 2024

Closing Date for Receipt of EOI: 21 February 2024

EOI Number: EOIUNAMI22347

Beneficiary Country/Territory: Iraq

Commodity/Service category: Conference & Office Support Services

Address EOI response by fax or e-mail to the Attention of: Chief Procurement Officer

Fax Number:

E-mail Address: al-araji@un.org; unami-eoi@un.org; yabroudia@un.org

UNSPSC Code:

82121500 - Printing

53102500 - Clothing accessories

44000000 - Office Equipment and Accessories and Supplies



DESCRIPTION OF REQUIREMENTS

1.1 UNAMI/UNITAD intends to enter into a contract for printing of public information material (as listed in Appendix D&E) for an initial contract term of three (3) years with two (2) optional extension periods of one (1) year each subject to satisfactory performance by the prospective Contractor and continued validity of UNAMI/UNITAD requirement and extension of UNAMI/UNITAD's mandate .

1.2 The Prospective Contractor(s) will be required to print and deliver the items on DAP UNAMI Baghdad Green Zone or UNAMI Erbil Regional Office (Incoterms 2020).

1.3 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly would issue a Request for Quotation (RFQ) to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement.

1.4 In addition, the interested companies are requested to complete their registration at basic level on the United Nations Global Marketplace (www.ungm.org)

1.7 Please note the following:

a) This EOI is not an invitation for submission of a bid/proposal.

b) UNAMI reserves the right in selecting the invitees for the competitive bidding based on substantial and proven records of performance in the subject field of activities and mere expressing an interest would not automatically warrant for tender document.

c) UNAMI reserves the right to reject EOIs received after the above deadline

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. The proposer shall submit supporting catalogue/ brochures/ data cards in English Language, including photos, for each offered item.

Upon UNAMI/ UNITAD request, actual samples of similar already printed items for other customers should be submitted.

2. The proposer shall provide at least 1 year of proven experience providing high-quality printing services:

- Must provide past and current performance references with telephone numbers (minimum 2)
- Provide information about company history
- Provide information about company work plan, site organization and quality control mechanisms.

2. The proposer shall provide a copy of a valid business license /or local partner/authorized distributor in Iraq.

3. Ability to deliver services on an urgent basis and to deliver urgently requested products within 2 working days, subject to artwork having already been approved by UNAMI/UNITAD.

4. The Prospective Contractor/s should have reliable business presence and/or local partner/authorized distributor in Iraq to ensure successful attendance of meetings, delivery of samples, delivery of all ordered items/quantities.

a. The Prospective Contractor/s should provide copy of a valid business license or the name and contact details of authorized local distributor or partner/sub-contractor in Iraq responsible for delivery of the items in case of contract award.

b. The Prospective Contractor/s should provide a statement affirming that bidder or Bidder's Local Partner/Subcontractor, are able to secure security access clearances and escort for its personnel, trucks and supplies to UNAMI/UNITAD compounds inside Baghdad (Green Zone) and/or Erbil.

5. The Prospective Contractor shall replace, at its own expense and without extra charge to



UNAMI/UNITAD, any delivered items/quantities, in case of a producing defects, damages and/or non-conformance to the technical specifications of the ordered/approved items. The Prospective Contractor/s shall cover all transportation and other expenses related to the return of the items/quantities rejected due to technical non-conformance or damaged because of poor packaging, handling and/or transportation within five (5) calendar days.

8.0 PRE-QUALIFICATION QUESTIONNAIRE:

8.1 Company Name: _____

8.2 Company UNGM Number: _____

8.3 Company's Authorized Representative(s) (Name/Title): _____

8.4 Year Established: _____

8.5 Experience in similar Provision of Renovation Projects (No. of Years): _____

8.6 Does your company comply with all EOI Technical Pre-Qualification Criteria? Yes [], No []

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, 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/225979>

In case you have difficulties submitting your interest electronically, please contact al-araji@un.org; unami-eoi@un.org; yabroudia@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 Assistance Mission for Iraq (UNAMI) by the closing date set forth in this EOI. *Due to the high volume of communications UNAMI 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>.

