



United Nations Office on Drugs and Crime

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Establishment of a Long-Term Agreement for the Provision of lodging, food, room rental, audiovisual equipment rental and on-site catering services in support of UNODC operations in Kingston, Jamaica.

Date of this EOI: 9 February 2024

Closing Date for Receipt of EOI: 23 February 2024

EOI Number: EOIUNODC22356

Beneficiary Country/Territory: Jamaica

Commodity/Service category: Accommodation

Address EOI response by fax or e-mail to the Attention of: Unodc Ropan, Procurement Unit, Att. Mrs. Luz Dalila Ruiz Manchola

Fax Number:

E-mail Address: unodc-ropan-bid@un.org

UNSPSC Code:

90110000 - Hotels and lodging and meeting facilities
90111501 - Hotels
90111502 - Lodges or resorts
90111503 - Bed and breakfast inns
90111600 - Meeting facilities
90111602 - Videoconferencing facilities
90111603 - Meeting or banquet rooms
90111601 - Conference centers
90111801 - Single room



DESCRIPTION OF REQUIREMENTS

1. United Nations Office in Drugs and Crime (UNODC) through its regional office for Central America and the Caribbean located in Panama City, Republic of Panama (ROPAN) is requesting expressions of interest from qualified vendors for the provision of lodging, food, room rental, audiovisual equipment rental and on-site catering services, in support of UNODC operations in Kingston, Jamaica, for a period of three years (2024 - 2027).
2. The United Nations Office on Drugs and Crime (UNODC) works with States and civil society to prevent drugs and crime from threatening the security, peace and development opportunities of citizens. To fulfill its mandate, it develops several projects and Kingston is a strategic point to promote and showcase the results of each of the projects.
3. In view of the above, UNODC intends to establish Long-Term Agreements (LTAs) for the provision of services detailed in paragraph 1 above in order to conduct trainings, meetings, workshops among other activities in Kingston.
4. This Request for Expression of Interest is addressed to Hotels (final service providers) located in Kingston that have the capacity to offer the mentioned services to UNODC, through a long-term contract for a period of up to three (3) years.
5. This document is not an invitation to bid (ITB). The purpose of this document is to identify companies that would be interested in participating in a public procurement process when it is issued.
6. The Invitation to Bid (ITB) document will include complete bidding instructions, statement of requirements (SOR) and a complete list of specifications and relevant terms and conditions to participate in the tendering process.
7. Interested vendors must be registered at the Basic Level in order to be considered for inclusion in the list of invitees for this requirement. As part of their expression of interest, interested vendors can submit a general summary (maximum 2 pages) about the main commercial activity of their company in the last 5 years, demonstrating their company's experience in supplying the required goods as mentioned above. Vendors can submit this information to the following email address luz.ruizmanchola@un.org.
8. The evaluation of the companies' capabilities and their suitability to perform the requested services will take place after the submission of technical and financial offers in response to the Invitation to Bid (ITB). During the bidding process, the companies participating in the ITB will (probably) be requested to demonstrate their compliance with the following (minimum) requirements:
 - 8.1. Legally constituted company (company)
 - 8.2. Experience of at least three (3) years in the provision of the requested services.
 - 8.3. Minimum category of 4 stars
 - 8.4. Located in Kingston, Jamaica.
9. UNODC reserves the right to change or cancel the requirement at any time during the EOI and/or bidding process. Therefore, submitting a response to this Request for Expression of Interest (REOI) does not automatically guarantee that your company will receive the invitation to participate in the Invitation to Bid (ITB). The ITB and contracts (if awarded) will be issued in accordance with UN rules and regulations.



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/2006/06-15.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/226080>

In case you have difficulties submitting your interest electronically, please contact unodc-ropan-bid@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 on Drugs and Crime (UNODC) by the closing date set forth in this EOI. *Due to the high volume of communications UNODC 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>.

