



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 Catering Services at the United Nations Information and Communication Technology Facility (UNICTF) in Valencia, Spain

Date of this EOI: 18 March 2024

Closing Date for Receipt of EOI: 9 April 2024

EOI Number: EOIUNGSC22488

Beneficiary Country/Territory: Spain

Commodity/Service category: Catering services

Address EOI response by fax or e-mail to the Attention of: Marina D' Apolito

Fax Number: N/A

E-mail Address: unlb-procurement@un.org

UNSPSC Code:

90100000 - Restaurants and catering

90101600 - Banquet and catering services

90101700 - Cafeteria services

90101800 - Carryout and takeaway services



DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) seeks an appropriately qualified contractor to operate and maintain a cafeteria and provide catering services for the Information and Communication Technology Facility (UNICTF) located at Quart de Poblet, Valencia, Spain.

The required services shall include but are not limited to buffet services, a self-service cafeteria, a snack bar, vending machines, Friday "Happy Hours," and special events. All services must comply with the current Laws and Regulations in Spain governing food services.

The current workforce at the UNICTF is over 700 personnel. However, as a guide, a potential daily client base can be estimated to include a regular number from 60 personnel to a maximum of 180 visitors and trainees, announced in advance. The Contractor will be responsible for making every effort to increase its daily client base. The Contractor shall be responsible for adjusting its level of operations to meet the customers' demand fully.

The Contractor must possess a valid business registration license to provide catering services in Spain, including an ISO 22000 Certification or other Quality Management System, have a minimum of five (5) years' experience in providing catering services, and be capable of catering to a clientele of similar size as the UNICTF.

The Contractor shall be responsible for providing all personnel and transportation for the proper performance of the contract, licenses, and certifications to be compliant when providing the services, the provision of all necessary and appropriate materials, supplies, and consumables for the performance of its obligations, including the general care, condition and cleanliness of the premises, managing and minimizing the usage of energy and water through saving practices and devices as the utilities will be provided by the UNICTF free of charge to the Contractor.

The UNICTF Cafeteria currently has limited food preparation and cooking equipment; therefore, the Contractor will conduct much of the food preparation off-site and bring it to the UNICTF Cafeteria for sale and service. The Contractor will be required to provide vending machines in the Cafeteria. If the proposer chooses not to include vending machines in their offer, the UNGSC reserves the right to establish a separate contract to provide vending machines.

The UNGSC will arrange a Pre-proposal Conference and an On-site visit for potential proposers to view and familiarise themselves with the premises, operating conditions, and specific requirements before submitting a proposal.

The contract shall be for an initial period of one (1) year with the sole option of the UNGSC to extend the term of the contract for two (2) additional periods of one (1) year each (1+1+1 years), subject to satisfactory performance by the Contractor.

The UNGSC will provide the complete technical requirements and details, and a formal solicitation document will be issued soon after the closing date for this EOI.

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)

For the Expression of Interest to be considered, your company must be registered through United Nations Global Marketplace (UNGM) by visiting the website: www.ungm.org for the required Level of Registration by the time of finalization of bid evaluation and before the award.

Non-EU companies participating in the tenders for UNGSC requirements with services/goods delivery to Valencia, Spain 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).
- 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/229239>

In case you have difficulties submitting your interest electronically, please contact 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) 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>.

