



Global Procurement Support Section

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by GPSS. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of Global Procurement Support Section. You are therefore requested to direct all queries regarding this EOI to Global Procurement Support Section using the fax number or e-mail address provided below.

Title of the EOI:

Supply and delivery of Assorted Office Equipment to UN Missions

Date of this EOI: 02 May 2024**Closing Date for Receipt of EOI:** 16 May 2024**EOI Number:** EOIGPSS22623**Beneficiary Country/Territory:** Global**Commodity/Service category:** Office Equipment & Supplies**Address EOI response by fax or e-mail to the Attention of:****Fax Number:****E-mail Address:** dos-pd-gpss@un.org; indah.babirye@un.org**UNSPSC Code:**

44000000 - Office Equipment and Accessories and Supplies



DESCRIPTION OF REQUIREMENTS

The United Nations Procurement Division's Global Procurement Support Section, based in Entebbe, Uganda, has a requirement to procure Assorted Office Equipment on a long-term basis under a framework agreement i.e. Global Systems Contract, in support of the UN Field Missions in Africa.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The scope of this requirement is to procure Assorted Office Equipment such as Video Camcorders, Digital Camera, Laminator, Lamp, Desk Type, Digital Projector, Lamp for Projector, Portable Projection Screen, Projection Screen, Wall Mount, Safe Small, Safe Medium, Safe Large, Shredder Small, Shredder Medium, Heavy Duty Shredder, Television LED-32", Television LED-42", Television LED-55", Television LED 65", Speaker Megaphone, Clock Wall - Digital, Clock Wall – Analog, Digital Voice Recorder, Spiral Binding Machine, Money/Note Counting Machine, Memory Card - Digital Camera, Laser Pointer, Public Address System, Radio Receiver Multiband or equivalent on a long-term basis under a frame agreement, i.e. Global Systems Contract in support of UN Field Missions operating in the Region. The contract is planned to be established for a period of two (2) years with an option to extend for further three (3) one-year periods at the discretion of the United Nations (2+1+1+1).

Packaging and Transportation: Vendor shall ensure that all goods are properly packed to withstand export shipment by surface, sea, and other modes as well as rough handling during transportation from origin to the final destination.

The full list of items and their specifications will be shared in the solicitation document.

Vendors shall deliver goods to the following locations, in accordance with INCOTERMS 2010, in line with the delivery time requirements (ARO = After Receipt of Order) given below and specific instructions provided in the individual Purchase Orders. Bids will be evaluated for their potential effectiveness in meeting the mission's needs in a timely and cost-effective manner.

The main locations/delivery points (Incoterms 2010) for the delivery of the Assorted Office equipment are;

DAP UNSOS - Mombasa (Kenya).
DAP UNSOS - Mogadishu (Somalia).
DAP MINUSCA - Bangui (CAR).
DAP UNMISS - Juba (South Sudan).
DAP UNFICYP - Nicosia (Cyprus).
DAP BINUH - Haiti.

NB: For FCA and DAP, the bidder shall be capable of delivering at designated locations within an estimated 42 days to 60 calendar days maximum respectively after receipt of order from the UN.

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/2006/0606_06.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/233335>

In case you have difficulties submitting your interest electronically, please contact dos-pd-gpss@un.org; lindah.babirye@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 Global Procurement Support Section (GPSS) by the closing date set forth in this EOI. *Due to the high volume of communications GPSS 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>.

