



## 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:**

PROVISION OF SIMULTANEOUS INTERPRETATION AND TRANSLATION SERVICES FOR UNODC-ROEA

**Date of this EOI:** 13 May 2024**Closing Date for Receipt of EOI:** 24 May 2024**EOI Number:** EOIUNODC22649

**Beneficiary Country/Territory:** Tanzania, United Republic of; Kenya; Uganda; Seychelles; Mauritius; Madagascar; Djibouti; Somalia; Yemen; Comoros; Angola; Mozambique; Zambia; Ethiopia; South Africa; Congo, The Democratic Republic of the; Namibia; Botswana; Eritrea; Zimbabwe; Sudan; Rwanda; Burundi; Malawi

**Commodity/Service category:** Professional Services**Address EOI response by fax or e-mail to the Attention of:** Procurement Officer**Fax Number:****E-mail Address:** [margaret.muchuku@un.org](mailto:margaret.muchuku@un.org); [unodc-roea.procurementteam@un.org](mailto:unodc-roea.procurementteam@un.org)**UNSPSC Code:**

82112000 - In person language interpretation services

82111804 - Written translation services



## DESCRIPTION OF REQUIREMENTS

1. United Nations Office on Drugs and Crime Regional Office for Eastern Africa (UNODC ROEA) hereby solicits Expressions of Interest (EOI) from interested vendors for Provision of Simultaneous Interpretation and Translation Services for the UNODC in Eastern Africa. The services shall be required on a need basis and will cover countries in Eastern Africa, Indian Ocean Region and Southern Africa.
2. The contractor shall provide simultaneous interpretation and/or translation services for high level meetings, regional trainings and conferences, provide required equipment for simultaneous interpretation services, translation of documents including legislation, presentations, training material, advocacy materials and all other relevant materials.
3. The vendor shall ensure the availability of interpretation and translation services in a range of languages including, noting that the translation services may be required in multiple locations within the same time:
  - English
  - French
  - Portuguese
  - Swahili
  - Arabic
  - Somali
4. UNODC ROEA shall give a notice of 5 working days to allow the vendor to prepare and plan to avail the interpretation services and translation services as and when required.
5. Interested vendors may forward their Expressions of Interest (EOI) along with the signed vendor forms to [margaret.muchuku@un.org](mailto:margaret.muchuku@un.org) with a copy to [unodc-roea.procurementteam@un.org](mailto:unodc-roea.procurementteam@un.org). All EOI submissions should be sent via email, citing the EOI reference number and title in the subject line.
6. The EOI, clearly marked "Expression of Interest – "Provision of Simultaneous Interpretation and Translation Services for UNODC in Eastern Africa Programme" must be received by UNODC no later than 23h59 Nairobi local time (GMT+3) on Friday 24 May 2024.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The purpose of this EOI is to pre-qualify potential vendors who will be invited to participate in the upcoming tender exercise. Below is the criteria that will be used to pre-qualify the Vendors:

- i. Company's profile and contact details (address, telephone, email and website address)
- ii. Experience - Vendors to demonstrate experience in provision of simultaneous interpretation and/or translation services in the last 5 years. Vendors should attach proof in form of copies of past or current contracts, purchase orders or reference letters.
- iii. Professionalism - Interpretation and/or Translation accreditations that demonstrate interpreter's and translators proficiency

Pre-qualification documents should be submitted to the following email address: [margaret.muchuku@un.org](mailto:margaret.muchuku@un.org) & [unodc-roea.procurementteam@un.org](mailto:unodc-roea.procurementteam@un.org) Only those vendors who meet the above criteria will be pre-qualified and invited to participate in the tender exercise.

Vendors must be registered and accepted at Level 1 under the United Nations Secretariat in United Nations



Global Marketplace ([www.ungm.org](http://www.ungm.org)). See the Vendor Response Form of this EOI for additional instructions.

UNODC reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only Vendors which in UN's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation document

#### 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](http://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](http://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://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/234351>

**In case you have difficulties submitting your interest electronically, please contact [margaret.muchuku@un.org](mailto:margaret.muchuku@un.org); [unodc-roea.procurementteam@un.org](mailto:unodc-roea.procurementteam@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](http://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>.

