



United Nations Office at Geneva

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Provision of Multi-Functional Network Printer Services and Related Accessories to United Nations Office at Geneva

Date of this EOI: 16 May 2024

Closing Date for Receipt of EOI: 31 May 2024

EOI Number: EOIUNOG22658

Beneficiary Country/Territory: Switzerland

Commodity/Service category: Office Equipment & Supplies

Address EOI response by fax or e-mail to the Attention of: Yanmei Duan

Fax Number: N/A

E-mail Address: yanmei.duan@un.org; procurementunog@un.org

UNSPSC Code:

43212110 - Multi function printers

44101700 - Printer and photocopier and facsimile accessories

45101500 - Printing machinery and equipment

81112306 - Printer, scanner and multifunctional equipment maintenance



DESCRIPTION OF REQUIREMENTS

EN FRANCAIS

L'Office des Nations Unies à Genève (ONUG) souhaite recevoir des expressions d'intérêt pour un appel d'offres qu'il émettra prochainement pour la fourniture de services d'imprimante réseau multifonctionnelle et d'accessoires connexes.

L'ONUG souhaiterait mettre en place un contrat pour une durée initiale de trois (3) ans, avec une (1) option de prolongation supplémentaire, de deux (2) années, à la demande de l'ONUG, pour une durée totale du contrat de cinq (5) ans maximum.

Veuillez noter que cette demande d'expression d'intérêt (EOI) ne constitue pas un appel d'offres. L'ONUG se réserve le droit de modifier ou d'annuler ce projet à tout moment. Seuls les fournisseurs considérés comme qualifiés par l'ONUG pour fournir ces services seront invités à participer.

La date limite de réception des expressions d'intérêt (soumettant le formulaire de réponse ci-dessous) est indiquée dans le titre. Toutes les réponses seront traitées de manière strictement confidentielle.

IN ENGLISH:

The United Nations Office at Geneva (UNOG) wishes to receive expressions of interest for an Invitation to Bid which will be issued soon for the provision of Multi-Functional Network Printer Services and related accessories.

UNOG intends to establish a contract for an initial period of three (3) years, with one (1) option for extension of two (2) years, upon UNOG's request, for a total maximum contract duration of five (5) years.

This request for expression of interest is not an invitation to bid. UNOG reserves the right to modify or cancel this requirement at any time. Only vendors considered as qualified by UNOG to supply such services will be invited to participate.

The deadline for the submitting your response (using the response form attached below) to this EOI is indicated in the title. All responses will be treated with strict confidentiality.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

EN FRANÇAIS (English version below)

L'appel d'offres à venir sera un appel d'offres conjoint dirigé par l'ONUG et auquel participeront l'OIT, l'OMPI, l'OMM et l'OMC.

Le fournisseur sera chargé de maintenir des services d'impression gérés de bout en bout, garantissant une capacité optimale d'impression, de numérisation et de copie en noir et blanc (N/B) et en couleur dans un environnement en réseau pour toutes les agences participantes.

Le fournisseur sélectionné doit être un fabricant d'imprimantes réseau multifonctions ou un revendeur agréé capable de fournir les services d'imprimante multifonction requises.

Nombre estimé de MFP requis :



ONUG : 150
OIT : 150
OMPI : 120
OMM : 28
OMC : 100 (50 MFP et 50 imprimantes de bureau)

Le fournisseur doit également avoir la capacité de fournir des MFP pour une utilisation à court terme.

Veuillez noter que les agences participant n'ont pas l'intention d'acquérir les imprimantes.

In English:

The upcoming ITB will be a joint tender led by UNOG and participated by ILO, WIPO, WMO and WTO. The supplier will be tasked with sustaining end-to-end managed print services, ensuring optimal capacity for printing, scanning, and copying in both black-and-white (B/W) and color within a networked environment for all participating agencies.

The selected vendor must be a manufacturer of Multi-functional Network Printers or an authorized dealer/reseller capable of delivering the requisite Multi-functional Printer Services.

Estimated number of MFPs required:

UNOG: 150
ILO: 150
WIPO: 120
WMO: 28
WTO: 100 (50 MFPs and 50 desktop printers)

The supplier shall also have the capacity to provide MFPs for short-term usage.

Please note that the participating agencies do not intend to procure the printers.

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/234816>

In case you have difficulties submitting your interest electronically, please contact yanmei.duan@un.org; procurementunog@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 at Geneva (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.

