



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:

Contratación en Colombia el suministro de elementos de papelería, oficina e impresión a largo plazo, incluyendo el transportes a nuestras a nivel nacional, para uso de los programas de la Oficina de las Naciones Unidas contra la Droga y el Delito - UNODC para la Región Andina y el Cono Sur - Rocol en Colombia.

Date of this EOI: 10 June 2024**Closing Date for Receipt of EOI:** 25 June 2024**EOI Number:** EOIUNODC22768**Beneficiary Country/Territory:** Colombia**Commodity/Service category:** Catering services**Address EOI response by fax or e-mail to the Attention of:** Unodc Rocol, Unidad De Adquisiciones, Att. Mr. Iván Anzola Roza.**Fax Number:** N/A**E-mail Address:** ivan.anzola@un.org**UNSPSC Code:**

14100000 - Paper materials
44100000 - Office machines and their supplies and accessories
44110000 - Office and desk accessories
44120000 - Office supplies



DESCRIPTION OF REQUIREMENTS

1. La Oficina de las Naciones Unidas contra la Droga y el Delito (UNODC), a través de su Oficina para la Región Andina y Cono Sur (ROCOL) solicita la manifestación de interés por parte de proveedores calificados y capacitados para el suministro de elementos de papelería, oficina e impresión para UNODC en sus oficinas a nivel nacional en Colombia en las ciudades de Bogotá, Medellín, Popayán, Cúcuta, Puerto Asís, Santa Marta, Villavicencio y Arauquita.
 2. UNODC trabaja con los Estados y la sociedad civil para prevenir que las drogas y el delito amenacen la seguridad, la paz y las oportunidades de desarrollo de los ciudadanos. Para cumplir su mandato, desarrolla varios proyectos en diferentes ciudades, para promover y mostrar los resultados de cada uno de los proyectos.
 3. En ese sentido, la intención de UNODC es de contratar los servicios en asunto en apoyo en el desarrollo de sus actividades a nivel nacional.
 4. La presente solicitud de expresión de interés se hace a proveedores que cuenten con la capacidad y la experiencia para ofrecer el suministro de los elementos mencionados a UNODC, mediante un contrato(s) a largo plazo por un periodo total de hasta cinco años.
 5. Tener en cuenta que este documento no es un llamado a licitación o solicitud de cotización. El propósito de este documento es identificar empresas que estarían interesadas en participar en la licitación cuando se emita y si son invitadas a la licitación manejada por parte de UNODC.
 6. La documentación del llamado a licitación incluirá instrucciones completas para la presentación de ofertas, términos de referencia (TdRs) y todos los documentos técnicos y de otro tipo necesarios para demostrar plenamente el alcance del requisito.
 7. Los proveedores interesados en participar en la licitación deben (obligatoriamente) estar registrados en el Nivel Básico en UNGM (www.ungm.org) para poder ser considerados para su inclusión en la lista de invitados para este requisito. Sin embargo, para ser considerados para la adjudicación, es posible que se requiera que los proveedores completen su registro en el Nivel 1. Las instrucciones relevantes sobre los requisitos de registro en UNGM se compartirán con todos los proveedores participantes.);
- Como parte de su expresión de interés, los proveedores interesados pueden presentar un resumen general (máximo 2 páginas) sobre la principal actividad comercial de su empresa en las últimas 5 años, demostrando la experiencia de su empresa en el suministro de los bienes requeridos como se mencionó anteriormente. Los proveedores pueden enviar esta información a la siguiente dirección de correo electrónico ivan.anzola@un.org
8. La evaluación de las capacidades de las empresas y su idoneidad para llevar a cabo los servicios solicitados tomará lugar después de la presentación de ofertas técnicas y financieras en respuesta al llamado a licitación (ITB, en inglés). Durante el proceso de licitación, se solicitará (probablemente) que las empresas que participen en la ITB demuestren sus cumplimiento con los siguientes requisitos establecidos por la entidad solicitante del Sistema de las Naciones Unidas en Colombia:.
 - 8.1. Empresa legalmente constituida (empresa)
 - 8.2. Experiencia de al menos tres (3) años.
 - 8.3. Tener experiencia en contratos de suministro continuo.
9. UNODC ROCOL se reserva el derecho de cambiar o cancelar el requisito en cualquier momento durante el EOY y / o proceso de solicitud. Por lo tanto, enviar una respuesta a este Request for Expression of Interest (REOI) no garantiza automáticamente que su empresa recibirá la invitación para participar en el llamado a licitación (ITB). La ITB y los contratos (si adjudicados) se emitirán de acuerdo con las reglas y



regulaciones de la ONU.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. A continuación se relacionan el listado de las categorías y de los elementos tentativos que se pretenden adquirir a través de los contratos resultantes. Entre otros a continuación ejemplo de los elementos requeridos:

A. Elementos de impresión

Cartucho de tóner original HP
Toners para impresoras Laserjet pro m203dw
Toners para impresoras HP Laser Jet Pro 225
Cartuchos HP Designjet t2300
Cabezal de impresión gris y negro fotográfico hp 72 c9380a
Rollos de papel fotográfico

B. Elemento de papelería

Diferentes tipo de papeles
Block
Colores
Marcadores permanentes
Rollo papel fotografico
Tableros
Boligrafos
Sobres
Borradores
Cartulinas
Pegantes

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/237739>

In case you have difficulties submitting your interest electronically, please contact ivan.anzola@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>.

