



## United Nations Organization Stabilization Mission in the Democratic Republic of the Congo

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by MONUSCO. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Organization Stabilization Mission in the Democratic Republic of the Congo. You are therefore requested to direct all queries regarding this EOI to United Nations Organization Stabilization Mission in the Democratic Republic of the Congo using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Unarmed Security Guard Services in Goma, Beni, Bunia, Kinshasa and Bukavu

**Date of this EOI:** 11 November 2024**Closing Date for Receipt of EOI:** 25 November 2024**EOI Number:** EOIMONUSCO23234**Beneficiary Country/Territory:** Congo, The Democratic Republic of the**Commodity/Service category:** Security Services**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:** n/a**E-mail Address:** monusco-vendorqueries@un.org; abubakar1@un.org**UNSPSC Code:**

92121500 - Guard services

92121504 - Security guard services



### DESCRIPTION OF REQUIREMENTS

1. The United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO), seeks Expression of Interest (EOI) from duly registered companies for the provision of unarmed security guards services in Goma, Bunia, Beni, Kinshasa and Bukavu - DRC.
2. Provision of unarmed security guards services shall be specified below:
3. MONUSCO will undertake a competitive bidding exercise shortly and accordingly intends to issue a Request for Proposal to Bid (RFP) to those companies who would express their interest and provide initial relevant information demonstrating their ability to fulfill MONUSCO requirements. In addition, the interested companies will be requested to complete UN Vendor registration for level 1 on the vendor database accessible on ungm.org (new vendor only). A detail Statement of Requirement (SOR) will be provided to companies short listed for receipt of the (RFP) documents.
4. The EOI should specify brief relevant information about the company including the company's profile, capacity/capability and experience. Vendors will be shortlisted based on their ability to provide the relevant documents showing that they are authorized to undertake business in DRC. Interested vendors must provide the following documents with their response.
  - Copy of the registration certificate/license (s) of the company.
5. Please note that this request for EOI is not an invitation for submission of proposal.
6. MONUSCO reserves the right in selecting the invitees for the competitive bidding based on substantial and proven records of performance in the subject field of activities and submission of an EOI would not automatically warrant receipt of the (RFP) documents MONUSCO reserves the right to reject EOI's received after the deadline indicated below.
7. The Expression of interest must be submitted by email to [monusco-procurement@un.org](mailto:monusco-procurement@un.org) clearly marked with the inscription "EOI" - Provision of Unarmed Security Guards Services in Goma, Bunia, Beni, Kinshasa and Bukavu - DRC should be received not later than 29 November 2024, 15:hours Kinshasa time (GMT+1)

### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Security Service Providers (SP) or Security Contractors that are cleared, certified, and placed on the roster as a result of this exercise shall be eligible to provide Services to UN MONUSCO in various locations, towns and cities throughout DR CONGO.

The services shall be provided all year round i.e. twenty-four hours a day, seven days a week (24/7).

The Contractor shall provide the Services, at the following locations in DR CONGO:

MONUSCO Offices

MONUSCO Air Terminal at DR CONGO International Airport; and

Other location in DR CONGO as may be required.

The estimated number of guards for the above-mentioned locations will be indicated in the submission of proposal.

Services shall also be provided at existing UN premises as may be required and defined in this Statement of Requirements ("SOR").



MONUSCO may request the Contractor to provide Security Services at UN locations within DR CONGO other than those indicated in the submission of proposal, where it is represented and for which it presented a proposal and was shortlisted, at rates and terms established as a result of this exercise.

The UN also reserves the right at its sole discretion to increase, reduce or completely terminate services at any location, depending on the UN entities' operational requirements, due for example, to closure of locations or acquisition of new locations.

The Contractor's personnel, hereafter referred to as Security Guards, shall function as the 'eyes and ears' of the UN Entity's Security Section and shall be the first line of physical defence for the property and installations of UN/Staff against any attack, destruction, or theft. Security Guards shall perform the following duties (these functions are generic and may not be applicable to all locations, compounds or premises):

**Physical Checks/ Prevention of Unauthorized Entry:** Maintain physical control of all access points to/from the entity's premises or Eligible Staff Members' residences, 24 hours, 7 days a week. They shall be stationed in close proximity to the main gate/entrance to screen all vehicles and visitors, opening/closing gates for authorized vehicular traffic, performing undercarriage search, scrutinizing IDs and checking validity of documents of staff members and visitors entering the compound.

**Control of Weapons and Explosives:** Prevent all unauthorized persons with arms/explosives and other lethal weapons from entering UN compounds, installations and residences. Ensure persons authorized to carry weapons to UN compounds follow established protocols e.g. clear weapons at provided/designated clearing points prior to granting entry.

**Property Movement:** Control and ensure only authorized movement of UN/staff property and goods in and out of UN offices/warehouse, residence or installations.

**Patrols, Checks and Prevention of Intrusions:** Conduct routine perimeter and compound foot patrols of UN Premises to prevent break-ins and intrusions.

Verify that office doors are locked after working hours and report any breaches and record same in the Daily Occurrence Book (DOB) with particular attention to server rooms, finance offices and fire hazard points.

**Safeguarding UN Vehicles and Property:** Safeguard all vehicles and property at UN compounds, premises or car parks.

**Incident Reporting:** Record/provide details of all incidents and report all abnormalities observed at or around their areas of operation during their tour of duty to the UN Security Site Team Leader, especially those related to theft, fire, terrorism, criminal activities and violations of the UN's rules. Guards shall also monitor outside the perimeter and report immediately any occurrence of interest e.g. vehicles parked by the perimeter.

**Investigations:** Conduct and/or provide information to assist investigations as and when required.

**Back Up Response:** Provide 24-hour back-up alarm response, 7 days/week.

**K9 Services:** Provide guard dog and dog-handler services (when required).

**Security Escort:** Undertake escort services (e.g. late hour pick-up and drop-off at the airport) and related duties as may be required.

**Fire Emergency Response:** The guards should be able to detect a fire, hear/sound the fire alarm, alert the persons in likely danger and UN Security/other residents, support in the evacuation of personnel from



danger, support in the head count exercise and suppress the fire using handheld or other portable fire extinguishers on incipient fires or denying the fire the combustion elements of oxygen, fuel and/or heat.

Medical emergency response: The Security Guards should be trained and able to identify the UN personnel in risk of sudden illnesses and/or injuries, call for help, undertake first aid and support in the evacuation of the patient for further medical care.

Post Maintenance: Always ensure cleanliness of post and serviceability of all post equipment and report any damage, loss or malfunction immediately to UN's Security Site Team Leader.

Other Duties: Any other safety and security guard related tasks as may be agreed between UN/staff member and the Security Guard.

#### 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](#), 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/252695>

In case you have difficulties submitting your interest electronically, please contact [monusco-vendorqueries@un.org](mailto:monusco-vendorqueries@un.org); [abubakar1@un.org](mailto:abubakar1@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 Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) by the closing date set forth in this EOI. *Due to the high volume of communications MONUSCO 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>.



