



## United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic

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

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

**Title of the EOI:**

Provision of Post Exchange (PX) Services to MINUSCA Locations in the Central Africa Republic (CAR)

Fourniture de Service de Vente de Produits hors taxes à la MINUSCA à Bangui et dans les Provinces de la République Centrafricaine.

**Date of this EOI:** 6 December 2024**Closing Date for Receipt of EOI:** 30 April 2025**EOI Number:** EOIMINUSCA23286**Beneficiary Country/Territory:** Central African Republic**Commodity/Service category:** Professional Services**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Section**Fax Number:****E-mail Address:** minusca-eoi@un.org**UNSPSC Code:**

80140000 - Marketing and distribution  
80141702 - Wholesale distribution services  
80141700 - Distribution  
80141701 - Direct sales services  
50000000 - Food Beverage and Tobacco Products  
50200000 - Beverages  
50202200 - Alcoholic beverages  
50202300 - Non alcoholic beverages  
11121900 - Perfumery products  
53000000 - Apparel and Luggage and Personal Care Products  
54000000 - Timepieces and Jewelry and Gemstone Products  
14111509 - Stationery



## DESCRIPTION OF REQUIREMENTS

1. The United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) is seeking Expressions of Interest (EOI) from experienced and registered Professional Companies in order to establish a Contract for the provision of duty/tax-free Post Exchange (PX) Services in Bangui and in the Regions of the Central African Republic.

La Mission Multidimensionnelle Intégrée des Nations Unies pour la Stabilisation en République Centrafricaine (MINUSCA) sollicite les manifestations d'intérêt (EOI) de la part des sociétés spécialisées, expérimentées et enregistrées en vue d'établir un Contrat pour la fourniture de service de vente de produits hors taxes à la MINUSCA, notamment à Bangui et dans les provinces de la République Centrafricaine.

2. MINUSCA intends to establish and sustain a successful retail PX function that provides reasonably priced merchandise of International Standards and that meet the needs and expectations of UN authorised personnel, at no-cost to the Mission, in accordance with UN regulations and rules.

La MINUSCA a l'intention d'établir et de maintenir une structure de vente en détail des produits hors-taxe qui fournisse des marchandises conformes aux normes internationales à un prix raisonnable et qui répondent aux besoins et aux attentes du personnel autorisé par l'ONU, sans un quelconque coût à la Mission, et en conformité avec les règles des Nations-Unies.

3. The list of duty/tax-free items required by the Mission includes but is not limited to Personal, Domestic and Consumer Equipment and Supplies, Food ( Dry, Frozen, Vegetarian, Non Vegetarian) and Beverages, (Alcoholic and Non-Alcoholic), Tobacco, Perfumery Products, Electronics, Apparel, Luggage and Personal Care Products etc. The comprehensive list will be provided in the subsequent solicitation.

La liste des articles hors taxes / hors taxes exigés par la mission comprend, sans s'y limiter, les équipements et fournitures personnels, domestiques et de consommation, les aliments (secs, congelés, végétariens, non végétariens) et les boissons (alcoolisées et non alcoolisées), Tabac, produits de parfumerie, électronique, vêtements, bagages et produits de soins personnels, etc.

La liste complète des dits articles hors taxes requis par la Mission sera fournie dans l'Appel d'Offres à venir.

4. Interested companies are invited to submit their EOI by e-mail (details below), courier services or hand delivery to MINUSCA at the address given below.

Les entreprises intéressées sont invitées à soumettre leur Expression d'Intérêt par courrier électronique (détails ci-dessous), par service courrier ou en mains propres à la MINUSCA à l'adresse indiquée cidessous.

5. This EOI does not constitute a solicitation. MINUSCA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Submitting a response to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

Cette Demande d'Expression d'Intérêt (DEI) ne constitue pas un Appel d'Offres. La MINUSCA se réserve le droit de modifier ou d'annuler le besoin à tout moment pendant la DEI et / ou au cours du processus d'Appel d'Offres. La soumission d'une réponse à cette DEI ne garantit pas automatiquement que votre entreprise soit invitée à participer à l'Appel d'Offres.



### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The EOI must include, as a minimum, the following documentation/information:

- Company's profile and contact details (address, telephone and fax numbers, e-mail, etc.)
- At least five (5) years of proven experience in PX services or similar retail operations at regional and international level
- Mandatory Registration in UNGM at Level 2

L'Expression d'Intérêt doit inclure au minimum les informations et documents ci-après:

- Le profil et contacts de la société (adresse, numéros de téléphone & de télécopie et courriel)
- Au moins cinq (5) ans d'expérience avérée en matière de vente des produits hors-tax ou vente en détails similaire au niveau régional et international
- Enregistrement obligatoire au Niveau 2 au portail Mondial des Fournisseurs des Organismes des Nations –Unies « UNGM ». Etre enregistré sous le code UNSPSC ci-dessus.

As part of the Mandatory requirements at solicitation stage, companies will be required to provide:

a-copy of valid Commercial Registration and Professional Licenses for domicile country to provide PX services or related to the duty free industry

b-Company profile showing previous experience of minimum of 5 years providing retail operation or PX services to a multicultural clientele of similar size and complexity. Submission of list of current and previous PX Operations established, including location and years in operation.

c- A bid bond

Dans le cadre des exigences obligatoires au stade de l'appel d'offres, les entreprises seront tenues de fournir:

une copie de l'enregistrement commercial et des licences professionnelles valides pour le pays de domicile afin de fournir des services de vente des produits hors taxes ou liés à l'industrie hors taxes.

b-Profil d'entreprise montrant une expérience antérieure d'au moins 5 ans dans la fourniture d'opérations de vente au détail ou de services de vente des produits hors taxes à une clientèle multiculturelle de taille et de complexité similaires. Soumission de la liste des opérations de vente des produits hors taxes actuelles et antérieures établies, y compris l'emplacement et les années d'exploitation.

c- Une caution de soumission.

### 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 (UNGMP) 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/255136>

**In case you have difficulties submitting your interest electronically, please contact [minuscaeoi@un.org](mailto:minuscaeoi@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 Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) by the closing date set forth in this EOI. *Due to the high volume of communications MINUSCA 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>.



