



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:

Supply, Delivery, and Installation of Office Furniture in support of the activities of UNODC in Panama

Date of this EOI: 17 July 2025**Closing Date for Receipt of EOI:** 1 August 2025**EOI Number:** EOIUNODC23759**Beneficiary Country/Territory:** Panama**Commodity/Service category:** Interior Furnishings**Address EOI response by fax or e-mail to the Attention of:** Mrs. Kathia Perez**Fax Number:** N/A**E-mail Address:** kathia.perez@un.org**UNSPSC Code:**

56101700 - Office furniture

56101500 - Furniture

56000000 - Furniture and Furnishings

56100000 - Accommodation furniture

56110000 - Commercial and industrial furniture



DESCRIPTION OF REQUIREMENTS

The United Nations Office on Drugs and Crime (UNODC), through its Regional Office for Central America and the Caribbean, may have an upcoming requirement for the supply, delivery, and installation of office furniture in support of its institutional activities in Panama City, Panama. This requirement may cover approximately 500 workstations as well as furniture for common areas at a single site.

The anticipated scope may include the supply, delivery, and installation of various types of furniture, such as:

- Office furniture (e.g., desks, workstations, storage cabinets)
- Tables for conference rooms, meeting areas, and dining spaces
- Seating solutions, including executive, task, and visitor chairs
- Modular and metal-based storage systems

Terms and conditions may include, but are not limited to:

- Ability to fulfil the complete requirement – covering supply, delivery, and installation – within a maximum of 90 calendar days from the date of contract signature (if awarded)
- Demonstrated capacity to provide local installation and warranty servicing in the Republic of Panama
- Minimum warranty coverage of 12 to 24 months for manufacturing defects and repair needs
- Submission of a performance bond

As part of the solicitation process, invited vendors may be required to demonstrate compliance with the following:

- Technical documentation including brochures/spec sheets, materials, dimensions, finishes, and high-resolution images of offered goods.
- Physical samples of the offered goods such as:
 - o Veneer or laminate surface pieces (e.g., 15×15 cm)
 - o Upholstery fabric swatches
 - o Color samples of painted metal or plastic components
 - o Edge finishing samples
- A proposed implementation schedule detailing available inventory, manufacturing lead times, delivery timelines (DAP – Panama City, Incoterms 2020), and site installation
- Demonstrated relevant experience with similar-scale contracts in Latin America within the past five years
- On-site delivery and warranty service capacity, including identification of a locally established partner or service agent for installation and post-sale support (including warranty)
- The proposed approach to after-sale support, including mechanisms to meet warranty requirements, fulfil terms and conditions, and ensure effective service provision in Panama (e.g., repair timelines, service coverage, logistics).

Additional information

- The solicitation documents, if published, will include all technical specifications and requirements related, as well as the terms and conditions for offer submission
- Language and Documentation. The solicitation documents may be published in Spanish, accompanied by an informal English translation for ease of reference. Bidders may be allowed to submit their offers in either English or Spanish. However, the resulting Contract may be issued in Spanish, which is the operational language at the point of delivery - Panama City, Panama.
- This requirement would be in support of a single, standalone acquisition and is not intended for the establishment of a long-term agreement.

Expression of Interest Submission:

Together with their expression of interest, vendors are requested to submit the following information:

1. Company name and contact information (legal name, country of registration, and primary contacts)



2. Company profile detailing the relevant experience and capacity to deliver and install the goods.

Please note that submission of this preliminary information does not constitute a bid and is solely intended to assess interest and general vendor suitability ahead of a formal solicitation process, if published.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Bidders should note that this document is not an invitation to submit an offer and therefore no offer is expected at this stage.

Interested vendors should note that the requirements and complete technical specifications will be found within the invitation to bid document, when published. This document will include complete instructions for the submission of bids, specifications, and all technical documents to fully describe the scope of the requirements and the terms and conditions for the submission of offers.

The purpose of this document is to identify companies that would be interested in participating in the tender when it is issued and if they are invited to the tender handled by UNODC. UNODC reserves the right to change or cancel the requirement at any time during the EOI and / or application process. Therefore, submitting a response to this Request for Expression of Interest (REOI) does not automatically guarantee that your company will receive the invitation to participate in the solicitation. The ITB and the contract (if awarded) will be issued in accordance with UN regulations and rules

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/272563>

In case you have difficulties submitting your interest electronically, please contact kathia.perez@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>.

