



United Nations Global Service Centre

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Provision of catering services (breakfast, coffee, and beverages) at UNGSC- Brindisi, Italy

Date of this EOI: 16 September 2025**Closing Date for Receipt of EOI:** 7 October 2025**EOI Number:** EOIUNGSC23853**Beneficiary Country/Territory:** Italy**Commodity/Service category:** Catering services**Address EOI response by fax or e-mail to the Attention of:** Ms. Marina D' Apolito**Fax Number:** N/A**E-mail Address:** unlb-procurement@un.org**UNSPSC Code:**

90101700 - Cafeteria services

90101701 - On site cafeteria management



DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) invites qualified firms to express their interest for the provision of catering services (breakfast, coffee, and beverages) at its premises in Brindisi, Italy, with a view to establishing a Long-Term Agreement (LTA).

The Service provider shall be responsible for the setup, management, and daily operation of bar services in one dedicated building on the Base premises (Building 4).

This includes the establishment and maintenance of a counter-style breakfast service offering a variety of beverages and baked goods. Breakfast options shall include:
a selection of sandwiches, pastries or sweet products, freshly squeezed juices, a variety of coffee and tea; cold beverages; ice cream; snacks; fresh fruits; vegetarian options and gluten-free products and alternatives.

The catering services will be contracted by the UNGSC for use by staff and authorized personnel. All costs for food and beverages will be covered through individual purchases, with no direct financial obligation on the part of the UNGSC. While the services will be primarily utilized by UNGSC staff and ITAF military personnel, the UNGSC may, on occasion, also require them on demand for conferences, official visits, and special events hosted at the Centre.

The Service Provider shall have the capacity to ensure that operations are scalable to meet customer demand, with a potential estimated daily client base of approximately sixty (60) UNGSC staff members. In addition, Italian Air Force military personnel and contractors operating on the Base represent a significant share of the customer base and may also utilize the bar facilities. The bar, located in Building 4, shall operate from Monday to Friday, between 07:30 AM and 12:00 PM, with the possibility of extending operating hours based on UNGSC requirements.

The service shall cater to the daily needs of both UNGSC personnel and other authorized users, while remaining scalable to accommodate increased demand during conferences, official visits, and special events hosted at the Centre.

The Service Provider must be duly registered with the Italian Chamber of Commerce or the relevant authority in their country of origin, as required for the operation of catering services. Furthermore, the Contractor must hold all necessary licenses and professional qualifications required under Italian law, including those related to food safety and hygiene, in accordance with HACCP standards and Italian Legislative Decree No. 59/2010, and any subsequent amendments.

The resulting Contract will be established for an initial period of two (2) years, with the option for UNGSC to extend it for up to three (3) additional periods of one (1) year each, for a total possible duration of five (5) years.

Vendors with the attributes listed hereunder are strongly encouraged to participate:

- (a) Disability inclusive,
- (b) Demonstrated goal to achieve gender equality
- (c) Having status as a woman-owned business
- (d) From developing countries, countries with economies in transition and least developed countries.

Vendors interested in participating must demonstrate the necessary technical expertise and capacity to deliver the required services, as only suitably qualified vendors will be invited to participate in the tender exercise.

An Expression of Interest does not guarantee participation in the request for quotation, as only suitably



qualified vendors will be invited to participate.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The UNGSC will provide the full technical specifications and administrative instructions, along with a solicitation document to be issued at a later stage after the closing of this EOI.

The Request for Expression of Interest (REOI) does not constitute a solicitation. The UNGSC reserves the right to change or cancel the requirements during the REOI and solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.

Specific requirement (i.e., vendor level of registration): Level 1.

All Vendors must be registered with the UN Secretariat through the United Nations Global Marketplace (UNGM) at the 'Basic' Level in UNGM to be invited to the ITB.

However, upon award, the selected vendor will be required to have 'Level 1' registration before the award of the Contract.

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/278674>

In case you have difficulties submitting your interest electronically, please contact unlb-procurement@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 Global Service Centre (UNGSC) by the closing date set forth in this EOI. *Due to the high volume of communications UNGSC 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>.

