



Global Procurement Support Section

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

UN BUSINESS SEMINAR, ENTEBBE, UGANDA

Date of this EOI: 7 October 2025**Closing Date for Receipt of EOI:** 6 November 2025**EOI Number:** EOIGPSS23897**Beneficiary Country/Territory:** Uganda**Commodity/Service category:** Engineering Design and Construction**Address EOI response by fax or e-mail to the Attention of:** Chief, Gpss**Fax Number:****E-mail Address:** dos-gpss-businessseminar@un.org**UNSPSC Code:**

22100000 - Heavy construction machinery and equipment

22000000 - Building and Construction Machinery and Accessories

43000000 - Information Technology Broadcasting and Telecommunications

76000000 - Industrial Cleaning Services



DESCRIPTION OF REQUIREMENTS

The United Nations Procurement Division, Global Procurement Support Section (PD/GPSS) will be conducting a In person/virtual Business Seminar focussing on Ugandan and Regional vendors entitled "How to do business with the United Nations" in Entebbe, Uganda on Wednesday, 26 November 2025, starting at 09 AM.

The Seminar to which all interested vendors are encouraged to participate will provide an overview of how to do business with the United Nations, which includes the UN Procurement Principles, UN service requirements, Vendor Registration in the United Nations Global Marketplace and information relating to UN bidding process.

For this Business Seminar, PD/GPSS seeks vendors in Uganda and the surrounding countries which main business is related to following commodities: Construction, Transportation & Facility Equipment & Supplies, Domestic & Consumer Equipment & Supplies, Travel Management Services, Cleaning Services etc. PD/GPSS focus is on small, medium and big companies from the commodities mentioned above or any other commodity your company operates. Our main purpose is to avail business opportunities with UN to larger business community in Uganda and regional companies.

Interested vendors are invited to express their interest in attending the UN Business Seminar using the registration form for participation which can be accessed using the following link:

<https://forms.office.com/e/pA7QULiRC8>

The expression of interest must be submitted on or before 06 November 2025. Interested companies are advised to submit the interest much before the deadline 06 November 2025.

With a view to allowing maximum participation from the interested business community, after review of the interests, selected vendors will be contacted for participation in the UN Business Seminar.

Disability-inclusive suppliers and Women-owned Enterprises are strongly encouraged to participate in the UN Business Seminar.

Any request for clarification must be sent via email to: dos-gpss-businessseminar@un.org.

Participation is free to all vendors.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)



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/280802>

In case you have difficulties submitting your interest electronically, please contact dos-gpss-businessseminar@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 Global Procurement Support Section (GPSS) by the closing date set forth in this EOI. *Due to the high volume of communications GPSS 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>.

