



## United Nations Mission in South Sudan

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

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

**Title of the EOI:**

Provision of Courier Services for UNMISS in South Sudan.

Women owned Businesses and Businesses owned by people with disabilities are encouraged to participate.

**Date of this EOI:** 4 December 2025

**Closing Date for Receipt of EOI:** 17 December 2025

**EOI Number:** EOIUNMISS24004

**Beneficiary Country/Territory:** South Sudan

**Commodity/Service category:** Professional Services

**Address EOI response by fax or e-mail to the Attention of:** Use Link <https://ungm.org/Public/Notice>. In Case Of Any Difficulty, Contact [hilowle@un.org](mailto:hilowle@un.org) With Copy With [chaka@un.org](mailto:chaka@un.org) & [tewodrosk@un.org](mailto:tewodrosk@un.org)

**Fax Number:**

**E-mail Address:** [hilowle@un.org](mailto:hilowle@un.org); [chaka@un.org](mailto:chaka@un.org); [tewodrosk@un.org](mailto:tewodrosk@un.org)

**UNSPSC Code:**

78102200 - Postal and small parcel and courier services



### DESCRIPTION OF REQUIREMENTS

1. The United Nations Mission in South Sudan (UNMISS) hereby solicits Expressions of Interest (EOI) from qualified and competent entities for the Provision of Courier Services in South Sudan. The services will include the handling and management of international mail and parcel requests destined for various United Nations agencies and offices worldwide, as well as other international organizations.

### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

2. Interested providers are invited to submit their Expression of Interest (EOI) via link <https://ungm.org/Public/Notice>. The EOI must include, as a minimum, the following information:

- Vendors must be registered in UNGM under the services (UNSPSC No. 78102200 - Courier Services)
- Company's contact details: UNGM Identification Number, company name, address, telephone and e-mail must be provided in the EOI Form.

Important Notice:

3. United Nations Global Market Place (UNGM) Registration: Company should be registered in UNGM using the link <https://www.ungm.org> or should start their registration process immediately if not registered. Companies are strongly advised to register or upgrade to Level 1.

4. This REOI does not constitute a solicitation. UNMISS reserves the right to change or cancel the requirement at any time during the EOI or solicitation process. Thus, submitting a response to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

5. The UNGM Identification Number obtained at the start of the registration process, must be provided to the Procurement officer at the time of submitting the EOI in the completed EOI Form.

6. The "EOI Form" is available in "Business Opportunities" Section of [www.ungm.org](http://www.ungm.org) website Vendors are strongly encouraged to submit their EOIs through the E-mail addresses provided below.

7. The REOI, clearly marked "Request for Expression of Interest for the Provision of Courier Services for UNMISS in South Sudan, must be received by UNMISS not later than 17 December 2025 at 16 hours local time (GMT+2), Juba, via link <https://ungm.org/Public/Notice>. In case you have difficulties submitting your interest electronically, please contact [hilowle@un.org](mailto:hilowle@un.org), [chaka@un.org](mailto:chaka@un.org) & [tewodrosk@un.org](mailto:tewodrosk@un.org) directly for advice.

### 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](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/286423>

In case you have difficulties submitting your interest electronically, please contact [hilowle@un.org](mailto:hilowle@un.org); [chaka@un.org](mailto:chaka@un.org); [tewodrosk@un.org](mailto:tewodrosk@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 Mission in South Sudan (UNMISS) by the closing date set forth in this EOI. *Due to the high volume of communications UNMISS 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>.

