



United Nations Assistance Mission for Iraq  
KUWAIT

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of United Nations Assistance Mission for Iraq (UNAMI). United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UNAMI using the fax number provided below.

**Title of the EOI:**

Provision of Catering Services to UNAMI Regional Headquarters in Basrah, Baghdad International Airport (BIAP) and Kirkuk, Iraq for a long-term contract (5X1 Year), extendable on yearly basis, subject to extension of UNAMI mandate, availability of funds and satisfactory performance by the prospective contractor (s).

**Date of this EOI:** 16 January 2012

**Closing Date for Receipt of EOI :** 5 February 2012

**EOI Number:** EOIUNAMI7369

**E-mail Address:** unami-eoi@un.org

**Address EOI response by fax for the Attention of:** Unami Chief Procurement Officer

**Fax Number:** +965 2472 1899

**UNCCS Code:** 693000

### DESCRIPTION OF REQUIREMENTS

1.0 The United Nations Assistance Mission in Iraq (UNAMI) requires a full cafeteria services operation to provide nutritious meals daily for its staff members at dining facilities at the UNAMI Regional Headquarters in Basrah, Baghdad International Airport (BIAP) and Kirkuk, Iraq for a long-term contract (5X1 Year), extendable on yearly basis, subject to extension of UNAMI mandate, availability of funds and satisfactory performance by the prospective contractor (s).

2.0 UNAMI intends to secure the non-exclusive services of a professional contractor to manage and operate cafeteria services including the on-site preparation and line service of breakfast, lunch, dinner and a midnight meal seven days a week, 365 days a year, on a regular basis.

3.0 UNAMI intends to award the contract for one year anticipated to commence on 1 June 2012, with the option of extension for an additional four years (one year at a time) at the discretion of UNAMI. This contract will be awarded to the proposer that clearly demonstrates through a written proposal a high degree of experience, ability and competence in best-practice cafeteria management in an effort to support and maintain the health and wellbeing of UN staff serving in Basrah, Baghdad International Airport (BIAP) and Kirkuk, Iraq.

4.0 Please note on the following:

- a) This EOI is not an invitation for submission of a proposal.
- b) UNAMI reserves the right in selecting the invitees for the competitive bidding based on substantial and proven records of performance in the subject field of activities and mere expressing an interest would not automatically warrant for tender document.
- c) UNAMI reserves the right to reject EOIs received after the above deadline.

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

#### **A. MANDATORY QUALIFICATION REQUIREMENT:**

The following Mandatory/Core Requirements must be met and Proposers unable to comply with all Mandatory/Core Requirements will be automatically eliminated:

- 1. Capable to submit appropriate Quality Certification - HACCP, ISO22000 or equivalent is Mandatory;
- 2. Capable to attend the Mandatory Site Visits at UNAMI Regional HQ in Basrah, Baghdad International Airport (BIAP) and Kirkuk, Iraq - schedule will be included in the solicitation document;
- 3. Capability of the Contractor to secure all work permits and visas for any personnel from countries outside Iraq;
- 4. Capability to independently provide all required services in compliance with the applicable international and Iraqi rules, regulations and legislation governing labor employment and visas;
- 5. Executed minimum 2 similar services of comparable scale within the past 3 years supported by written customer satisfaction references;
- 6. Capability of the Contractor to provide all security and transportation of staff to and from its facility i.e. in and out of Iraq and within Iraq from the accommodation facility to the UNAMI Headquarters in Basrah, Baghdad International Airport (BIAP) and Kirkuk, Iraq;
- 7. Capability of the Contractor to provide all accommodation and life support for all staff employed;
- 8. Duly completed UNAMI (for new vendors only) / UNPD / UNGM Vendor Registration formalities; and
- 9. Duly completed and signed EOI Pre-Qualification Questionnaire and signed Vendor Response Form (attached).

Note: Proof of Documents must be submitted as part of technical requirements upon receipt of the Request for Proposal.

#### **B. Pre-Qualification Questionnaire:**

1. Company's Authorized Representative(s) (Name/Title):

1.1.....

1.2.....  
1.3.....  
2. Number of employees: .....  
3. Year Established : .....  
4. Experience in the field of catering services (No. of Years): .....  
5. Time (Calendar Days) required to initiate the services in case of selection: \_\_\_\_\_  
6. Does your company comply with all nine Mandatory/Core requirement indicated above? YES [ ] NO [ ]  
7. Reference to existing & previous comparable service contracts to other International Organizations, private or state institutions:  
7.1 Corporate Customer: \_\_\_\_\_  
Annual Business Volume: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
Contract Duration (Years): From (Year) \_\_\_\_\_ To (Year) \_\_\_\_\_  
Client Contact :  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
7.2 Corporate Customer: \_\_\_\_\_  
Annual Business Volume: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
Contract Duration (Years): From (Year) \_\_\_\_\_ To (Year) \_\_\_\_\_  
Client Contact :  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
7.3 Corporate Customer: \_\_\_\_\_  
Annual Business Volume: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
Contract Duration (Years): From (Year) \_\_\_\_\_ To (Year) \_\_\_\_\_  
Client Contact :  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**NOTE**

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.unqm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.unqm.org/Registration/Login.aspx>

**Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to UNAMI before the closing date set forth above**

## VENDOR RESPONSE FORM

**EOI Number:** EOIUNAMI7369

**TO:** Unami Chief Procurement Officer

**FAX:** +965 2472 1899

**FROM:**

**SUBJECT:** Provision of Catering Services to UNAMI Regional Headquarters in Basrah, Baghdad International Airport (BIAP) and Kirkuk, Iraq for a long-term contract (5X1 Year), extendable on yearly basis, subject to extension of UNAMI mandate, availability of funds and satisfactory performance by the prospective contractor (s).

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

### COMPANY INFORMATION

**UN Global Market Place (UNGM) Vendor ID Number\*:**

**Company Name \*:**

**Company Contact \*:**

**Address \*:**

**City \*:**

**Country \*:**

**Telephone Number \*:**

**Fax Number \*:**

**Email Address:**

**Company Website:**

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Created on 16/01/2012 10:12:00 AM

***\*\* If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org). Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.***

## EOI INSTRUCTIONS

### 1) **Registering as a Vendor with UNGM**

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit [www.ungm.org](http://www.ungm.org) for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website ([www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://www.iic-offp.org)).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions ([www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf))).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

**For Registered Vendors:** Vendors already registered 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.

**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 **Assistance Mission for Iraq** by the closing date set forth in this EOI. *Due to the high volume of communications United Nations Assistance Mission for Iraq 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.