

United Nations Assistance Mission for Iraq  
Iraq**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of 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 United Nations Assistance Mission for Iraq using the fax number or e-mail address provided below.

**Title of the EOI:**

Maintenance and Repair Services including recovery for UNAMI Toyota vehicles in Tehran, Iran.

**Date of this EOI:** 29 April 2014**Closing Date for Receipt of EOI:** 19 May 2014**EOI Number:** EOIUNAMI9780**Address EOI response by fax or e-mail for the Attention of:** Chief Procurement Officer**Fax Number:** +965 2472 1899**E-mail Address:** unami-eoi@un.org**UNSPSC Code:** 72100000**DESCRIPTION OF REQUIREMENTS**

1. United Nations Assistance Mission for Iraq (UNAMI) intends to solicit bids for the Maintenance and Repair Services including recovery for UNAMI Toyota vehicles in Tehran, Iran.
2. For this purpose, UNAMI will undertake a competitive bidding exercise shortly and issue accordingly an Invitation to Bid (ITB)/ Request for Proposal (RFP) with detailed specifications, UN General Conditions of Contracts and other related documents to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement.
3. In addition, the interested companies (New Vendors Only) are requested to complete their registration on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
4. Please note on the following:
  - a) This EOI is not an invitation for submission of a bid.
  - 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)

### 5. MANDATORY PRE-QUALIFICATION CRITERIA:

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

5.1 UNGM vendor registration.

5.2 Duly completed and signed EOI Pre-Qualification Questionnaire and signed Vendor Response Form (attached).

5.3 Business presence in Iran and capability to execute the services in compliance with all applicable international and national rules, regulations and legislation.

5.4 Minimum 3 years experience in Iran and/or within the region and indicating past and current performance references with telephone numbers (minimum 1).

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

### 6. PRE-QUALIFICATION QUESTIONNAIRE:

6.1 Company's Authorized Representative(s) (Name/Title):

\_\_\_\_\_  
\_\_\_\_\_

6.2 Number of employees: \_\_\_\_\_

6.3 Year Established: \_\_\_\_\_

6.4 Experience in the field of Vehicle Maintenance and Repair Services (No. of Years): \_\_\_\_\_

6.5 Does your company comply with all EOI Mandatory Pre-Qualification Criteria? Yes [ ] No [ ]

6.6 Time (Calendar Days) required to mobilize and commence on site in case of selection:

\_\_\_\_\_

6.7 Reference to existing & previous comparable service contracts to other International Organizations, private or state institutions:

6.7.1 Description: \_\_\_\_\_  
Service Location: \_\_\_\_\_ Year Executed: \_\_\_\_\_  
Contract Price (USD): \_\_\_\_\_  
Client Organization: \_\_\_\_\_  
Client Contact (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

6.7.2 Description: \_\_\_\_\_  
Service Location: \_\_\_\_\_ Year Executed: \_\_\_\_\_  
Contract Price (USD): \_\_\_\_\_  
Client Organization: \_\_\_\_\_  
Client Contact (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

6.7.3 Description: \_\_\_\_\_  
Service Location: \_\_\_\_\_ Year Executed: \_\_\_\_\_  
Contract Price (USD): \_\_\_\_\_  
Client Organization: \_\_\_\_\_  
Client Contact (Name): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 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 Expressions 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 complete the Vendor Response Form of this EOI and send it via fax or email to United Nations Assistance Mission for Iraq (UNAMI) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Chief Procurement Officer

**EOI Number:** EOIUNAMI9780

**FAX:** +965 2472 1899

**FROM:**

**SUBJECT:** Maintenance and Repair Services including recovery for UNAMI Toyota vehicles in Tehran, Iran.

## 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 and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

*To be completed by the Vendor (All fields marked with an “\*” are mandatory)*

## COMPANY INFORMATION

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

**Legal Company Name** (Not trade name or DBA name) \*:

**Company Contact \*:**

**Address \*:**

**City \*:**

**State :**

**Postal Code \* :**

**Country \*:**

**Phone Number \*:**

**Fax Number \*:**

**Email Address \*:**

**Company Website:**

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

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

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

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

## 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 <http://www.un.org/Depts/ptd>.

#### **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 ([http://www.un.org/sc/committees/list\\_compens.shtml](http://www.un.org/sc/committees/list_compens.shtml)), 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 <http://www.un.org/Depts/ptd>. 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 Assistance Mission for Iraq (UNAMI) by the closing date set forth in this EOI. *Due to the high volume of communications UNAMI 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 on the UNPD Website indicated above.