



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:

Purchase, delivery and installation of Accommodation equipment in UNAMi Baghdad D2, Iraq

Date of this EOI: 27 October 2014**Closing Date for Receipt of EOI:** 3 November 2014**EOI Number:** EOIUNAMI10371**Address EOI response by fax or e-mail for the Attention of:** Unami Chief Procurement Officer**Fax Number:** +965 24721899**E-mail Address:** unami-eoi@un.org**UNSPSC Code:** 52000000, 56100000**DESCRIPTION OF REQUIREMENTS**

1.0 United Nations Assistance Mission for Iraq (UNAMI) intends to solicit bids for Purchase, Delivery and Assembling of Equipment for 50 Staff Accommodation at D2 compound, UNAMI, Baghdad (IZ) on as and when required basis, in accordance with the approved plans, specifications, and scope of work, general conditions, and other related documents will be provided during the bid process.

2.0 The work shall consist but not limited to the furnishing of all necessary tools, materials, equipment, skilled manpower, transportation, machineries, accessories and supervision to carry out all works as outlined in the scope of work and as further illustrated in the Bills of Quantities (will be attached in Solicitation documents).

3.1 The successful Contractor shall purchase and supply the furniture and equipment in the accommodations as per the specifications and quantity requirement UNAMI will provide. The contractor shall purchase and supply dormitory equipment on as and when required basis only.

3.2 UNAMI has the right to provide its own dormitory equipment to the subject accommodations therefore the Contractor shall not purchase any dormitory equipment until UNAMI issues a Notice-To-Proceed (NTP) to the Contractor authorizing the provision by the Contractor of the services described in the Work Order Request (WOR) (will provide in Solicitation);

3.3 Within 14 days of the date referred to the NTP, the Contractor shall complete such mobilization necessary to perform the work described in the WOR;

3.4 At no time during the term of this Contract shall the Contractor perform any Services without receiving written instructions (NTP) from UNAMI. The Contractor shall not perform any work outside the terms of the Contract.

4.0 General Requirement and Other Preliminaries:

4.1 The contractor shall provide material, equipment and man-power to successfully finish the required works as outlined in this scope of work and bill of quantities;

4.2 The contractor is responsible for all safety measurements, warning signs and tapes required to keep the working place safe;

4.3 The contractor is responsible for access to IZ and the security green zone badges for their staff in order to access to the work site;

4.4 The contractor is responsible for the protection of all adjacent areas against damages. In case of damage, it is the contractor responsibility to repair the damage to the exact condition it was before project commencement;

4.5 The contractor shall be responsible for the procuring of the right material, equipment and correctly execute the work. The dormitory equipment found of inferior quality will be rejected and replaced by the contractor's own expenses.

5.0 For this purpose, UNAMI will undertake a competitive bidding exercise shortly, accordingly we will issue Formal Solicitation documents with detailed specifications and SOW/SOR to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNAMI's requirement.

6.0 Please note the following:

- This EOI is not an invitation for submission of a bid.
- 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 an document.
- UNAMI reserves the right to reject EOIs received after the above deadline.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1.0 PRE-QUALIFICATION CRITERIA:

- Duly completed and signed Pre-Qualification questionnaire and the Vendor Response Form
- Three (3) reference letters
- Minimum one (1) year experience in related filed offering similar services
- UNGM registered at level 1 or above
- Capability to operate, organize own security clearances, access, and escort for personnel, equipment, tools and materials from/to/within UNAMI Compound Kirkuk, Iraq

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

2.0 Pre-Qualification Questionnaire

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

2.2.....

2.3.....

2.4.....

2.6 Number of employees:

2.7 Year Established :

2.8 Experience in the field of Courier Services (No. of Years):

2.9 Does your company comply with All EOI Pre Qualification Criteria ? Yes [] No []

2.10 Time (Calendar Days) required to initiate the services in case of selection:

2.11 Reference to existing & previous comparable Labor Supply Contracts to other International Organizations, private or state institutions:

2.12 Contract-1

a) Description:

b) Location: Year Executed:

c) Contract Price (USD)

d) Client Organization:

e) Client Contact : Name and Telephone _____
f) Email: _____

2.13 Contract -2
a) Description: _____ Year Executed: _____
b) Location: _____
c) Contract Price (USD) _____
d) Client Organization: _____
e) Client Contact : Name and Telephone _____
f) Email: _____

2.14 Contract -3
a) Description: _____ Year Executed: _____
b) Location: _____
c) Contract Price (USD) _____
d) Client Organization: _____
e) Client Contact : Name and Telephone _____
f) 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: Unami Chief Procurement Officer

EOI Number: EOIUNAMI10371

FAX: +965 24721899

FROM:

SUBJECT: Purchase, delivery and installation of Accommodation equipment in UNAMi Baghdad D2, Iraq

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 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).
- 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) 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_compend.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.

