

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is issued by the United Nations Human Settlements Programme (UN Habitat) Iraq Programme. The accuracy, reliability and completeness of this EOI contents/information is the responsibility of UN Habitat. You are therefore requested to direct all queries regarding this EOI to UN Habitat Iraq Programme through the e-mail address provided below.

<b>Title of the EOI:</b> Provision of Printing Services	
<b>EOI Number:</b> EOI/UNHIQ/22/01	
<b>Date of EOI:</b> 19 May 2022	<b>Closing Date for Receipt of EOI:</b> 02 June 2022
<b>Address EOI Response by email to the attention of:</b> Head of Country Programme	
<b>Submission Email Address:</b> <a href="mailto:unhabitat.roas.quotations@un.org">unhabitat.roas.quotations@un.org</a>	
<b>UNSPSC Code:</b> 82121500, 82121505-8, 82121510	

### DESCRIPTION OF REQUIREMENTS

The United Nations Human Settlements Programme (UN-Habitat) Iraq Programme invites qualified vendors to submit an Expression of Interest (EOI) to participate in upcoming competitive bidding solicitations for the "Provision of Printing Services to UN Habitat Iraq".

UN Habitat Iraq Programme, through its programmatic interventions, requires a variety of printing services to support the implementation of projects. The purpose of this EOI solicitation is to identify experienced and qualified companies that are interested to provide the printing services.

The printing services include, but are not limited to, the products/items listed below. The details of the actual printing services required will be specified in each tender solicitation, to be issued after closure of this request for expression of interest.

#	Item Description	#	Item Description
1	Reports / Manuals	12	Certificates
2	Booklets / Brochures	13	Notepads
3	Flyers / Leaflets	14	Stickers
4	Flip charts	15	Plaques
5	Name tags	16	Lanyards
6	Calendars: wall and desk types	17	Bags
7	Official Letterheads	18	Pens
8	Infographics (for print and online/electronic)	19	Caps
9	Envelopes	20	T Shirts
10	Invitation cards and envelopes	21	Work vests
11	Folders + Pockets	22	USB Flash Drives

Additional requirements include:

- (a) **Delivery:** The vendor will deliver the products/items to various locations within Iraq, as may be specified by the UN Habitat Project Team.
- (b) The **print design and specifications** will be provided by UN Habitat.
- (c) The services will be provided on a **need be basis** and specific to a particular project.

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

Interested vendors may confirm their Expressions of Interest (EOI) by completing and submitting the signed Vendor Response Form to [unhabitat.roas.quotations@un.org](mailto:unhabitat.roas.quotations@un.org). The EOI response submission should reference the EOI number and title in the email subject header.

Bidders must be registered with the United Nations. Registration can be completed at United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)). Please refer to the **EOI Instructions** on the eligibility requirements.

Please note that this request for EOI is not an invitation for submission of tenders. Its sole purpose is to identify potential vendors who will be eligible to participate in any subsequent tender for similar requirements.

UN Habitat reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only vendors who in the UN Habitat's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation documents.

## 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 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**

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 UN Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/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 of 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 submit their expression of interest (EOI) to United Nations Human Settlements Programme (UN Habitat) by the closing date stated in this EOI. *Due to the high volume of communications UN Habitat is not able to issue a 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.