



United Nations Office at Geneva  
Switzerland

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 Office at Geneva using the fax number or e-mail address provided below.

**Title of the EOI:**

Establishment of one or more long-term agreements for: spare parts, repair work and consumables for the Distribution Section equipment at the Palais des Nations, Geneva

**Date of this EOI:** 27 July 2016**Closing Date for Receipt of EOI:** 09 August 2016**EOI Number:** EOIUNOG12732**Address EOI response by fax or e-mail for the Attention of:** Daniel Benito**Fax Number:****E-mail Address:** tenders@unog.ch**UNSPSC Code:** 45000000, 44103125

### DESCRIPTION OF REQUIREMENTS

**Background**

The Distribution Section is seeking expressions of interest in order to establish one or more long-term agreements for: spare parts, repair work and consumables for their equipment in the Distribution Section at the Palais des Nations, Geneva.

To be supplied by authorized agents in order to guarantee professional services, genuine spare parts and compatible consumables.

**PURPOSE:** To establish a long-term contract as per the following specifications:

- a) Vendor to be in a position to perform 1 maintenance/cleaning service on label address equipment annually and 2 maintenance/cleaning services on mail inserters annually (forfeit).
- b) Vendor to be in a position to respond within 72 hours to callouts in order to attend to breakdowns/perform repairs as required. Such ad hoc visits to be invoiced separately.
- c) Vendor to be in a position to provide genuine spare parts and compatible consumables (if applicable) as required. Such parts and consumables to be invoiced separately.

**EQUIPMENT CATEGORY 2:** Mail inserters

- a) Bell & Howell CEXP4 Nr.34SA5304 (+20 years old)
- b) Bell & Howell CMXJ4 Nr.39SA8042 (+20 years old)

EQUIPMENT CATEGORY 3: Label address printers

- a) DA95F/WF96 Address Right printer Nr.5700107 (Pitney Bowes) (2012)
- b) Alimenteur high speed Model W824 Nr.1261 (Pitney Bowes) (2012)

WARRANTY and RESPONSE TIME

Repairs: 3 months

Parts: 3 months

Response time: within 72hrs max to reduce downtime in mail operations

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

**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 Office at Geneva (UNOG) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Daniel Benito

**EOI Number:** EOIUNOG12732

**FAX:**

**FROM:**

**SUBJECT:** Establishment of one or more long-term agreements for: spare parts, repair work and consumables for the Distribution Section equipment at the Palais des Nations, Geneva

## 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\\_compend.shtml](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 Office at Geneva (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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.