



UN Regional Procurement Office
Uganda

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of RPO. 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 UN Regional Procurement Office using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Printing Services

Date of this EOI: 27 July 2016**Closing Date for Receipt of EOI:** 5 August 2016**EOI Number:** EOIRPO12736**Address EOI response by fax or e-mail for the Attention of:** Chief,Rpo**Fax Number:** +(256) 312 323 264**E-mail Address:** unesb-rpo@un.org**UNSPSC Code:** 73151900

DESCRIPTION OF REQUIREMENTS

1.1 UNPD Regional Procurement Office (RPO), on behalf of Regional client missions hereby invites qualified Suppliers from all countries to submit their Expression of Interest for the provision of Printing Services for the contract period initially of 2 years with the option to extend for two additional 1 year periods. Some of the major Printing Services include the following:

- UN business cards - 250-300gm, 5cm x 9cm - 1,200 Pieces
- Rubber Stamps - Sizes 10mm x 26.5mm, 15mm x 40mm, 19mmx51mm- 9,000 Pieces
- Booklets - 64 pages, Size 10 x 14cm, 80gm - 4,000 Pieces
- Office signs - 30cmx12cm, Matte lamination - 1,200 Pieces
- Brochures - A4 double sided, Glossy Art 200gm – 10,000 Pieces
- Posters - 3,000 - Pieces
- Certificates - A4 Full color printing on white grained 230gm paper - 12,000 Pieces
- Wall calendars - 15000 pieces
- Desk Calendars - 15000 pieces
- Billboards, 100cm x100cm metallic - 8,000 pieces
- Swim bag 49 x 40cm, Soft-loop, Day Backpack - 12,000 Pieces
- Wrist Bands 220 x 17 x 9mm, 2 color print - 80,000 Pieces
- Pocket Journalists jacket - 5,000 Pieces
- Roll up Banners 39" W x 79" H (100cm W x 200cm H) - 30,000 pieces
- Hazard Labels/ Dangerous Goods Labels and Placards - 100 x 100mm, roll of 250 each, self adhesive - 4,000 Pieces
- Other related Printing Services as may be required by the Missions in the tender document

Please note that Quantities provided are estimates.

1.2. Provision of Printing Services shall be required to be delivered to UNMISS Juba , MONUSCO Goma, MINUSCA Bangui or Entebbe Logistical Base, Uganda on DAP Terms (INCOTERMS 2010).

1.3 Proposed delivery time is 5 working days After Receipt of Purchase Order.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

2. Companies interested in providing the above services are invited to submit their EOI, along with the following documents:

- a) Company's full profile with all details (address, contact person, telephone/fax numbers, e-mail)
- b) Copies of the company's business registration certificate and license in this line of business
- c) General organizational capability and resources (staffing, years of experience in the above field, equipment, proof of financial strength for the last three years, etc).
- d) Experience profile (service description, service amount and contracting organization/entity e.g. UN, Governments, NGOs, etc.)
- e) Company's registration number (if already registered with UN) and UNGM registration number (www.ungm.org)

3. Note that companies that have previously submitted EOI for similar services with UN must re-submit full documentation as detailed above.

4. Please note, this is not an invitation for submission of proposals. Its purpose is to identify companies that would be interested in participating in the solicitation when issued.

5. The UNPD/RPO will examine the outcome of this request for EOI and will consider those companies that have expressed their interest in providing the required information as to their ability to fulfill UNPD/RPO's requirement.

6. UNPD/RPO reserves the right to change or cancel the requirement 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. The tender and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

7. The expressions of interest (EOI) may be submitted by mail, clearly marked with the inscription "Expression of Interest – " Provision of Printing Services" and sent to the following address to be received no later than 17H30 (Entebbe local time: GMT +3) on 27th July 2016

Regional Procurement Office
Entebbe Support Base
Fax: + (256) 312 323 264
Email address: unesb-rpo@un.org

8. EOIs not addressing the above criteria to the satisfaction of UNPD/RPO shall not be considered for the solicitation to bid, if and when issued. UNPD/RPO reserves the right in selecting the invitees for the solicitation and mere expressing an interest would not automatically warrant your organization for the solicitation document.

9. Queries regarding this REOI should be directed to unesb-rpo@un.org.

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 UN Regional Procurement Office (RPO) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Chief,Rpo
FAX: +(256) 312 323 264
FROM:

EOI Number: EOIRPO12736

SUBJECT: Provision of Printing Services

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 UN Regional Procurement Office (RPO) by the closing date set forth in this EOI. *Due to the high volume of communications RPO 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.