United Nations Nations Unies

UNITED NATIONS INTERIM FORCE IN LEBANON
LEBANON

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNIFIL. 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 INTERIM FORCE IN LEBANON using the fax number or e-mail address provided below.

Title of the EOI:
Provision of Office Equipment to UNIFIL

Date of this EOI: 12 October 2018

Closing Date for Receipt of EOI: 8 November 2018

EOI Number: UNIFIL/EOI/18/10/013/JH

Address EOI response by fax or e-mail to the Attention of: Chief Procurement Officer

Fax Number: +961 (0)1 925022

E-mail Address: unifil-eoi@un.org

UNSPSC Code: 44101500, 44102800, 44101600

DESCRIPTION OF REQUIREMENTS

The United Nations Interim Force in Lebanon (UNIFIL) has a mandate to support the implementation of the Security Council Resolution 1701. As part of the Mission's support programme, the United Nations Interim Force in Lebanon (UNIFIL) is seeking Expressions of Interest (EOI) from fully qualified companies wishing to be considered for inclusion in a tender for the following:

Provision of Office equipment to UNIFIL

UNIFIL has a requirement for one time purchase of Office equipment (Photocopiers, Shredders, Binding & Laminating Machines) based on delivery terms DAP UNIFIL HQ Naqoura, Lebanon (INCOTERMS 2010).

UNIFIL intends to launch an Invitation to Bid to qualified companies including those who will respond to this Expression of Interest. The full technical requirement and details will be included in the solicitation document. The solicitation document will be sent to those vendors who are registered in UNGM (United Nations Market Place), or at least have commenced the process to register with the UNGM. All interested companies must be registered in the UNGM at LEVEL I.

Interested companies must complete the Vendor Response Form and return it to the attention of UNIFIL Chief Procurement Officer. Your response must be submitted not later than 04:00 PM Eastern European Time (Local time in Lebanon) on 08 November 2018, via (a) E-mail to unifil-eoi@un.org; or (b) Facsimile to +961 1 925022.

Responding to this Request:

1. For this purpose, UNIFIL will undertake a competitive bidding exercise shortly and consider inviting those companies that have expressed their interest and provided initial relevant information as to their ability to fulfil UNIFIL's requirement. Please note. This is not an invitation for submission of a price proposal.

2. Vendor Response Forms must be completed in full and supported by the requested information providing the evidence of the company's ability to satisfy UNIFIL's requirement. The UNIFIL reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

3. Companies that are not registered with UMGM cannot be included in the List of Invitees. Only those companies that are registered at Level I would be eligible for award of contract pertaining to this requirement. Registration with UNGM (WWW.UNGM.ORG) is free of charge and mandatory for all companies wishing to participate in the UN solicitations.

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 Requests for Expression 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/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UNITED NATIONS INTERIM FORCE IN LEBANON (UNIFIL) before the closing date set forth above.

VENDOR RESPONSE FORM

TO:	Chief Procurement Officer	**EOI Number:**	UNIFIL/EOI/18/10/013/ JH
Email:	unifil-eoi@un.org		
FAX:	+961 (0)1 925022		
FROM:			
SUBJECT:	Provision of Office Equipment to UNIFIL		

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 that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

_____

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

COMPANY INFORMATION	
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 **https://www.un.org/Depts/ptd/vendors**.

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 (**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 forward their expression of interest (EOI) to UNITED NATIONS INTERIM FORCE IN LEBANON (UNIFIL) by the closing date set forth in

this EOI. *Due to the high volume of communications UNIFIL 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 available at **https://www.un.org/Depts/ptd/eoi**.