



UNITED NATIONS DISENGAGEMENT OBSERVER FORCE

Syria- Lebanon

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNDOF. 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 DISENGAGEMENT OBSERVER FORCE using the fax number or e-mail address provided below.

Title of the EOI:

CONTRACT FOR THE PROVISION OF CUSTOMS CLEARANCE AND FREIGHT FORWARDING SERVICES TO UNDOF FOR SHIPMENTS COMING TO SYRIA THROUGH LEBANON INCLUDING EXIT FORMALITIES AT LEBANESE/SYRIAN BORDER ON "AS AND WHEN REQUIRED" BASIS

Date of this EOI: 11 July 2017**Closing Date for Receipt of EOI:** 25 July 2017**EOI Number:** DOF/LOC/EOI/2018/001/MAN**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:** +963 11 6193 6040 +390 831183 6040**E-mail Address:** undof-procurement@un.org**UNSPSC Code:** 78141501, 78141502**DESCRIPTION OF REQUIREMENTS**

1.0 The United Nations Disengagement Observer Force (UNDOF) will shortly be issuing a solicitation for the establishment of a long term contract for the provision of customs clearance and freight forwarding services for shipments coming to Lebanon through airport and seaport and with exit formalities at Lebanese/Syrian border.

2.0 If you are interested to participate in UNDOF solicitations, please send, latest by 18 July 2017, an expression of interest by filling this form, for the attention of the Chief Procurement Officer via facsimile +963 11 6193 6040 / +390 831183 6040 or e-mail: undof-procurement@un.org.

3.0 In order for your company to be eligible to do business with United Nations including UNDOF, please register your company on UNGM by visiting the website: www.ungm.org and follow the instruction for registration by clicking on "Register" button. Once you complete the registration, you would receive the approved UNGM ID Number and your company would have the opportunity in being invited for competitive bidding exercises for the commodities (goods/ services) that your company is registered for, not only from UNDOF but also for other UN missions as the requirement arises. All the supporting documents like trade licenses, certificates and company information are required to be uploaded to the system, therefore you have to keep them ready scanned in Adobe Acrobat (PDF) format.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Mandatory Requirements:

The vendor must be registered with the Lebanese local authority (Customs Office) as an authorized customs clearance agent and hold a valid customs registration certificate.

The Operations Manager for UNDOF Shipments must:

- Have a minimum of 5 years experience in logistics and movement operations;
- Be fluent in English;
- Be available on 365/24/7 basis during normal working hours to receive operational tasking (fax/email/call) from UNDOF MovCon;
- Be able to attend meetings with the UNDOF MovCon to discuss upcoming operations as and when required.

The vendor should be able to track the progress and report the location and status of all UNDOF shipments on a 2 hourly basis if required.

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 DISENGAGEMENT OBSERVER FORCE (UNDOF) before the closing date set forth above.

VENDOR RESPONSE FORM

R

TO: Chief Procurement Officer **EOI Number:** DOF/LOC/EOI/2018/00
FAX: +963 11 6193 6040 +390 831183 6040
FROM: 1/MAN

SUBJECT: CONTRACT FOR THE PROVISION OF CUSTOMS CLEARANCE AND FREIGHT FORWARDING SERVICES TO UNDOF FOR SHIPMENTS COMING TO SYRIA THROUGH LEBANON INCLUDING EXIT FORMALITIES AT LEBANESE/SYRIAN BORDER ON "AS AND WHEN REQUIRED" BASIS

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

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 <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 (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 <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 DISENGAGEMENT OBSERVER FORCE (UNDOF) by the closing date

set forth in this EOI. Due to the high volume of communications UNDOF 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>.