

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:

The United Nations Interim Forces in Lebanon (UNIFIL) has a requirement for the Establishment of Long Term Agreement (LTA) for the Public Perception Survey and Group Focus to UNIFIL. (Contract Period: Initial Year of 1 Year with an option to extend the Contract for additional 3 Years period (1+1+1 Year)).

Date of this EOI: 28 November 2018**Closing Date for Receipt of EOI:** 13 December 2018**EOI Number:** UNIFIL/EOI/18/10/025/GRI**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:** 82111900**DESCRIPTION OF REQUIREMENTS**

he 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 Expression of Interest (EOI) from fully qualified companies wishing to be considered for inclusion in a tender for the following:

A. The United Nations Interim Force in Lebanon (UNIFIL) has a requirement for the Establishment of Long Term Agreement (LTA) for the Public Perception Survey and Group Focus to UNIFIL. The Contract Period: Initial Year of 1 Year with an option to extend the Contract for additional 3 Years period (1 Year +1 Year +1 Year).

B. UNIFIL requires the services of Contractor to provide:

1. Public Perception Survey Services to UNIFIL in its Area of Operation in South Lebanon.

- a- Population sample design for each round,
- b- Translation of new questions to Arabic for UNIFIL review and approval,
- c- Conduct interviews with potential respondents from different villages,
- d- Checking, coding and data entry for the Questionnaires,
- e- Data cleaning, Report writing, Write an analytical report, Conduct crosstabs for questions (provided by UNIFIL), Establish comparison,

Note: The collection of information for the study will be achieved through conducting face to face interviews with a sample of 1,100 residents in South Lebanon, every 12 months. (One round per year).

2. Focus Groups Services to UNIFIL in its Area of Operation in South Lebanon.

- a- Recruitment of focus group participants,
- b- Securing location of each focus group,
- c- Facilitation of the focus group discussion,
- d- Transcribing the focus group discussion,
- e- Translation of the focus groups' discussions transcript into English,

Note: The facilitation guidelines to be adopted for each theme of the focus groups will be provided by UNIFIL to the successful bidder. The successful bidder will recruit the participants to all the focus groups from 26 villages (as specified by UNIFIL), and selected proportionally to the number of villages/towns in each of the four Cazas of UNIFIL AO.

3. In addition to the above, the Successful contractor shall:

- a- Be responsible to provide all materials/equipment required in the performance of the services.
- b- Comply with all applicable Lebanese laws and regulations related to the services.
- c- Coordinate directly with UNIFIL.
- d- Be responsible for all costs associated with his personnel performing the services including salaries, transportation, accommodation, meals, medication and any administrative costs.

C. For the purpose of establishing a contract, UNIFIL will undertake a competitive bidding exercise in the future and consider inviting those companies that have expressed their interest and provided initial relevant information as to their ability to fulfill UNIFIL's requirement. Please note, this is not an invitation for submission of a price proposal.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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 14 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 UNGM cannot be included in the List of Invitees. Only those companies that are registered at Level II 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.

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

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TO: Chief Procurement Officer **EOI Number:** UNIFIL/EOI/18/10/025/
GRI
Email: unifil-eoi@un.org
FAX: +961 (0)1 925022
FROM:

SUBJECT: The United Nations Interim Forces in Lebanon (UNIFIL) has a requirement for the Establishment of Long Term Agreement (LTA) for the Public Perception Survey and Group Focus to UNIFIL. (Contract Period: Initial Year of 1 Year with an option to extend the Contract for additional 3 Years period (1+1+1 Year)).

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.unqgm.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 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.unqgm.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>.