



## Entity Name

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by Entity's Acronym. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of Entity Name. You are therefore requested to direct all queries regarding this EOI to Entity Name using the fax number or e-mail address provided below.

**Title of the EOI:**

LTA for Ground Handling and Movement Control Services in support of UNIFIL Helicopters at Larnaca and Paphos International Airports - Cyprus

**Date of this EOI:** 1 September 2021

**Closing Date for Receipt of EOI:** 15 September 2021

**EOI Number:** UNIFIL/EOI/22/09/001/MG

**Beneficiary Country/Territory:** UNIFIL/Lebanon

**Commodity/Service category:** Travel Management Services

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

**Fax Number:**

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

**UNSPSC Code:** 78111500, 78111501, 78140000, 78141800

**DESCRIPTION OF REQUIREMENTS**

1. The United Nations Interim Force in Lebanon hereafter referred to as (UNIFIL) has requirement to establish a Long Term Agreement (LTA) for the provision of Ground Handling and Movement Control Services for its aircraft at Larnaca Airport (ICAO code LCLK) and Paphos Airport (ICAO code LCYP) in Cyprus.
2. The Contractor will be required to provide all services including but not limited to Passengers/VIP receive and dispatch services, Cargo and baggage processing, Custom/immigration services, Aircraft servicing, refueling, catering and crew transportation within industry established safety and quality standards.
3. Below listed services need to be rendered on demand:
  - (a) Passenger Check-in through a dedicated counter and issuance of boarding pass.
  - (b) Recording weight of baggage for every passenger.
  - (c) Baggage check in and issuance of baggage tags.



- (d) Handling of baggage in sorting area.
- (e) Provide transportation to VIP, other passengers and crew between Helicopter and airport terminal and vice versa.
- (f) Loading and offloading of checked in baggage, cargo into and from the helicopter.
- (g) Expedite custom operation for VIP transport when required;
- (h) Provision of Resting facilities and meal for crew when required.
- (i) Provision of accommodation for crew in case of extended stay.
- (j) Provision of transportation for Crew between hotel and airport.
- (k) AIS and weather services.
- (l) Handicapped transport availability if required.
- (m) Provision in-to-tank refuelling services.
- (n) Any other service as and when required.

3. The contract shall be of initial duration of one (1) year with an option to extend for another two (2) years of one (1) year periods (1+1) at the sole discretion of UNIFIL. The maximum contract duration shall be three (3) years.

4. UNIFIL will undertake a competitive solicitation exercise shortly and consider inviting those companies that have expressed their interest and provided initial relevant information as to their ability to fulfill UNIFIL's requirement.

5. Please note, this is not an invitation for submission of a price proposal.

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

Ground Handling and Movement Control Services in support of UNIFIL Helicopters at Larnaca and Paphos International Airports - Cyprus

#### **NOTE**

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.unqgm.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.unqgm.org>

***Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***





# VENDOR RESPONSE

## 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 that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:**

**In case you have difficulties submitting your interest electronically, please contact [unifileoi@un.org](mailto:unifileoi@un.org) directly for instructions.**



## 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 <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.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 Entity Name (Entity's Acronym) by the closing date set forth in this EOI. *Due to the high volume of communications Entity's Acronym 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>.

