**Request for Expression of Interest**

Reference **REOI/UKR/2023-003** EOI Closing Date: **February 12, 2023 at 23:59 hrs local time**.

The United Nations Children’s Fund (UNICEF) in Ukraine is looking for potential suppliers provide following supplies/services:

**Transportation and custom services for UNICEF Ukraine**

**SUBMISSION OF EXPRESSION OF INTEREST (EOI)**

* Interested organisations/service providers are requested to complete and submit below EOI form.
* This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender.
* A response to this Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender.
* UNICEF reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document.

For any additional information on this EOI, please contact us at e-mail: [ukrtender@unicef.org](mailto:%20ukrtender@unicef.org).

**REQUIRED DOCUMENTS FOR SUBMISSION**

1. General information such as, organization establishment date, structure, internal quality control and insurance mechanism, financial capacity, company fact sheet.

Suppliers interested in providing commodities and services to UNICEF should register in UNGM at Basic and Level 1 levels of registration: <https://www.ungm.org/Account/Registration>.

Please note the following:

* Suppliers are not charged to register in UNGM.
* UNICEF does not contract with suppliers who are non-compliant with the National Labour Laws and Regulations and with those who are do not abide to ethical standards related to child labour and landmines.
* UNICEF payment terms are after delivery.
* UNICEF prefers to collaborate with manufacture and with those who have previous working experience with either UN or International Organizations;

1. **The EOI form must be submitted to** [**ukrtender@unicef.org**](mailto:%20ukrtender@unicef.org) **before February 12, 2023 23:59 hrs, along with the following documents:**

* Company Profile
* Organization establishment date, Structure
* Financial Capacity, company fact sheet
* Valid Trade Registration.
* Valid Tax Registration Certificate
* UNGM Registration Number.
* Contracts in the same field, please provide list of clients and the specific engagements conducted for the past 3 years to support this.
* Any additional/supporting document you deem appropriate.

1. **International companies interested to participate in this REOI must have a registered sub-office in Ukraine.**

**EXPRESSION OF INTEREST (EOI)**

Reference **REOI/UKR/2023-003** EOI Closing Date: **February 12, 2023 at 23:59 hrs local time**.

**EXPRESSION OF INTEREST FORM (EOI form)**

**Reference REOI/UKR/2023-003**

***[Please check the box when appropriate]***

**GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name of organization:** |  | | | |
| Manufecturer: | Whole sale: | | | Service provider: |
| Legal Address: |  | | | |
| Country: |  | | | |
| Contact Person: |  | | | |
| E-mail address: |  | | | |
| Tel/Mobile: |  | | Mobile: |  |
| Alternative Contact person: |  | | | |
| E-mail address: |  | | | |
| Organization established in | …………..….. (year) | | | |
| Years of experience providing similar goods or service(s) | …………………… | | | |
| Experience with UN/International Organisations | YES | NO | | |
| Legally registered in Ukraine | YES | NO | | |
| Trade Registration certificate | YES | NO | | |
| Tax Payer Card | YES | NO | | |
| Local Bank account on company name | YES | NO | | |
| UNGM Number  Visit ww.ungm.org to register as a vendor | Required |  | | |

**QUALIFICATION INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ability to organise following types of transportation:** |  |  | **is this transport in your ownership, please specify amount** | |
| **yes** | **no** | **yes** | **no** |
| 20T truck |  |  |  |  |
| 10T truck |  |  |  |  |
| 5T truck |  |  |  |  |
| 3T truck |  |  |  |  |
| less than 3T truck |  |  |  |  |
| Refregirator +2 +8 |  |  |  |  |
| Refregirator +5 +25 |  |  |  |  |
| Refregirator -10 -18 |  |  |  |  |
| crane |  |  |  |  |
| tow-truck |  |  |  |  |
| water-cistern for potable water |  |  |  |  |
| flatbed |  |  |  |  |
| dangerous cargo (ADF) |  |  |  |  |
| tail lift transport (please, specify weight) |  |  |  |  |
| other type (please, specify) |  | | | |
|  | yes | no |  |  |
| Availability of own personal for arrangement of transportation route, solving operational issues and communication with recipients |  |  |  |  |
| Ability to perform custom clearance |  |  |  |  |
| Previous experience for Diplomatic and/or Humanitarian cargo |  |  |  |  |

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_