



REQUEST FOR EXPRESSION OF INTEREST

Title	Consultancy services in IT Operation Services		
Reference Number	UNICC-EOI-2024-04		
Published Date	15/11/2024		
Closing Date	22/11/2024	at:	6 pm CET
Contact Address for EOI response	procurement@unicc.org		

1. Description of Requirements

The United Nations International Computing Centre (UNICC) invites vendors to submit an Expression of Interest (EOI) for the provision of consultancy services in support of its IT Operation Services. UNICC is seeking responses from potential suppliers who are interested in a planned formal solicitation. As a result of the official tender, UNICC expects to contract consultancy companies under non-exclusive long-term agreements (LTAs) to source IT specialized consultants, on an as and when required basis, to address the following objectives:

- Improve the sourcing process for hiring scalable and flexible qualified consultants with cost efficient standardized rates
- Improve risk assessment with regards to overhead cost by having a more transparent price structure from our suppliers
- Increase the percentage of qualified women candidates, promote diversity and inclusiveness
- Sustainability Achieve UN Sustainable Development Goals (SDGs):

Goal 5: Gender equality

Goal 8: Decent work and economic growth

Goal 10: Reduced inequality

Goal 17: Partnerships for the goals

As part of the EOI requirement to determine the eligibility of prospective tenderers, we kindly ask your company to complete Annex C.

UNICC intends to establish a roster of qualified suppliers as a result of the solicitation from which proposals shall be requested on a case-by-case basis via secondary bidding when the need for a specific consultancy profile arises.

UNICC intends to invite selected vendors to participate in a formal solicitation, via a Request for Proposals (RFP), at a later stage, for the above requirements. Complete details of the requirements will be included in the solicitation documents.

The RFP shall be tentatively issued in December 2024.

2. Minimum Criteria for Vendors

Companies can only participate in this Request for EOI from UNICC after completing their basic registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).

-Interested companies shall be able to provide qualified consultants, with a good working knowledge of English, to cover enterprise global support and administration at different levels of expertise in one or more of the following areas:

- Network, IT infrastructure and Data Center operations
- Platform and OS (multiple platforms, OSs, databases, etc.)
- Cloud management (all major cloud providers)
- Enterprise systems (ERPs and major SaaS applications)
- Security specialists in all the above areas
- Service desk

The companies shall be able to provide consultancy services both offsite as well as onsite at UNICC premises or UNICC's Clients premises

A completed Annex C.

3. . Expression of Interest Instructions

Vendors interested in fulfilling the requirements are requested to express their interest by submitting the following documents, completed in full, **together with their Expression of Interest in response to points 1. and 2. above**, to the Contact Address (as stated above) not later than the Closing Date (as stated above):

1. A **Vendor Information Form**, using the template provided in Annex A, providing information on the vendor as an entity (legal and organizational), and describing concisely and briefly the vendor's expertise and experience relevant to the requirements and criteria described above.
2. A **self-declaration form**, using the form provided in Annex B.
3. **Annex C – shortlisting criteria**
4. **Annex D – UNICC General Conditions (to acknowledge and sign as part of UNICC vendor registration process)**

Submitted Expressions of Interest should not contain pricing information.

Any information considered by interested entities as confidential must be clearly marked "confidential".

Incomplete Expressions of Interest and Expressions of Interest submitted after the Closing Date will, in principle, be disregarded, unless UNICC decides otherwise, in its sole discretion.

4. Disclaimer

This Request for Expression of Interest is not a solicitation, and replying to it does not guarantee that a vendor will be invited to any solicitation by UNICC. No further details of the planned solicitation will be made available to vendors prior to the issuance of solicitation documents. In the event of a solicitation for the subject matter described herein, any Request for Proposal and any subsequent purchase order or contract will be issued in accordance with UNICC's rules and procedures.

Any and all costs and expenses incurred in relation to, or ensuing from, the submission of an Expression of Interest will exclusively be borne by the applicant. The application and selection process set forth in this document will not be subject to claims for financial compensation of any kind whatsoever.

UNICC is acting in good faith by issuing this Request for Expression of Interest, however, this Request for Expression of Interest does not entail any commitment on the part of UNICC, either financial or otherwise. UNICC reserves the right to send solicitation documents to vendors identified by UNICC through means other than this Request for Expression of Interest; reject any or all Expression(s) of Interest, without incurring any obligation to inform the affected applicant(s) of that decision or the grounds thereof; and/or change or cancel the procurement process at any time, including during the Request for Expression of Interest or formal solicitation processes.

* * *

Annex A – Vendor Information Form

To be returned by COB Friday CET, 22 November 2024 to [email procurement@unicc.org]

NOTICE:

- Companies can only participate in solicitations of UNICC after completing their basic 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 UNICC.

Company Information to be provided by the Vendor expressing interest			
--	--	--	--

UNGM Vendor ID			
-----------------------	--	--	--

Number*:			
-----------------	--	--	--

Legal Company Name:			
----------------------------	--	--	--

<i>(Not trade name or DBA name)</i>			
-------------------------------------	--	--	--

Company Contact:			
-------------------------	--	--	--

Address:			
-----------------	--	--	--

City:		State:	
--------------	--	---------------	--

Zip:		Country:	
-------------	--	-----------------	--

Telephone Number:		Fax Number:	
--------------------------	--	--------------------	--

Email Address:		Company Website:	
-----------------------	--	-------------------------	--

Corporate information:

Company mission statement	
----------------------------------	--

Service commitment to customers and measurements used	
--	--

Organization structure (include description of those parts of your organization that would be involved in the performance of the work)	
--	--

Relevant experience (how could your expertise contribute to UNICC's needs for the purpose of this EOI) – Please attach reference and contact details	
---	--

Staffing information	
-----------------------------	--

Entity Name:
---------------------	-------

Mailing Address:
-------------------------	-------------------------

Name and Title of duly authorized representative:
--	-------

Date:
--------------	-------

Signature:	
-------------------	--

* The timely and successful registration with UNGM as well as the validity and number of contact details entered in the UNGM registration (more than one valid contact is mandatory) are the sole responsibility of the vendor. UNICC cannot be held responsible for missed or delayed communication resulting from a bidder's inaccurate or wrong registration and will not modify the RFP process or timelines to accommodate such inconvenience. UNICC reserves the right to reject Suppliers whose UNGM account does not comply with these instructions.

