

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

This notice is placed on behalf of UNECA. 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 Economic Commission for Africa (ECA) using the fax number or e-mail address provided below.

Title of the EOI:

Provision of preventive maintenance and repair service for Oce digital platform copier/printer of UNECA

Date of this EOI: 8 November 2019**Closing Date for Receipt of EOI:** 22 November 2019**EOI Number:** EOIUNECA16920**Address EOI response by fax or e-mail to the Attention of:** Getachew Sahle**Fax Number:****E-mail Address:** mengistu5@un.org**UNSPSC Code:** 81112306**DESCRIPTION OF REQUIREMENTS**

ECA wishes to enter into a Long Term Agreement with a reputable Repair and Maintenance company for the provision of preventive maintenance and repair services.

The successful Proposer(s) will be contracted for five (5) years contract renewable at the end of each year depending on performance.

SCOPE OF THE REQUIREMENT

Interested service providers will be invited to bid for maintenance and repair service of any or all of the following equipment:

1. Oce VP2110 Digital Production
Printer/Copier/Scanner-including internal booklet marker connected to VP2110
Serial number 236430968
Year of production 2009
2. Oce VP2110 Digital Production
Printer/Copier/Scanner-including internal booklet marker connected to VP2110
Serial number 81259490
Year of production 2009
3. Folding machine, Multi-master CAS 52
Serial number 121079019

Year of production 2012

4. DUPLO DC-445 creaser machine
Serial number 81259490
Year of production 2010

5. Canon Copier Vireo Print 135
Serial number 698011359
Year of production 2018

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Vendors who express their interest will be invited to participate in the subsequent bid.

UNECA is precluded from entering into a contract with vendor that is not fully registered with United Nations Global Market lace (UNGM) and did not obtained UN Global Market Place (UNGM) Vendor ID Number. Thus, only those vendors who are registered or provisionally registered or have started their registration process in UNGM will be eligible to receive the solicitation document-RFP. (Use <https://www.ungm.org> website to register at UNGM:). Interested vendors who fulfill the above requirements are required to submit the completed Vendor Response Form through the above mentioned e-mail addresses on or before 29 November 2019.

Please direct all your queries to United Nations Economic Commission for Africa using the email provided above. Vendors interested in participating in this planned solicitation process should complete the Vendor Response Form (Found at:<https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/pdf/eoi.pdf>) and email it to UNECA before the closing date set forth above.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. Terms of References for the entire contract period will be provided in the solicitation document.
2. Proposers must provide competent technicians who have been certified to repair and maintenance the listed equipment.
3. Proposers should be an agent of the manufacturer of the equipment (please attach the letter with a vendor response form when you reply to this REOI) and have local representation in Addis Ababa or vicinity to meet the response when urgent repairs are required.
4. Proposers should be able to provide reference letter(s) for installations and repairs of these brand equipments.
5. Proposers should have experience (s) in the repair and maintenance of these equipment..
6. Proposers must be a legally registered firm and present a renewed legal business license to provide repair and maintenance services (please attach the license with a vendor response form when you reply to this REOI)

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 Economic Commission for Africa (ECA) (UNECA) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Getachew Sahle
Email: mengistu5@un.org
FAX:
FROM:

EOI Number: EOIUNECA16920

SUBJECT: Provision of preventive maintenance and repair service for Oce digital platform copier/printer of UNECA

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:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNECA16920>

*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.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 United Nations Economic Commission for Africa (ECA) (UNECA) by the closing date set forth in this EOI. *Due to the high volume of communications UNECA 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>.

