

UNITED NATIONS PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION  
UGANDA

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

This notice is placed on behalf of RPO. 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 PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION using the fax number or e-mail address provided below.

**Title of the EOI:**

REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF FACILITY MAINTENANCE AND REPAIR SERVICES AT UNOCA, LIBREVILLE, GABON

**Date of this EOI:** 30 January 2020

**Closing Date for Receipt of EOI:** 14 February 2020

**EOI Number:** EOIRPO17189

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

Chief, Global Procurement Support Section

**Fax Number:** +256-20054-3256 or +256-32332-3256

**E-mail Address:** dos-pd-gpss@un.org, isabiryej@un.org

**UNSPSC Code:** 72102900

**DESCRIPTION OF REQUIREMENTS**

The Global Procurement Support Section, UN Procurement Division on behalf of United Nations Regional Office for Central Africa (UNOCA) intends to establish a long-term contract for the provision of facility maintenance and repair services at UNOCA in Libreville, Gabon.

The contract term shall be for an initial period of one (1) year, with the UN sole option to extend the term of the contract for two (2) additional periods of one year each (1+1+1).

UNOCA HQ occupies 4 floors in the building A of La Perla compound (UN compound). Each floor has 13 separate offices, one (1) Communications and IT room, four (4) bathrooms, one (1) kitchen and a power generator area.

UNOCA Special Point of Contact of Secretary General (SRSG) residence is a single house in a compound comprised of one (1) living room, one (1) dining room, one (1) office, three (3) bedrooms, one (1) kitchen, three (3) bathrooms. In the same area, there is a separate building as reception room with bar; a car parking area; a security room at the back of the house with one (1) bathroom; a generator and water supply area and a security booth at the gate

The Services shall include inspection/maintenance every 3 months of the building located at the UNOCA premises and it will consist any or all of:

- Carpentry works
- Electrical & lighting works
- Floor & Tiles cleaning
- Gardening
- Heating, Ventilation and Air-Conditioning (HVAC)
- Masonry
- Painting
- Plumbing/Pipes and drainage

Repair and Additional services, as and when required, shall include include:

- Internal painting: Painting of surfaces will consist of application of two or three layers of coating similar in color and composition to the existing one;
- External painting: Painting of surfaces will consist of application of two or three layers of same kind of coating in color and composition;
- Internal and external plastering: The works shall consist of removal of the plastered layer using hand or mechanical tools, in square shape, laying fiberglass joint tape over the crack, finishing it with dry powder joint compound and laying a new plaster layer;
- Metal surface painting: All the damaged part shall be substituted with new layer of the same kind and color;
- Provision and installation of new floor: All broken, damaged and falling tiles including internal layer shall be removed in square patches. All missing and/or removed tiles shall be substituted with new ones of the same kind, color and size;
- Repair concrete surface: The area, which is damaged, shall be cleaned and concreted, using proper concrete repair mortar and the exposed reinforcement shall be treated with proper corrosion-inhibiting cement mortar for reinforcing bars;
- Repair and/or replacement of wall wooden panels: All broken, damaged and falling wooden panels shall be substituted with new ones of the same kind, color and size.
- Toilets and Septic Tanks
- Fumigation and Pest control

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

## 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 PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION (RPO) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Chief, Global Procurement Support Section      **EOI Number:** EOIRPO17189  
**Email:** dos-pd-gpss@un.org, isabiryej@un.org  
**FAX:** +256-20054-3256 or +256-32332-3256  
**FROM:**  
**SUBJECT:** REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF FACILITY MAINTENANCE AND REPAIR SERVICES AT UNOCA, LIBREVILLE, GABON

## 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.
- 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=EOIRPO17189>

*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](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 UNITED NATIONS PROCUREMENT DIVISION / GLOBAL PROCUREMENT SUPPORT SECTION (RPO) by the closing date set forth in this EOI. *Due to the high volume of communications RPO 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/eois>.

