



United Nations Regional Office for Central  
(UNOCA)  
Libreville, Gabon

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOCA. 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 Regional Office for Central (UNOCA) using the fax number or e-mail address provided below.

**Title of the EOI:**

Opening Ended Contract for Vehicle Repair and Maintenance to UNOCA

**Date of this EOI:** 29 March 2013

**Closing Date for Receipt of EOI :** 22 April 2013

**EOI Number:** 13TPT4.3/WNA

**Address EOI response by fax or e-mail for the Attention of:** Willy Ndong Akoure

**Fax Number:** +241 01 74 14 02

**E-mail Address:** ndongakoure@un.org

**UNSPSC Code:** 78181500

### DESCRIPTION OF REQUIREMENTS

The United Nations Regional Office for Central Africa (UNOCA) seeks an appropriately qualified Contractor for the provision of Vehicle Repair, Maintenance, Body Work and Vehicle Air Conditioning Repair Services.

The contractor shall be based in Libreville, Gabon.

UNOCA's vehicles are manufactured by Ford, Toyota and Nissan. The fleet includes the following models: Ford Everest, Toyota Hiace, and Nissan Patrol.

General conditions:

Contractors interested in participating in this solicitation are invited to express their interest via fax or email citing the full name of the company, complete address, telephone and fax number as well as the name and title of a designated point of contact.

This notice does not constitute solicitation. The UNOCA reserves the right to change or cancel this requirement at any time in the EOI and/or solicitation process. The UNOCA considers a firm's qualifications and experience in the particular commodity/service area, and previous performance, when preparing a list of invitees. Therefore, in case of EOIs concerning equipment or supplies, for responding vendors who are not manufacturers, full detail of the vendors status, as a factory-appointed wholesaler or distributor, must be provided if nit already on the file with UNOCA.

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

**NOTE**

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

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

***Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email to United Nations Regional Office for Central (UNOCA) (UNOCA) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Willy Ndong Akoure **EOI Number:** 13TPT4.3/WNA  
**FAX:** +241 01 74 14 02  
**FROM:**  
**SUBJECT:** Opening Ended Contract for Vehicle Repair and Maintenance to UNOCA

*To be completed by the Vendor (All fields marked with an '\*' are mandatory)*

*If your company is not registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org). Registration at UNGM is free but mandatory for responding to this EOI. The following information is available about the registration process.*

COMPANY INFORMATION	
<b>UN Global Market Place (UNGM) Vendor ID Number*:</b>	
<b>Legal Company Name</b> (Not trade name or DBA name) *:	
<b>Company Contact *:</b>	
<b>Address *:</b>	
<b>City *:</b>	<b>State :</b>
<b>Postal Code * :</b>	
<b>Country *:</b>	
<b>Phone Number *:</b>	
<b>Fax Number *:</b>	
<b>Email Address *:</b>	
<b>Company Website:</b>	

We declare that our company fully meets the prerequisites A, B, C, D and E, 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 UNGM

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit [www.ungm.org](http://www.ungm.org) for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

#### **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 ([www.un.org/sc/committees/list\\_compend.shtml](http://www.un.org/sc/committees/list_compend.shtml)), or
  - ii. the IIC Oil for Food List website ([www.iic-offp.org](http://www.iic-offp.org)); 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, and has not been in the last five years, under investigation or sanction by
- i. the United Nations, its field missions or any other United Nations organization (including the World Bank),
  - ii. or any government of a United Nations Member State,
- or, if so in any case, such information, including all related circumstances, has been fully disclosed to the United Nations Procurement Division in writing
- C. Your company has no outstanding or pending bankruptcy, judgment or legal action that could impair your company's ability to continue operating as a going concern
- D. Your company does not employ, or anticipate employing, any person (s) who is or was recently employed by the UN (per ST/SGB/2006/15, post-employment restrictions ([www.un.org/docs/journal/asp/ws.asp?m=st/sgb/2006/15](http://www.un.org/docs/journal/asp/ws.asp?m=st/sgb/2006/15))).
- E. Your company (as well as any subsidiary or affiliate companies) and all employees, agents, intermediaries and other persons retained by these companies agree to cooperate with the United Nations during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

**For Registered Vendors:** Vendors already registered 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.

**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 Regional Office for Central (UNOCA) (UNOCA) by the closing date set forth in this EOI. Due to the high volume of communications UNOCA 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.