



United Nations Logistics Base/ United Nations Global Service Centre
Brindisi, Italy

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI: Long Term Agreement for Provision of Vehicle Repair, Maintenance, Body Work and Vehicle Air Conditioning Repair Services to UNOCA, Libreville, Gabon.

Date of this EOI: 16 October 2012

Closing Date for Receipt of EOI : 31 October 2012

EOI Number: 13TPT4/LNN

E-mail Address: UNLB-procurement@un.org

Address EOI response by fax for the Attention of: Laetitia G Ndoki Ndoumbe

Fax Number: +39-0831-056034

UNCCS Code: 613400, 613430, 613431, 613433, 613470

DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre/ United Nations Logistics Base (UNGSC/UNLB) located in Brindisi, Italy, on behalf of the United Nations Regional Office for Central Africa (UNOCA) based in Libreville, Gabon, 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.

The full technical requirements and details will be provided with a formal solicitation document to be issued at a later stage soon after the closing date for this EOI.

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 UNLB/UNGSC reserves the right to change or cancel this requirement at any time in the EOI and/or solicitation process. The UNLB/UNGSC Procurement 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 details of the vendor's status, as a factory-appointed wholesaler or distributor, must be provided if not already on file with UNLB/UNGSC Procurement..

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 fax it to UNLB before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: 13TPT4/LNN

TO: UNLB-Procurement

FAX: +39-0831-056034

FROM:

SUBJECT: Long Term Agreement for Provision of Vehicle Repair, Maintenance, Body Work and Vehicle Air Conditioning Repair Services to UNOCA, Libreville, Gabon.

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

COMPANY INFORMATION

**UNGM/UNLB Vendor ID
Number:**

Company Name *:

Company Contact *:

Address *:

City *:

Country *:

Telephone Number *:

Fax Number *:

Email Address*:

Company Website:

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: _____

**** Unregistered vendors are encouraged to register with UNLB by visiting its web site www.unlb.org**

>>> Procurement >>> Register Online

1) **Registering as a Vendor with UNLB**

Vendors interested in fulfilling the requirement described above are encouraged to register with UNLB by visiting its website www.unlb.org for full registration information in order to be eligible to participate in any future solicitations. We also highly encourage you to register with UNGM by visiting the official UN website www.un.org.

Prerequisites for Eligibility

In order to express your Interest and to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service 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 UNLB.

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 **UNLB** by the closing date set forth in this EOI. Due to the high volume of communications UNLB 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.