



United Nations Office at Geneva (UNOG)
Switzerland

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 Office at Geneva (UNOG) using the fax number or e-mail address provided below.

Title of the EOI:

Fourniture de services de logistique et de manutention / Provision of logistics and handling services

Date of this EOI: 4 May 2020

Closing Date for Receipt of EOI: 22 May 2020

EOI Number: EOIUNOG17471

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

Fax Number: N/A

E-mail Address: procurementunog@un.org, maeva.poirey@un.org

UNSPSC Code: 78121600

DESCRIPTION OF REQUIREMENTS

EN FRANÇAIS:

L'Office des Nations Unies à Genève (ONUG) souhaite recevoir des expressions d'intérêt pour un appel d'offres qu'il a l'intention de lancer pour la fourniture de services de logistique et de manutention au Palais des Nations de l'ONUG et ses annexes à Genève (Suisse). Suite à cet appel d'offres un contrat sera établi pour une durée initiale de trois (3) ans avec possibilité d'une prolongation de deux (2) périodes supplémentaires et consécutives d'une (1) année maximum chacune (3+1+1), sous réserve de l'exécution satisfaisante des prestations effectuées et de la disponibilité des budgets de l'ONUG.

Cette prestation de service clés en main comprend :

- le déménagement de mobilier de bureau, d'armoire forte et/ou de coffre-fort ;
- le déménagement de caisses de documents des fonctionnaires ;
- le transport de PC et d'écrans, le transport de palettes de documents et d'archives ;
- le transport à la destruction de documents confidentiels ;
- le démontage et montage de mobilier de bureau, le rangement des stocks de mobilier ;
- le tri et l'évacuation du mobilier obsolète ;
- la fourniture des équipements de protection individuelle du personnel de manutention, des moyens et équipements techniques, des outils et des véhicules de déménagement avec chauffeur.

Le marché sera attribué au soumissionnaire qualifié dont l'offre remplit essentiellement les conditions énoncées dans le cahier des charges et est considérée comme la moins coûteuse pour l'ONUG.

Veillez noter que cette demande d'expression d'intérêt (EOI) ne constitue pas un appel d'offres. L'ONUG se réserve le droit de modifier ou d'annuler l'appel d'offres à tout moment. Seuls les fournisseurs considérés comme qualifiés par l'ONUG pour fournir ces services seront invités à participer.

La date limite de réception des expressions d'intérêt (soumettant le formulaire de réponse ci-dessous) est fixée au vendredi 22 mai 2020, 18h (heure de Genève). Toutes les réponses seront traitées de manière strictement confidentielle.

IN ENGLISH:

The United Nations Office at Geneva (UNOG) seeks expressions of interest for an invitation to bid which it will issue shortly for the provision of logistics and handling services at the Palais des Nations and its annexes in Geneva (Switzerland). The resulting contract will be established for an initial period of three (3) years with the possibility of an extension of two (2) additional and consecutive periods of one (1) year maximum each (3+1+1), provided satisfactory performance of the contractor and availability of funding.

These turnkey services include:

- moving office furniture, strong cupboard and / or safe;
- moving boxes of UNOG staff's documents;
- transport of PCs and screens, transport of pallets of documents and archives;
- transport to destruction of confidential documents;
- disassembly and assembly of office furniture, storage of furniture stocks;
- sorting and removal of obsolete furniture;
- the supply of personal protective equipment for handling personnel, technical means and equipment, tools and moving vehicles with driver.

The contract will be awarded to the qualified bidder whose offer essentially meets all the conditions set out in the terms of reference and is considered the least costly for UNOG

This request for expression of interest is not an invitation to bid. UNOG reserves the right to modify or cancel this invitation to bid at any time. Only vendors considered as qualified by UNOG to supply such services will be invited to participate.

The deadline for the submitting your response (using the response form attached below) to this EOI is Friday 22 May 2020, at 6pm (Geneva time). All responses will be treated in strict confidence.

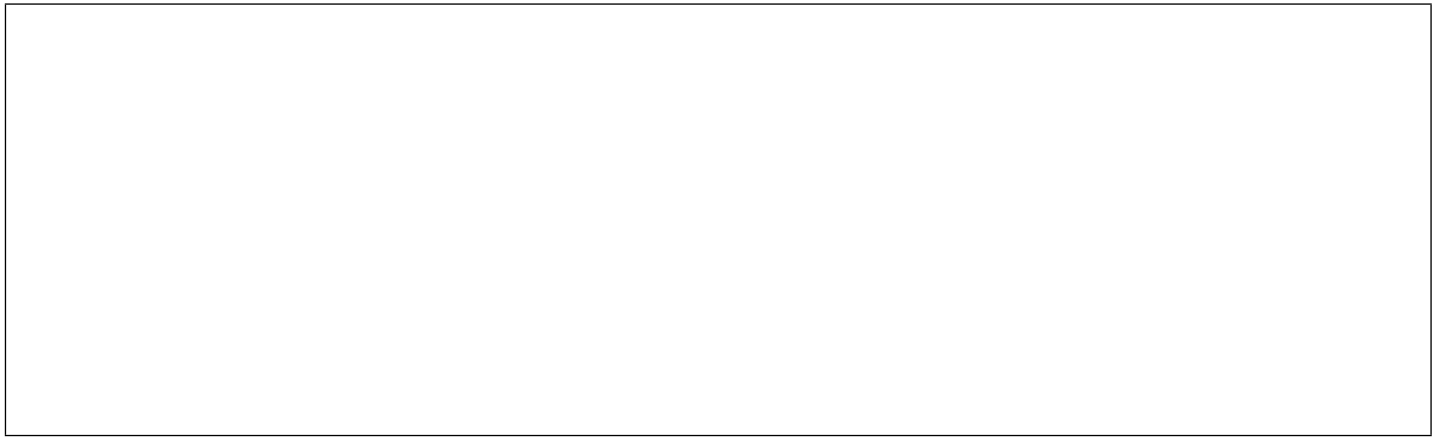
SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

EN FRANÇAIS:

- 1- L'ensemble des services devra être réalisé suivant les normes et réglementations cantonales et fédérales du pays hôte en vigueur (Suisse).
- 2- L'adjudicataire du contrat devra être en capacité de mobiliser, simultanément, sur le site de l'ONUG, vingt (20) manutentionnaires qualifiés dans les travaux de logistique, de manutention et de déménagement ainsi que l'encadrement correspondant.
- 3- L'équipe d'encadrement devra obligatoirement communiquer à l'oral et à l'écrit en langue française, et être capable de communiquer en anglais si besoin.

IN ENGLISH:

- 1- The services must be carried out in accordance with the applicable cantonal and federal standards and regulations of the host country (Switzerland).
- 2- The selected company must be able to mobilize, simultaneously, (20) qualified handlers on the UNOG site and the proper supervision.
- 3- The supervisors must speak and write in French and must be able to communicate in English if necessary.



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 Office at Geneva (UNOG) (UNOG) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Maeva Poirey **EOI Number:** EOIUNOG17471
Email: procurementunog@un.org, maeva.poirey@un.org
FAX: N/A
FROM:
SUBJECT: Fourniture de services de logistique et de manutention / Provision of logistics and handling services

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=EOIUNOG17471>

*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 Office at Geneva (UNOG) (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.