



## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of *the United Nations Economic Commission for Africa* (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 UNECA using the fax number provided below.

**Title of the EOI:** Provision of Cafeteria and Restaurant Services at the Green House of the United Nations Economic Commission for Africa (UNECA)

**Date of this EOI:** 17 June 2010

**Closing Date for Receipt of EOI :** 06 July 2010

**EOI Number:**

**E-mail Address:** [bidofficer@uneca.org](mailto:bidofficer@uneca.org)

**Address EOI response by fax for the Attention of:** The Bid Officer

**Fax Number:** +251 115 511874, Tel. No. 0115445290

**UNCCS Code:** 693000

### DESCRIPTION OF REQUIREMENTS

The United Nations Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia hereby seeks experienced Hotels / Restaurants to express their interest in participating on the subject tender. Companies that expressed their interest would be invited to participate in the tender in a form of Request for Proposal (RFP). This tender envisages selection of a single firm to undertake the Cafeteria and Restaurant Services.

UNECA is precluded from entering into a contract with a firm that is not fully registered with UNECA. Those interested in responding to this invitation but not currently fully registered, as vendors with UNECA, are encouraged to register. Registration Form and "Vendor Response Form" could be downloaded from [www.uneca.org/procurement](http://www.uneca.org/procurement) or similar documents could also be collected from the UNECA, General Services Section, 2nd floor, Room no. 2N11.

Those interested should write to the above-mentioned e-mail address or fax number to submit their "**expression of interest**" by the deadline of 06 July 2010.

### NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address:  
<http://www.unqm.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.unqm.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 **UNECA** before the closing date set forth above**

# VENDOR RESPONSE FORM

EOI Number:

TO: The Bid Officer  
UNECA

FAX: +251 115 51 18 74

FROM:

SUBJECT: Provision of Cafeteria and Restaurant Services

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

## COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:		
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Company Name *:
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Company Contact *:
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Address *:
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City *:
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Country *:
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Telephone Number *:
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Fax Number *:
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Email Address:
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Company Website:
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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: \_\_\_\_\_

**\*\* If not already 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 and mandatory for responding to this EOI. The following information is available about the registration process.**

## 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 (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](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://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](http://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 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 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.