



REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI: Procurement of paper supplies

Date of this EOI: 07 July 2010

Closing Date for Receipt of EOI : 30 July 2010

EOI Number:

E-mail Address: bidofficer@uneca.org

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

Fax Number: +251 115 511874, Tel. No. 0115445466

UNCCS Code: 321643

DESCRIPTION OF REQUIREMENTS

UNECA hereby seeks to pre-qualify a suitable contractor/s with a valid license to supply various types of papers. Only pre-qualified firms may be invited to the tender by an "Invitation to Bid" (ITB) This tender envisages selection of a single or multiple firms to supply papers

It is strongly recommended that manufacturers or approved agents of manufacturers express their interests. The vendor/s should be able to submit a certificate as proof of meeting UN requirements if awarded with the contract at a latter stage. The detailed requirements will be indicated in the solicitation document that will be issued to short listed vendors.

Please note that the UNECA is precluded from entering into 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 before submission of the bid. Further details may be obtained by visiting www.uneca.org/procurement. Registration forms could be downloaded from this website. Similar documents could also be collected from the UNECA, General Services Section, 2nd floor, Room no. 2N11. In order to be eligible for UN Registration, please make sure to declare in writing the Prerequisite for Eligibility criteria itemized from A-E as contained in EOI instruction attached.

Those interested should write to the above-mentioned e-mail address or fax number to submit their "**expression of interest**" by the deadline of 30 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 as well as the pre-qualification questionnaire and fax/deliver 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: **Procurement of Paper Supplies**

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 *:

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: _____

**** If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): 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 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) and is not on the IIC Oil for Food List website (www.iic-offfp.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 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.