



Global Procurement Support Section

UGANDA

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of RPO. 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 Global Procurement Support Section using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Cleaning Services and Supplies for CNMC office in Calabar, Nigeria

Date of this EOI: 21 May 2019**Closing Date for Receipt of EOI:** 4 June 2019**EOI Number:** EOIRPO16379

Address EOI response by fax or e-mail to the Attention of: Chief, Global Procurement Support Section

Fax Number: n/a**E-mail Address:** dos-pd-gpss@un.org, diatta@un.org, namulif@un.org**UNSPSC Code:** 72101508, 76111501

DESCRIPTION OF REQUIREMENTS

The GPSS require the provision of cleaning services including the supply of sanitary and cleaning supplies for the Cameroon-Nigeria Mixed Commission's (CNMC) Office Premises and fleet of vehicles. The Contractor shall be responsible for the day-to-day cleaning of the offices, meeting rooms, toilets, windows, parking garage and the surrounding grounds of the building and vehicles (7 4x4) as necessary. The successful contractor will provide all personnel, materials, equipment and supplies to accomplish this task with best and high quality.

the bidder/vendor, must be capable to provide the following:

- a. Cleaning Services on all working days, excluding CNMC Holidays, but including any National Holidays in Nigeria.
- b. Services to be performed other than Monday through Friday between 08:00 hrs and 17:00 hrs shall be approved and co-ordinated through the CNMC Project Manager.
- c. All common areas can be cleaned from 08:00 hours and all remaining areas shall be cleaned anytime during normal working hours. The Contractor shall submit to CNMC an estimated time schedule for daily cleaning (by office number) and an accurate time schedule by the end of the first month after the Contract commencement date.
- d. The Contractor shall, at its discretion and upon CNMC's approval, undertake the Services outside normal working hours.
- e. The Contractor shall guarantee the competency of its operatives and supervisors in the use and storage of all materials, equipment, cleaning and sanitary supplies, as required to be employed in delivering the services.
- e. The Contractor shall make available one (1) Supervisor, two (2) cleaners and one (1) gardener to

provide services during the regular working hours from 08:00 hrs to 17:00 hrs during Monday through Friday, excluding Holidays.

f. The Contractor shall provide each employee and supervisor with uniforms. These uniforms must be clean, neat and complete when on duty. All uniforms must be approved by the CNMC. The uniforms shall show the Contractor's company name and logo clearly. The Contractor shall bear the cost of purchasing, cleaning, pressing, and repair of the uniforms at no additional cost to the CNMC.

g. The Contractor shall obtain and comply with all local permits required by law, in order to perform its obligations under the resultant contract. The CNMC reserves the right to request a copy of such permit at any time within the Contract duration.

h. The Contractor shall provide four (4) employees on a full time based in the Building. They must have the Secondary Education Certificate and two (2) years of experience at least.

i. The Contractors Employees shall be capable of speaking, reading and writing fluently in the English language.

j. The equipment furnished shall be in good working condition to ensure minimum operating costs, clean and well maintained, sufficiently modern design and in such quantities which the CNMC shall determine to be beneficial for the effective cleaning operation. Equipment shall have an up-to-date service record, which shall be checked regularly by the CNMC.

The potential Contract shall be for an initial period of one (01) year with an option to extend for two (02) years. The optional contract extension (if applied) will be at the UNOWAS sole discretion and always be subject to satisfactory performance of the vendor and UNOWAS budget availability. The full requirements and details will be provided with a formal solicitation document to be issued at a later stage soon after the closing date of the EOI.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

In order to be awarded a Contract/Purchase Order, the bidder/vendor must be registered with the UN Secretariat through the United Nations Global Marketplace (UNGM) for the required level of registration which is " Level 1" before the award of the Contract/Purchase Order.

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 Global Procurement Support Section (RPO) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Chief, Global Procurement Support Section **EOI Number:** EOIRPO16379
Email: dos-pd-gpss@un.org, diattae@un.org, namulif@un.org
FAX: n/a
FROM:

SUBJECT: Provision of Cleaning Services and Supplies for CNMC office in Calabar, Nigeria

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=EOIRPO16379>

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 Global Procurement Support Section (RPO) by the closing date set forth in this EOI. *Due to the high volume of communications RPO 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>.