



United Nations Global Service Centre
Senegal

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNGSC. 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 Global Service Centre using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Cleaning Services to UNOWAS, Dakar, Senegal

Date of this EOI: 14 November 2018

Closing Date for Receipt of EOI: 29 November 2018

EOI Number:

Address EOI response by fax or e-mail to the Attention of: Adjji Mbene Sambe

Fax Number: N/A

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

UNSPSC Code: 76111500

DESCRIPTION OF REQUIREMENTS

The United Nations Office for West Africa and the Sahel (UNOWAS) intends to establish a long-term contract for the Provision of Cleaning Services for its office located at Route de Plage Ngor, Dakar, Senegal.

The Contractor shall be responsible for the day-to-day cleaning of the offices, meeting rooms, toilets, windows, fitness room, parking garage and the surrounding grounds of the building. The successful Contractor will provide all personnel, materials, equipment and supplies to accomplish this task with best and high quality.

The resultant contract will be for an initial one (1) year period, with the option to be extended by two (2) additional periods of one (1) year each, subject to satisfactory performance by the Contractor.

Details of Premises:

The UNOWAS' Premises is in the district of Ngor (ex USAID office) on the main road leading to Route de la Plage de Ngor (behind the Ngor-Diarama Hotel) in Dakar, Senegal. The access to the site is provided through an asphalted road of 300 m wide adjoining the main Ngor Road (behind at the 1st fuel Station SHELL coming to Airport).

The compound covers a total area of 7,500 sq. meters, shared with UNESCO. The property Building is built in 4 floors.

UNOWAS office occupies 2 floors (3rd and 4th floor) and 1 common space. The property features the following elements:

- 3rd floor: 43 offices covering 1,032 square meters.
- 4th floor: 25 offices, 1 Conference room, 1 VTC room, 1 terrace covering 900 square meters.
- 1 common space (court (garden), Cafeteria, Fitness room and parking (33 vehicle slots) covering 1,000 square meters.

There will be a mandatory site visit scheduled before the submission date of offers. The site visit will allow the Bidders to assess the site conditions in order to prepare a thorough offer.

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 of this 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 United Nations Global Service Centre (UNGSC) before the closing date set forth above.

VENDOR RESPONSE FORM

R

TO: Adjii Mbene Sambe
Email: unlb-procurement@un.org
FAX: N/A

EOI Number:

FROM:

SUBJECT: Provision of Cleaning Services to UNOWAS, Dakar, Senegal

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:

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 : _____

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 Global Service Centre (UNGSC) by the closing date set forth in this EOI.

Due to the high volume of communications UNGSC 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>.