United Nations Nations Unies

United Nations Peacekeeping Force in Cyprus

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNFICYP. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Peacekeeping Force in Cyprus. You are therefore requested to direct all queries regarding this EOI to United Nations Peacekeeping Force in Cyprus using the fax number or e-mail address provided below.

Title of the EOI:
Provision of catering and waiting services to UNFICYP

Date of this EOI: 13 January 2023 **Closing Date for Receipt of EOI:** 3 February 2023

EOI Number: EOIUNFICYP20698

Beneficiary Country/Territory: Cyprus

Commodity/Service category: Catering services

Address EOI response by fax or e-mail to the Attention of: Panayiotis Savva, Procurement Assistant

Fax Number: +357-22-614493

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

UNSPSC Code: 90101600, 90101603, 90101700

DESCRIPTION OF REQUIREMENTS

1. The United Nations Peacekeeping Force in Cyprus (UNFICYP) intends to conduct a competitive solicitation exercise for the provision of catering and waiting services to UNFICYP. The Contractor shall prepare, deliver and serve breakfast, lunch and dinner meals, including cocktails, within Nicosia, on an “as and when required” basis.

2. The successful Service Provider shall provide and maintain all labour, materials, tools, equipment, vehicles, and insurances at its own expense.

3. The resulting Contract(s) shall be for an initial period of three (3) years with an option to extend for two (2) additional terms of one (1) year each.

4. In this regard, UNFICYP would like to identify vendors that would be interested to participate in the competitive solicitation exercise. Qualified vendors are requested to express their interest by submitting the Vendor Response Form of this EOI electronically (through the link provided below) before the closing date above.

5. In case you have difficulties submitting your interest electronically, please contact Mr. Panayiotis Savva via email to unficyp-procurement@un.org no later than Friday, 03 February 2023. The Vendor Response Form is also available in our website www.unficyp.org.

6. UNFICYP reserves the right in selecting the invitees for the competitive bidding and mere expressing an interest would not automatically warrant participation in the competitive bidding exercise. UNFICYP reserves the right to change or cancel any of these requirements at any time during the EOI and/or the solicitation process. Please note that Vendors have to be registered at Level 1 at the time of the award.

7. The UNGM registration is mandatory for responding to this EOI. Interested vendors are strongly recommended to submit the required documentation at the United Nations Global Marketplace at www.ungm.org for Level 1 registration. Information on the prerequisites for Level 1 registration can be found at https://www.ungm.org/Public/Pages/RegistrationProcess.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.

VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:
https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNFICYP20698

In case you have difficulties submitting your interest electronically, please contact unficyp-procurement@un.org directly for instructions.

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 of 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 Peacekeeping Force in Cyprus (UNFICYP) by the closing date set forth in this EOI. *Due to the high volume of communications UNFICYP 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.