



UNITED NATIONS ORGANIZATION STABILIZATION MISSION IN THE DR CONGO

Congo, The Democratic Republic of the

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of MONUSCO. 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 ORGANIZATION STABILIZATION MISSION IN THE DR CONGO using the fax number or e-mail address provided below.

Title of the EOI:

The provision of hotel accommodation services to MONUSCO air crew in Lubumbashi in Democratic Republic of Congo

Date of this EOI: 28 July 2017**Closing Date for Receipt of EOI:** 15 August 2017**EOI Number:** EOIMONUSCO14144**Address EOI response by fax or e-mail to the Attention of:** Bard Starnes, Oic Procurement Section**Fax Number:** N/A**E-mail Address:** monusco-procurement@un.org, alegwa@un.org**UNSPSC Code:** 90111500**DESCRIPTION OF REQUIREMENTS**

MONUSCO seeks to establish a contract for the provision of hotel accommodation services to MONUSCO air crew in Lubumbashi in Democratic Republic of Congo.

The contract shall be for an initial period of two (02) year with the option to extend the contract for one (1) additional year making a aggregate of three years (03) 2+1 = 3 years) at the sole discretion of MONUSCO.

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MONUSCO cherche à établir un contrat pour prestation de services d'hébergement hôtelier à l'équipage aérien MONUSCO à Lubumbashi, en RDC.

Le contrat est pour une période initiale de deux (02) ans avec possibilité de prolonger le contrat pour une (1) année supplémentaire prenant un total de trois ans (03) 2 + 1 = 3 ans) à la seule discrétion de MONUSCO

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. Interested vendors must complete and submit pages 4-5 of this document by email indicating the EOI number in the subject.
2. At this stage, please do not submit any additional information and no questions will be answered.
3. For any question related to UN vendor registration, please follow the instructions below or contact at register@un.org
4. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

NOTE: Your response must be submitted not later than 1700 hours Goma, DRC time (GMT+2) on the stated deadline date.

Vendors are requested to indicate their UNGM registration number in the below Vendor Response Form if already registered as a vendor with the UN; if not already registered, companies may still respond to the EOI but must complete the registration process on the United Nations Global Marketplace (UNGM) identifying 'UN Secretariat' as a selected agency (<http://www.ungm.org>).

MONUSCO reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee that a vendor will be considered for receipt of the solicitation when issued.

Thank you for your interest

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1. Les vendeurs intéressés doivent remplir et soumettre les pages 4-5 de ce document par courriel indiquant le numéro EOI dans le sujet.
 2. À ce stade, ne soumettez aucune information supplémentaire et aucune question ne sera répondu.
 3. Pour toute question relative à l'enregistrement des fournisseurs de l'ONU, veuillez suivre les instructions ci-dessous ou contacter register@un.org
 4. Les formulaires de réponse des fournisseurs doivent être complétés en totalité. L'ONU se réserve le droit de rejeter les documents d'Expressions d'Intérêt incomplets ou reçus après la date limite fixée.

REMARQUE: Votre réponse doit être soumise au plus tard à 17 heures, heure de Goma, DRC (GMT + 2) à la date limite fixée.

Les fournisseurs sont priés d'indiquer leur numéro d'enregistrement UNGM dans le Formulaire de réponse

du vendeur ci-dessous, s'il est déjà enregistré comme fournisseur auprès de l'ONU; Si ce n'est déjà enregistré, les entreprises peuvent encore répondre à l'EOI mais doivent compléter le processus d'inscription sur le marché mondial des Nations Unies (UNGM) en identifiant le «Secrétariat de l'ONU» en tant qu'organisme sélectionné (<http://www.ungm.org>).

MONUSCO se réserve le droit de modifier ou d'annuler l'exigence à tout moment pendant l'EOI et / ou le processus de sollicitation. Ainsi, la soumission d'une réponse à cette REOI ne garantit pas automatiquement qu'un vendeur sera pris en considération pour la réception de la sollicitation lors de sa délivrance.

Merci pour ton intérêt

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 ORGANIZATION STABILIZATION MISSION IN THE DR CONGO (MONUSCO) before the closing date set forth above.

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 (http://www.un.org/sc/committees/list_compend.shtml), 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 ORGANIZATION STABILIZATION MISSION IN THE DR CONGO (MONUSCO) by the closing date set forth in this EOI. *Due to the high volume of communications MONUSCO 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>.

