



United Nations Stabilization Mission in the Democratic Republic of the 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 Stabilization Mission in the Democratic Republic of the Congo using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Establishment and Operation of Duty Free/Post Exchange (PX) Services in Democratic Republic of Congo (DRC)

Date of this EOI: 01 November 2016

Closing Date for Receipt of EOI: 16 November 2016

EOI Number: EOIMONUSCO13166

Address EOI response by fax or e-mail for the Attention of: Perry Mccarthy, Oic Procurement Section

Fax Number: + 39 083 124 5167/+243 81890 5167

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

UNSPSC Code: 50000000, 49000000, 52000000, 53000000

DESCRIPTION OF REQUIREMENTS

REQUEST FOR EXPRESSION OF INTEREST

1. The United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO), seeks Expression of Interest (EOI) from duly registered companies for the provision of Establishment and Operation of Duty Free/Post Exchange (PX) Services in different locations of Democratic Republic of Congo (DRC).
2. MONUSCO will undertake a competitive bidding exercise shortly and accordingly intends to issue a Request for Proposal (RFP) to those companies who would express their interest and provide initial relevant information demonstrating their ability to fulfill MONUSCO requirements. In addition, the interested companies must have registration in UNGM (ungm.org). A detail Scope of Work (SOW) will be provided to companies short listed for receipt of the documents.
3. The EOI should specify brief relevant information about the company including the company's profile, capacity/capability and experience. Vendors will be shortlisted based on their ability to provide the relevant documents showing that they are authorized to undertake business in DRC. Interested vendors must provide the following documents with their response.
 - Filled in and signed Vendor Response Form
4. Please note that this request for EOI is not an invitation for submission of Bid
5. MONUSCO reserves the right in selecting the invitees for the competitive bidding based on substantial

and proven records of performance in the subject field of activities and submission of an EOI would not automatically warrant receipt of the documents MONUSCO reserves the right to reject EOI's received after the deadline indicated below.

6. The Expression of interest may be submitted by email to monusco-procurement@un.org or by hand delivery or courier, clearly marked with the inscription "EOI -Provision of Establishment and Operation of Duty Free/Post Exchange (PX) Services" and addressed as follows to be received not later than 15/11/2016, 16:00 hours Kinshasa time (GMT+1)

Chief Procurement Officer
MONUSCO
Utex Africa Compound, Avenue Colonel Mondjiba
Ngaliema, Kinshasa, DRC
Fax: +39 083 124 5167 or +243 81 890 5167
Email: monusco-procurement@un.org

DEMANDE DE MANIFESTATION D'INTÉRÊT

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. La Mission de l'Organisation des Nations Unies pour la Stabilisation en République Démocratique du Congo (MONUSCO) sollicite des manifestations d'intérêts de la part des entreprises dûment enregistrées et autorisées pour la Création et exploitation d'Duty Free / Post Exchange (PX) Services en différents endroits de la République démocratique du Congo (RDC)

2. MONUSCO entreprendra un exercice d'appel d'offres sous peu et en conséquence a l'intention d'émettre une demande de propositions (DP) pour les entreprises qui exprimeraient leur intérêt et leur fournir des informations pertinentes démontrant leur première ability pour satisfaire aux exigences de la MONUSCO. En outre, les entreprises intéressées doivent avoir l'inscription dans UNGM (ungm.org). Un détail Portée des travaux (SOW) sera fournie aux entreprises présélectionnées pour la réception des documents.

3. L'EOI devrait préciser brièvement les informations pertinentes au sujet de la société, y compris le profil, la capacité / capacité et l'expérience de l'entreprise. Les vendeurs seront sélectionnés en fonction de leur capacité à fournir les documents pertinents montrant qu'ils sont autorisés à entreprendre des affaires en RDC. les fournisseurs intéressés doivent fournir les documents suivants avec leur réponse.

- Rempli et signé Vendor Formulaire de réponse
- Certificat d'expérience dans la fourniture de services similaires

4. S'il vous plaît noter que cette demande de EOI est pas une invitation pour la présentation de l'offre

5. MONUSCO se réserve le droit dans le choix des invités pour l'appel d'offres sur la base de dossiers importants et éprouvés de performance dans le domaine des activités et de la soumission d'un EOI ne justifierait pas automatiquement la réception des documents de la MONUSCO se réserve le droit de rejeter EOI de reçus après la date limite indiqué ci-dessous.

6. L'expression d'intérêt peut être soumis par courriel à monusco-procurement@un.org ou par remise en main propre ou par courrier, clairement marqué avec l'inscription "EOI -Fourniture d'établissement et le fonctionnement du Duty Free / Post Exchange (PX) services» et adressée comme suit pour être reçu au plus tard le 15/11/2016, 16:00 heures heure Kinshasa (GMT + 1)

Chief Procurement Officer
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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 Expressions 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 the Vendor Response Form of this EOI and send it via fax or email to United Nations Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Perry Mccarthy, Oic Procurement Section

EOI Number: EOIMONUSCO13166

FAX: + 39 083 124 5167/+243 81890 5167

FROM:

SUBJECT: Provision of Establishment and Operation of Duty Free/Post Exchange (PX) Services in Democratic Republic of Congo (DRC)

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 and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

To be completed by the Vendor (All fields marked with an '**' are mandatory)

COMPANY INFORMATION

UN Global Market Place (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 <http://www.un.org/Depts/ptd>.

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 <http://www.un.org/Depts/ptd>. 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 Stabilization Mission in the Democratic Republic of the 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 on the UNPD Website indicated above.

