



Procurement Division, Regional Procurement Office  
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 Procurement Division, Regional Procurement Office using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Travel Management Services For The United Nations Regional Service Centre Entebbe (RSCE) Supporting United Nations Missions in Northern, Western, Eastern and Central Africa

**Date of this EOI:** 18 June 2018**Closing Date for Receipt of EOI:** 2 July 2018**EOI Number:** EOIRPO15253**Address EOI response by fax or e-mail to the Attention of:** Chief, Regional Procurement Office, Pd**Fax Number:** N/A**E-mail Address:** unesb-rpo@un.org**UNSPSC Code:** 90120000, 90121500, 90121502

### DESCRIPTION OF REQUIREMENTS

1. The United Nations Procurement Division, Regional Procurement Office (UNPD/RPO) on behalf of the United Nations Regional Service Centre Entebbe (RSCE), hereby invites qualified vendors to submit their Expression of Interest (EOI) to participate in an upcoming solicitation for the Provision of Travel Management Services for RSCE supporting United Nations Missions in Northern, Western, Eastern and Central Africa.
2. UNPD/RPO on behalf of RSCE seeks to engage professional/qualified, competent, licensed and IATA registered Travel Management Services Provider (TMS) with minimum of 3 years of experience to provide full air travel reservations, quotations, ticketing and related standard travel services to United Nations (UN) missions (RSCE's clients) currently located in the following geographical regions: West Africa (Mali-Bamako), Central Africa (Central African Republic – Bangui, Gabon - Libreville, Democratic Republic of Congo – Goma – Kinshasa), East Africa (Uganda – Entebbe, Kenya – Nairobi - Mombasa, Burundi – Bujumbura, South Sudan – Juba, , Somalia – Mogadishu – Hergasia), and North Africa (Sudan – Khartoum, Western Sahara – Laayoune, Morocco – Casablanca – Las Palmas).
3. The Contracts which will be awarded on a all-inclusive basis are required for an initial period of three (3) years with an option to renew for two (2) additional one (1) year periods (i.e.3 + 1 + 1 years) at the sole discretion of the UN, subject to changes in operational requirements of the UN, availability of funds, extension of UN mandate and satisfactory performance of the TMS Contractors.
4. The annual value and volume of tickets processed by RSCE are as stated below:

- 2016: North Africa: 2,743; East Africa: 6,210; West Africa:4,132; Central Africa: 6,275

- 2017: North Africa 3,650; East Africa: 4,819; West Africa 3,197; Central Africa: 6,292

The projected travel volume for 2018 / 2019 is approximately 20,000 with regional volumes being as follows:

North Africa: 3,449; East Africa: 5,891; West Africa: 3,915; Central Africa: 6745

5. Qualified companies interested in providing these services are invited to express their interest and submit the following information:

5.1 Detailed company profile;

5.2 Company's address, contact person, active telephone numbers as well as functional e-mail contacts;

5.3 Company's UNGM registration number ([www.ungm.org](http://www.ungm.org)); and

5.4 Written confirmation of the company's capability to provide these services to the UN.

6. Please note that this is not an invitation for submission of proposals. The purpose of EOI is to inform potential vendors about upcoming business opportunities in order to identify interested and qualified vendors.

7. A detailed Statement of Work (SOW) containing the scope of work will be provided within the UN's tender document which will be sent out to all qualified companies/vendors shortlisted for receipt of UNPD/RPO solicitation documents.

8. UNPD/RPO will examine the outcome of this request for EOI and will consider qualified companies/vendors including that have expressed their interest providing the required information as to their ability to fulfill UN's requirement. No further details can be made available prior to the issuance of the solicitation documents.

9. UNPD/RPO reserves the right to change or cancel the requirements at any time during the EOI and/or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued or award thereafter. The tender and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

10. Interested vendors must complete and submit the attached Vendor Response Form indicating the EOI Number in the subject. The expressions of interest may be submitted by mail or by using the emails provided clearly marked with the inscription "Expression of Interest -Provision of Travel Management Services for RSCE supporting United Nations Missions in Northern, Western, Eastern and Central Africa.

UNPD Regional Procurement Office

P.O. Box 710

UN Entebbe Support Base

Old Entebbe Airport Road

Entebbe, Uganda

Attn: [unesb-rpo@un.org](mailto:unesb-rpo@un.org)

11. EOIs not addressing the above criteria to the satisfaction of UNPD/RPO shall not be considered for the solicitation to bid, if and when issued.

12. The Expressions of Interest may be submitted by e-mail no later than Close of Business 2 July 2018 to email address [unesb-rpo@un.org](mailto:unesb-rpo@un.org).

13. If you have questions related to UN vendor registration, please follow the instructions below or contact [unesb-rpo@un.org](mailto:unesb-rpo@un.org) with a copy to [register@un.org](mailto:register@un.org).

Thank you for your interest.

### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Once the contracts are awarded, RSCE will be the lead office and will act as the the TMS Contract Manager and point of contact for all communication and operations pertaining to the TMS Contract.

Currently, UN missions that are clients to RSCE and on behalf of which the latter will be purchasing tickets are the following:

- MONUSCO - United Nations Organization Stabilization Mission in the Democratic Republic of the Congo
- UNMISS - United Nations Mission in South Sudan
- UNISFA - United Nations Interim Security Force for Abyei
- UNAMID - United Nations Hybrid Operation in Darfur
- MINUSMA- United Nations Multidimensional Integrated Stabilization Mission in Mali
- MINUSCA - United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic
- UNSOS - United Nations Support Office in Somalia
- UNSOM - United Nations Assistance Mission in Somalia
- UNOCA - United Nations Regional Office for Central Africa
- SEMG - Somalia and Eritrea Monitoring Group
- SESG-GL - Office of the Special Envoy for the Great Lakes
- MINURSO - United Nations Mission for the Referendum in Western Sahara
- OSASG-BDI - Office of the Special Envoy to the Secretary-General for Burundi

### 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 Procurement Division, Regional Procurement Office (RPO) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Chief, Regional Procurement Office,Pd

**EOI Number:** EOIRPO15253

**Email:** unesb-rpo@un.org

**FAX:** N/A

**FROM:**

**SUBJECT:** Provision of Travel Management Services For The United Nations Regional Service Centre Entebbe (RSCE) Supporting United Nations Missions in Northern, Western, Eastern and Central Africa

## 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](http://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](http://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=EOIRPO15253>

*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](http://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 Procurement Division, Regional Procurement Office (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>.

