

United Nations Nations Unies

United Nations Mission in South Sudan UNMISS

REQUEST FOR EXPRESSION OF INTEREST

Provision of Express Courier Services to the United Nations Mission in South Sudan

Closing Date for Receipt of EOI: Monday, 31 October 2016

The United Nations Mission in the Republic of South Sudan (UNMISS) hereby solicit Expression of Interest (EOI) from qualified Contractors for the Provision of Express Courier Services to UNMISS destinations in South Sudan and worldwide, as stated herein.

Description of General requirements:

The Express Courier Services will include:

1. Collection, dispatch, packing and delivery on a 'door to door' basis of aerogrammes, documents, parcels, packages and small cargo/equipment consignments including diplomatic pouch from UNMISS from Head Quarters in Juba to destinations within South Sudan and destinations worldwide, as required by UNMISS.
2. The collection and shipment of the Diplomatic Pouch to New York (UN Head Quarters) on a weekly basis.
3. The pick-up, packing and delivery of Aerogrammes to different troops from Troop Contributing Countries (TCC) normally on a weekly, door to door basis.

The resultant contract is expected to be for an initial period of one (1) year with an option to extend for two (2) additional periods of one (1) year each. Local Contractors are strongly encouraged to apply.

Conditions

Interested companies are invited to submit their EOI by courier, email or hand delivery as indicated below. The EOI must include, as a minimum, the following documentation/information:

1. As a mandatory requirement for UNMISS, before submitting an EOI, interested companies are required to be fully registered as a supplier on the **UN Global Marketplace (UNGM)** using the link <https://www.ungm.org>. Registration is free of charge. As you express interest in the planned solicitation by submitting your EOI, please verify and ensure that your company is registered under its **full legal name** with the **UN Secretariat** on the UNGM. We strongly recommend all companies to register at least at **Level 1** under the UN Secretariat prior to participating in any solicitations.
2. Proof that the company is registered for this particular requirement in UNGM under UN Standard Products and Services Codes (UNSPSC) 78102200 - Postal and small parcel and courier services.
3. UNMISS Procurement Section shall reject any EOI that does not contain the final UNGM vendor registration number under the specified UNSPSC as such submissions will be considered non-responsive.

This REOI does not constitute a solicitation. UNMISS reserves the right to change or cancel the requirements at any time during the REOI and/or solicitation process. Thus, submitting a response to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

The EOI, clearly marked "Express Courier Services" must be received by UNMISS no later than **Monday, 31 October 2016 at 12:00 hours local time in the Republic of South Sudan (GMT or UTC +3)**, via email to karimanzira@un.org with ngonyo@un.org in copy. The EOI may also be delivered via courier or hand delivery to the United Nations Mission in South Sudan – UNMISS, Procurement Section, Room 3C-02, UNMISS Logistics Base in Topping, Near Juba International Airport, Juba, Republic of South Sudan, Attention: Ms. Samantha E. Karimanzira