



REQUEST FOR EXPRESSION OF INTEREST (REOI)

Supply and Delivery of Office Equipment and Supplies on the basis DAP - UNMISS, Logistics Base, Juba, South Sudan (Incoterms 2010)

Closing Date for Receipt of EOI: 07 November 2023

General Description of the Requirement:

The United Nations Mission in South Sudan (UNMISS) hereby solicits Expression of Interest (EOI) from competent Companies for **the Supply and Delivery of Office Equipment and Supplies (ID Card Holders, Lever Arch files, Binding Covers, Lamination Pouches, Paper Shredders, Paper Cutters, White Boards, etc.) on the basis DAP - UNMISS, Logistics Base, Juba, South Sudan (Incoterms 2010)**

Conditions:

1. Interested companies are invited to submit their Expression of Interest (EOI) by hand delivery or e-mail as indicated below. The EOI must include, as a minimum, the following information:
 - United Nations Global Market (UNGM) and Registration Number for supply of UNSPSC Code no 14000000, 44000000, 53121603, 54111601.
 - Company's contact details (address, telephone and fax numbers, e-mail, etc.).

Important Notice:

2. This REOI does not constitute a solicitation. UNMISS reserves the right to change or cancel the requirement 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.
3. UNMISS also reserves the right to send the Solicitation Documents to companies who were identified through additional market research or other means to source the UN requirements.
4. Vendors interested in fulfilling the requirement described above **must be registered with UNGM** and those not registered may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation.
5. Vendors already registered at the UNGM basic level are strongly advised to upgrade to level 1.
6. Local and Regional companies are encouraged to participate.
7. The EOI, clearly marked "**Expression of Interest – Supply and Delivery of Office Equipment and Supplies on the basis DAP - UNMISS, Logistics Base, Juba, South Sudan (Incoterms 2010)**" must be received by UNMISS no later than 16:00 Hours (GMT+2) on **Tuesday, 07 November 2023**, via the link <https://ungm.org/Public/Notice> or contact rachael.chironga@un.org;

boy@un.org; kitengeaziza@un.org incase of difficulties. The EOI may also be hand delivered to the attention of the Chief Procurement Officer, United Nations Mission in South Sudan (UNMISS) Near Juba International Airport, Room No.: 3D/01, Juba, South Sudan, Tel: +211912067583.