



United Nations Mission in South Sudan
UNMISS

REQUEST FOR EXPRESSION OF INTEREST (REOI)

For

Supply and delivery of Wooden Pallets and Packing Supplies to UNMISS Juba, South Sudan

Closing Date for Receipt of EOI: Monday 24 December 2018

Description of General Requirement:

1. The United Nations Mission in the Republic of South Sudan (UNMISS) has a requirement for wooden pallets and packaging supplies and hereby solicits Expression of Interest (EOI) from qualified and interested vendors.

Conditions:

2. Interested companies are invited to submit their EOIs for consideration by email (preferred), courier or by hand delivery as indicated below. The EOI must include, at a minimum, the following documentation/information:
 - (a) United Nations Global Market Place (UNGM) Registration: Company should be registered in UN Global Marketplace (UNGM) using the link <https://www.ungm.org> or should start their registration process immediately if not registered. Companies are strongly advised to register or upgrade to Level 1.
 - (b) Company's contact details: UNGM Identification Number, company name, address, telephone and e-mail must be provided in the EOI Form. Failure to provide this information in the EOI Form may result in a rejection of an EOI.
 - (c) Vendors must be registered in UNGM under the services (UNSPSC No. 24112700 and 24140000) in order to participate in the solicitation for this requirement.

Important Notice:

3. This REOI does not constitute a solicitation. UNMISS reserves the right to change or cancel the requirement at any time during the EOI 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.
4. The UNGM Identification Number obtained at the start of the registration process, must be provided to the Procurement officer at the time of submitting the EOI in the completed EOI Form.
5. The "EOI Form" is available in "Business Opportunities" Section of www.ungm.org website. Vendors are strongly encouraged to submit their EOIs through the E-mail addresses provided below.
6. The REOI, clearly marked "Request for Expression of Interest for the supply and delivery of Wooden Pallets and Packing Supplies to UNMISS Juba, South Sudan must be received by UNMISS not later than close of business on **24 December 2018**, via e-mail address yosephd@un.org with a copy to ngonyo@un.org or if by hand, to the attention of the Chief Procurement Officer, United Nations Mission in South Sudan (UNMISS) Near Juba International Airport, Room No.: 3C/02, Juba, South Sudan, Tel: +211 912067297.

A blue handwritten signature or mark is located in the bottom left corner of the page.