



REQUEST FOR EXPRESSION OF INTEREST (EOI)

Supply and Delivery of Office Equipment to UNMISS in Juba, Republic of South Sudan.

Closing Date for Receipt of EOI: 03 January 2020

**Description of General Requirement:**

The United Nations Mission in South Sudan (UNMISS) hereby solicits Expression of Interest (EOI) from competent Companies for Supply and Delivery of Office Equipment (Coffee Maker, Cookers, Oven Microwave, Refrigerators, Water Bottles, Bidding Machines, Shredder Machines, Clock Walls, Key Rings, Blank Key, etc....) to UNMISS in Juba, Republic of South Sudan. UNMISS intend to establish a Local System Contract for an initial period of one (01) year, with option to extend for (02) successful one year periods.

**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) Registration Number for supply of UNSPSC Code no 4000000 (**Mandatory**)
  - 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 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 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](http://www.ungm.org) website. Vendors are strongly encouraged to submit their EOIs through the e-mail addresses provided below.
- 6 The EOI, clearly marked "**Expression of Interest – Supply and Delivery of Office Equipment to UNMISS in Juba, Republic of South Sudan** **must** be received by UNMISS no later than 1200 Hours (GMT+3) on **Friday, 03 December 2020**, via e-mail to: [kitengeaziza@un.org](mailto:kitengeaziza@un.org) with copy to [ngonyo@un.org](mailto:ngonyo@un.org) or hand delivered to the attention of:

Chief Procurement Officer  
Procurement Section,  
Attn: Purchasing Unit 2  
UNMISS- Topping Site, near International Airport,  
Room # 3C/02  
Juba, Republic of South Sudan.