

UNTSO
ISRAEL**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNTSO. 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 UNTSO using the fax number or e-mail address provided below.

Title of the EOI:

PROVISION OF CATERING SERVICES

Date of this EOI: 16 November 2017**Closing Date for Receipt of EOI:** 30 November 2017**EOI Number:** EOIUNTSO14471**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:** +972 2 5687317**E-mail Address:** untso-procurement@un.org, cunillera@un.org**UNSPSC Code:** 90100000**DESCRIPTION OF REQUIREMENTS**

The United Nations Truce Supervision Organization in Israel (UNTSO) is looking for qualified suppliers for the Provision of Catering Services.

For this purpose, UNTSO will undertake a competitive bidding exercise shortly. Accordingly, UNTSO would issue a Request For Proposal (RFP) to those companies who would express their interest and provide initial relevant information as to their ability to fulfill UNTSO's requirements. Please note that this is not an invitation for submission of a price proposal.

This request for EOI does not constitute a solicitation. UNTSO reserves the right in selecting the companies to participate in the bidding. Responding to this EOI does not guarantee that such company will be invited to tender. The UNTSO Procurement Section reserves the right to change or cancel this EOI notice at any time.

In order to qualify for the contract award, the prospective supplier must be registered with the United Nations Global Marketplace. The specific instruction and additional information on registration is indicated below.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The Contractor shall provide all personnel necessary to perform full food service operations required for the daily preparation and serving of food for up to 150 (one hundred fifty) UN personnel employed at the Government House (Jerusalem, Israel) and a small number of authorized visitors, or an average of 20 persons partaking of the food services; self-service and take out snack-bar type food services on working days during working hours for the benefit of the staff (Monday – Friday; 7:00am – 156:00 hrs); full dining food services with waiters for official functions (approximately twice per month for lunch or dinner) serving, on occasion, senior UN officials and/or members of the diplomatic community; Small day-time and evening functions with drinks, food (approximately twice per month); Large venue food catering usually held outdoors, (approximately three to four times per year).

1.2 In consideration of these requirements, UNTSO shall provide the necessary kitchen related equipment, including but not limited to the physical space necessary to facilitate any catering services, including:

- a. fixtures and fittings, which shall refer to lights, ventilation systems, sink units, work areas and storage cupboards;
- b. infrastructure, which refers to water supply, sewage systems, gas lines, electrical supply, electricity outlets and telecommunications facility;
- c. serving areas, dry and cool storage areas, kitchen areas with all the necessary facilities required for the preparation and cooking of food;
- d. maintenance of all fixtures and fittings used by the Contractor.

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 UNTSO (UNTSO) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Chief Procurement Officer

EOI Number: EOIUNTSO14471

FAX: +972 2 5687317

FROM:

SUBJECT: PROVISION OF CATERING SERVICES

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).
- 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) 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=EOIUNTSO14471>

To be completed by the Vendor (All fields marked with an ‘*’ are mandatory)

COMPANY INFORMATION

UN Global Market Place (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) 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 (http://www.un.org/sc/committees/list_compend.shtml), 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 UNTSO (UNTSO) by the closing date set forth in this EOI. *Due to the high volume of communications UNTSO 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>.