



United Nations Office at Nairobi

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNON. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Office at Nairobi. You are therefore requested to direct all queries regarding this EOI to United Nations Office at Nairobi using the fax number or e-mail address provided below.

Title of the EOI:

Provision of international courier services for the United Nations Office at Nairobi (UNON).

Date of this EOI: 8 July 2024**Closing Date for Receipt of EOI:** 25 July 2024**EOI Number:** EOIUNON22826**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Freight Forwarding**Address EOI response by fax or e-mail to the Attention of:** Lydia Mkanjumwa**Fax Number:** N/A**E-mail Address:** lydia.mkanjumwa@un.org; unon-procurement-rfx@un.org**UNSPSC Code:**

78000000 - Transportation and Storage and Mail Services

78100000 - Mail and cargo transport

78121600 - Material handling services



DESCRIPTION OF REQUIREMENTS

United Nations Office at Nairobi (hereinafter referred to as UNON) seeks to establish non-exclusive contract(s) with qualified companies for the provision of International Courier Services to handle official mails and packages sent out and received by the UN Agencies in Nairobi.

UNON through its Mail and Pouch Unit (MPU) is currently coordinating International Courier services for various UN Agencies based in Nairobi facilitating direct courier service to UN offices in New York, Geneva, Vienna, Rome, Athens, Cairo, Beirut, Addis Ababa, Bangkok, Montreal, Manama, Paris, various UNEP and UNHABITAT Regional Offices, UNDP Field Offices in Africa, and other destinations worldwide as listed in Annex A. MPU also receives mail and packages from those offices on a frequent basis.

The contract is anticipated to be for a period of three years with an option to extend for two additional periods of one year each (3+1+1).

The awarded company would be required to set up an office in the UN compound to facilitate operation and should possess the necessary facilities, corporate governance policies, qualified team to perform the desired services.

The expertise of the company shall include but not limited to the following key areas:

1. Provide international courier services to all the destinations listed in [Annex A](#) on a daily basis using economical, reliable and efficient routes.
2. Collect and dispatch all outgoing mail and packages to the respective destination(s) on the same day they are picked up or by the end of the following day at the latest.
3. Provide tracking and delivery details via an online system for each consignment.
4. Deliver the mail and packages intact and sealed to the respective airlines.

The complete details of the requirement will be provided in the tender documents that will be issued to bidders after this request for EOI is closed.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued.

Interested vendors are required to express their interest as follows:

- a) via the link in UNGM provided at the Vendor Response section of the EOI, and
- b) Submit the filled out self declaration form attached as [Annex B](#) of this EOI and the requested information on your global operational network structure via email to unon-procurement-rfx@un.org keeping in copy lydia.mkanjumwa@un.org.

UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Vendors that are deemed qualified upon completion of an objective evaluation of their EOI submission will receive the final tender solicitation documents.

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per ST/SGB/2006/15, including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/239817>

In case you have difficulties submitting your interest electronically, please contact lydia.mkanjumwa@un.org; unon-procurement-rfx@un.org directly for instructions.



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 (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), 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 United Nations Office at Nairobi (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON 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>.



ANNEX A – INTERNATIONAL COURIER DESTINATIONS

COURIER SERVICES DESTIANCTIONS					
1	ALBANIA	51	HUNGARY	101	SERBIA
2	ALGERIA	52	INDIA	102	SEYCHELLES
3	ANGOLA	53	IRAQ	103	SIERRA LEONE
4	ARGENTINA	54	ITALY	104	SINGAPORE
5	AUSTRALIA	55	JAPAN	105	SOMALIA
6	AUSTRIA	56	JORDAN	106	SOUTH AFRICA
7	BAHRAIN	57	KAZAKHSTAN	107	SOUTH SUDAN
8	BANGLADESH	58	KOREA REPUBLIC	108	SPAIN
9	BARBADOS	59	KUWAIT	109	SRI LANKA
10	BELGIUM	60	KYRGYZSTAN	110	SUDAN
11	BELIZE	61	LEBANON	111	SWEDEN
12	BENIN	62	LESOTHO	112	SWITZERLAND
13	BHUTAN	63	LIBERIA	113	TAJIKISTAN
14	BOLIVIA	64	LIBYA	114	TANZANIA
15	BOTSWANA	65	LAOS	115	TIMOR LESTE
16	BRAZIL	66	LITHUANIA	116	THAILAND
17	BURKINA FASO	67	LUXEMBOURG	117	TOGO
18	CAMBODIA	68	MADAGASCAR	118	TRINIDAD & TOBAGO
19	CAMEROON	69	MALAWI	119	TUNISIA
20	CANADA	70	MALAYSIA	120	TURKEY
21	CAPE VERDE	71	MALI	121	TURKMENISTAN
22	CHAD	72	MAURITANIA	122	UGANDA
23	CHILE	73	MAURITIUS	123	UKRAINE
24	CHINA	74	MEXICO	124	UNITED ARAB EMIRATE
25	COLOMBIA	75	MICRONESIA	125	UNITED KINGDOM
26	COMOROS	76	MOLDOVA REP	126	URUGUAY
27	CONGO	77	MONGOLIA	127	USA
28	CONGO DRC	78	MONTENEGRO	128	VENEZUELA
29	COTE D'VOIRE	79	MOROCCO	129	VIETNAM
30	DENMARK	80	MOZAMBIQUE	130	ZAMBIA
31	DJIBOUTI	81	MYANMAR	131	ZIMBAMBWE
32	DOMINICA	82	NAMIBIA		
33	DOMINICAN REP	83	NEPAL		
34	ECUADOR	84	NETHERLANDS		
35	EGYPT	85	NIGER		
36	EL SALVADOR	86	NIGERIA		
37	EQUATORIAL GUINEA	87	NORTH MACEDONIA		
38	ERITREA	88	NORWAY		
39	ESTONIA	89	PAKISTAN		
40	ETHIOPIA	90	PANAMA		
41	FIJI	91	PAPUA NEW GUINEA		
42	FRANCE	92	PHILIPPINES		
43	GABON	93	POLAND		

44	GAMBIA
45	GERMANY
46	GHANA
47	GUATEMALA
48	GUINEA BISSAU
49	GUYANA
50	HONDURAS

94	ROMANIA
95	RUSSIA
96	RWANDA
97	SAMOA
98	SAO TOME
99	SAUDI ARABIA
100	SENEGAL

Annex B – Potential Vendors Self Declaration Form

Request for Expression of Interest (REOI)

For the provision of International Courier Services for the United Nations Office at Nairobi

Interested vendors are required to Submit the filled out self declaration form and global operational network structure via email to unon-procurement-rfx@un.org keeping in copy lydia.mkanjumwa@un.org

Name of Firm:		Date:	
Firm UNGM Number:			

Item	Description		
		Yes	No
a)	Is your firm able to provide international courier services to ALL the destinations listed in Annex A of the EOI. If yes – please provide a brief outline of your global operational network structure that enables you to provide the services to the destinations listed in Annex A.	<input type="checkbox"/>	<input type="checkbox"/>
b)	By participating in this REOI, you accordingly confirm and certify that all information relevant to your firm's capability to provide international courier services which you have provided remains accurate and complete.	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by:

Name:

Title: