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

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| Title of the EOI: | UNITAR Regional Training Programme, 17-26 February 2015, Addis Ababa, Ethiopia |
| Language of the EOI: | English |
| EOI Number: | EOI/UNITAR/002 |
| Date of this EOI: | 12 December 2014 |
| Closing date for Receipt of EOI at UNITAR: | 31 December 2014 |
| Address of EOI response by fax: | +41 22 917 8047 |
| Address of EOI response by email | procurement@unitar.org |
| **DESCRIPTION OF REQUIREMENTS** | |
| **I. Conference and Logistical Services Required**  The Conference Provider will be contracted to coordinate the international and local logistics for the implementation of the United Nations Institute for Training and Research (UNITAR) Regional Training Programme to be held from 17 to 26 February 2015 in Addis Ababa, Ethiopia. Services provided will include:   1. Providing the least expensive 4-star hotel (hereinafter referred to as the Hotel) accommodation for approximately 18 senior government officials and UNITAR staff for an 11 night period, and 5 senior resource people over a 3-day period each – including meals and tea breaks. Engage in all communications between UNITAR and the Hotel. 2. Coordinating and arranging international and regional transport for senior resource persons from around the world and senior government officials from throughout Africa to Addis Ababa at the most economical fare. Transfer from the Airport to the Hotel and from the Hotel to the Airport, negotiating special group rates where possible. 3. Booking and renting of conference facilities – including all equipment, one plenary room and 3 small work rooms for groups of 15 people times 3 days. 4. Arranging local transportation by bus or other vehicles for participants, resource people and UNITAR staff, particularly to and from the Hotel, as well as social events and outings in Addis Ababa during the programme. 5. Arranging visas for participants coming from countries, in particular where there are no Ethiopian Embassies or Missions. Preparing an information sheet for participants, resource people and UNITAR staff on arrival. 6. Engaging in high-quality conference & secretariat services in both English and Amharic languages, including photocopying, computing and printing and access to a telephone. 7. Prior to the Training Programme, arranging for the photocopying, duplication and compilation of reading materials (research papers) for the participant handbook in ring-binders. Preparing name tags for participants and resource people. 8. Courier service to deliver invitations to 54 African States’ Embassies in Addis Ababa. 9. Arranging for the payment of allowances to participants, to be agreed upon with UNITAR staff. Preparing a roster to facilitate and document the disbursement of allowances. 10. Liaising with the African Union Peace and Security Department to organize a visit and briefing session at the African Union Headquarters during the training programme. 11. Organizing the welcome reception at the Hotel (at 19.00 hrs/ 7 pm) on the first night of the programme. 12. In light of the requirements of UNITAR, arranging a cultural evening with a reception and a farewell dinner to accompany the award ceremony on the last day of the programme in Addis Ababa (approximately 40 people). 13. Organizing a morning or afternoon bus-trip to one of the major places of interest in Addis Ababa on the Saturday after the first week. Providing participants with local information about locations in Addis Ababa that they can visit. 14. Organizing a half-day guided tour to three key heritage sites near or around Addis Ababa during the weekend. 15. Arranging a group photo early in the first week to be reproduced in A4 size for 40 copies to be handed out with the certificates. 16. Confirming all UNITAR staff, resource person and participants' return travel and organizing transport to the airport for participants to depart on the day after the conclusion of the programme. 17. Ensuring internet access for participants at the Hotel. Escorting participants who require medical services. Liaising with the Hotel to solve any problems that the UNITAR staff, resource persons or participants would experience. 18. Coordinating the overall implementation of logistical activities for the Training Programme and informing UNITAR staff of any problems that may arise during the Programme implementation. 19. Providing an official, comprehensive financial report of expenditures with receipts on completion of the Training Programme by 31 March 2015 to the satisfaction of UNITAR.   **II. Qualifications Required of the Conference Provider**   1. The Conference Provider must have a proven track-record in providing effective and high-quality conference and logistical services to government officials from throughout Africa and dealing successfully with international resource persons and staff. 2. The Conference Provider must be equipped with experienced, highly-qualified English and Amharic speaking staff who can deal with complex and difficult situations with tact and discretion. 3. The Conference Provider must have an excellent reputation and good financial standing. 4. The Conference Provider must provide a thorough and comprehensive accounting of expenditures. | |

**NOTE**

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| * Information on tendering for the UN Procurement System is available **free of charge** at the following address: https://www.ungm.org/Public/Notice * Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax: +41 (0) 22 917 8047 or email: procurement@unitar.org, before the closing date set forth above. |

**VENDOR RESPONSE FORM**

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| **To: UNITAR**  **Administration and Procurement Section**  **Att. Bini Thomas** | |
| **EOI Number:** | EOI/UNITAR/002 |
| **From:** |  |
| **Subject:** | UNITAR Regional Training Programme, 17-26 February 2015, Addis Ababa, Ethiopia |

**NOTICE**

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| |  | | --- | | * Companies can only participate in solicitations of UNITAR after completing their registration (free of charge) at the United Nations Global Marketplace (http://www.ungm.org). * As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the United Nations Global Marketplace (http://www.ungm.org). * We strongly recommend all companies to register at least at **Level 1** at theUnited Nations Global Marketplace prior to participating in any solicitations. | |

**COMPANY INFORMATION**

To be completed by the vendor (**All fields marked with an “\*” are mandatory**)

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| UNOG Vendor ID Number:  (If Known) |  | |
| UNGM Vendor ID number \*: |  | |
| Legal Company name: |  | |
| Company contact\*: |  | |
| Address\*: |  | |
| City\*: |  | |
| State\*: |  | |
| Telephone 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. | | |
| **Name\*:** | | **Title\*:** |
| **Place, Date\*:** | | **Signature\*:** |

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| **EOI INSTRUCTIONS** |

1. **Registering as a Vendor with the United Nations**

Vendors interested in fulfilling the requirement described above must be registered at the United Nations Global Marketplace (http://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 http://www.un.org/Depts/ptd.

**Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

1. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
2. The Compendium of United Nations Security Council Sanctions Lists (http://www.un.org/sc/committees/list\_compend.shtml), or
3. The IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
4. 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 Organizations (including the World Bank);
5. 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.
6. 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;
7. 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.
8. 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 United Nations 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 http://www.un.org/Depts/ptd. 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 the Administration and Procurement section of United NationsTraining and Research Institute (UNITAR) by the closing date set forth in this EOI via email: [procurement@unitar.org](mailto:procurement@unitar.org) or via fax: +41 (0)22 917 8047

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 on the United Nations Procurement Division (UNPD) Website.