# **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

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| REOI Reference: Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Instructions to Procurement Officer**

[PLEASE DELETE THE INFORMATION BELOW BEFORE FINALISING THE Request for Expression Of Interest ]

1. A Request for Expression of Interest (REOI) is a tool to identify potential suppliers for particular goods, services or works. The resulting response can be used to populate a roster for future use or directly for a specific solicitation process.

2. If relevant, specific shortlisting criteria can be added to the REOI if it is to be used to pre-qualify suppliers.

3. The REOI should be prepared by completing the relevant fields throughout the negotiation. The evaluation criteria and required documentation should be adjusted as necessary.

UNDP invites interested and eligible suppliers to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify suppliers that wish to participate in a forthcoming solicitation process.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Deadline for the Submission of EOI : [Please provide the deadline]

If any doubt exists as to the time zone, refer to <http://www.timeanddate.com/worldclock/>.

Contact Person for correspondence and clarifications: [Please provide the name and email address of UNDP resource]

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| **Description**  *Provide a summary of the overall aim of the project.*  The Contractor shall provide the following goods/services:  [*Briefly describe the key activities to be funded]*  **Outputs:**  *[Briefly identify the outputs and results the project aims to achieve]* | Click or tap here to enter text. |
| **Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality** | All potential suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.  UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>  Suppliers shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.  In pursuance of this policy, UNDP:   1. Shall reject an EOI if it determines that the selected supplier has engaged in any corrupt or fraudulent practices in competing for the requirement in question; 2. Further to the UNDP’s vendor sanctions policy, shall declare a supplier ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the supplier has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| **Eligibility of suppliers for EOI** | Suppliers shall not be eligible to submit an EOI if at the time of EOI submission:   * is included in the Ineligibility List, hosted by [UNGM](https://www.ungm.org/), that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list), including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list) * is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms).   It is the Bidder’s responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. |
| **Eligibility and qualification criteria** | |  |  | | --- | --- | | Criteria | Benchmark | |  |  | |  |  | |  |  | |  |  |   *(You may advise that only short-listed firms shall be considered for the bid solicitation if applicable)* |
| **UNSPSC code(s)** | Click or tap here to enter text. |
| **Content of EOI** | The EOI should include the following information:   * Brief presentation of company indicating that they are qualified to perform the requirements, including number of staff, turnover, years in business, brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, CVs, etc… Companies/Consultants may associate to enhance their qualifications. * Reference list demonstrating qualifications for participating in this upcoming bidding process * Contact information: full name and address, country, telephone number, e-mail address, website and contact person.   **Note:** Prices are not required at this stage. |
| **REOI Conditions** | * This Request for Expression of Interest does not constitute a solicitation, it does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. * UNDP reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. UNDP also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNDP |