



United Nations Office at Nairobi (UNON)  
KENYA

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNON. 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 UNON using the fax number provided below.

Title of the EOI:

Mission Acronym: UNON

Supply of Gym Equipment at the United Nations Recreation Centre (UNRC), Nairobi

Date of this EOI: 18 January 2012

Closing Date for Receipt of EOI : 2 February 2012

EOI Number: EOI/UNON/12/004

E-mail Address: nelly.munovi@unon.org

Address EOI response by fax for the Attention of: Nelly Munovi

Fax Number: +254 20 762 3211

UNCCS Code: 384000

### DESCRIPTION OF REQUIREMENTS

#### INTRODUCTION

Since 2005, the United Nations Recreation Centre (UNRC), has provided recreational facilities for all in-country members of staff, diplomats and their dependants. As part of a full recreational facility offered, the Centre boasts an extensive cardio and weights gym catering for over 1000 members. The UNRC management are committed to maintain the best quality facility for its members and is therefore looking to buy new seven(7) cardio machines, replace a further seven (7) and replace the entire weights room with the latest and best machinery available in the current marketplace.

The United Nations Office at Nairobi (UNON) invites qualified companies to submit an Expression of Interest (EOI) to participate in a tender process to provide the UNRC with the following machinery and services:

#### 1. NEW PROFESSIONAL CARDIO EQUIPMENT

Item	Units Required
Treadmill	3
Cross-Trainer	2
Recline Bike	1
Variable Cross-Trainer 1 (This machine should be able to carry out three options of ski, cross-trainer and step movements).	

All equipment must be from a leading international gym machine and apparatus manufacturer and come with standard warranties.

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4. COMPENTENCIES REQUIRED

Companies/Suppliers must be able to provide excellent after-sales maintenance and service records to include 5 years' experience in maintenance and service of professional gym equipment to renowned customers in Kenya.

All EOIs should be submitted via email by the above closing date.

Short listed companies will receive the Terms of Reference inviting them to submit a proposal to provide the required services.

**SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

EMAIL signed copies of all completed forms and brochures to Nelly.munovi@unon.org. PLEASE DO NOT FAX. Thank you.

**NOTE**

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.unqm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.unqm.org/Registration/Login.aspx>

***Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to UNON before the closing date set forth above***

# VENDOR RESPONSE FORM

EOI Number: EOI/UNON/12/004

TO: Nelly Munovi

FAX: +254 20 762 3211

FROM:

SUBJECT: Supply of Gym Equipment at the United Nations Recreation Centre (UNRC), Nairobi

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

## COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number\*:

Company Name\*:

Company Contact\*:

Address\*:

City\*:

Country\*:

Telephone Number\*:

Fax Number\*:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**\*\* If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org). Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.**

## EOI INSTRUCTIONS

### 1) Registering as a Vendor with UNGM

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit [www.ungm.org](http://www.ungm.org) for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

#### **Prerequisites for Eligibility**

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

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website ([www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://www.iic-offp.org)).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions ([www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf))).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

**For Registered Vendors:** Vendors already registered 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.

**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 United Nations Office at Nairobi (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.