



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	
Provision of Managed Catering Services at the Central Cafeteria on the UN Compound, Gigiri.			
Date of this EOI: 18 January 2012		Closing Date for Receipt of EOI : 02 February 2012	
EOI Number: EOI/UNON/12/0002		E-mail Address: fatima.tafida@unon.org	
Address EOI response by fax for the Attention of: Fatima Tafida			
Fax Number: +254 20 762 3211			
UNCCS Code:			

### DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) seeks Expressions Of Interest (EOIs) from suitably qualified catering firms to take on the direct outsourced running of its largest onsite cafeteria to perform the following tasks:

1. Establish a management structure and team of experienced catering professionals to run the main staff cafeteria and coffee shop.

The UN Compound, Gigiri, holds approximately 4,000 people with the Main Cafeteria serving a range of 15 different meals for up to 800 customers, daily. The main 24 hour coffee shop within the main cafeteria provides a wide range of beverages and snacks to some 150 customers per day. The current seating capacity of this catering outlet is approximately 750 pax.

2. UNON will approve setting of 'Basic Menu' items and prices both beverage, snack and cafeteria menus.

3. Particular focus will be required on quality, value for money, wide and continual variety, customer service and health & hygiene.

4. Ability to supply, install and maintain all their own equipment for the above operation.

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Interested firms should have a proven track record and relevant catering experience

All EOIs may be submitted via email/fax by the above closing date.

Short listed companies will receive the Terms of Reference (TOR) 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 fatima.tafida@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.ungm.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.ungm.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***

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## VENDOR RESPONSE FORM

EOI Number: EOI/UNON/12/0002

TO: Fatima Tafida

FAX: +254 20 762 3211

FROM:

SUBJECT: Provision of Managed Catering Services at the Central Cafeteria on the UN Compound, Gigiri.

*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.