Expression of Interest (EOI)
General Services, Supplies and Equipment’s

United Nations Office on Drugs and Crime (UNODC) Country Office Pakistan invites Expression of Interest from qualified firms on a nationwide basis to submit their company profile for the following categories.

Categories:

1. **Office Supplies**: Office stationery, hygiene and janitorial supplies for office upkeep.

2. **Information Technology (IT) equipment /Networking services**: The category includes IT equipment including Computers, Printers, scanners and miscellaneous computer peripherals along with networking equipment and services.

3. **Forensic and Laboratory equipment**: Supply of laboratory and forensic equipment including test kits and misc. items.

4. **Electric Appliances**: Appliances including Air conditioners, heaters, water dispensers, Televisions, refrigerators etc.

5. **Electrical Services**: Trouble shooting, repair and maintenance of electrical infrastructure of the office including wiring/installation of UPS, generator, circuit breakers replacement etc.

6. **Generator and UPS repair and maintenance services**: Periodic maintenance including oil change and service of generators including repair when needed for both generator and UPS.

7. **Engineering design services**: Development of engineering designs, BOQ for renovation/construction and misc. engineering surveys.

8. **Building renovation/civil/construction service**: Interior and exterior renovation of buildings including electrical, networking, flooring, ceiling with minor masonry works.

9. **Furniture (Wood/Steel)**: Customized and standard furniture sets made of steel and wood including computer desks, chairs, cabinets, beds, sofas and tables.

10. **Facility management service**: Periodic and ad-hoc basis fumigation, deep cleaning and misc. facility management services including Furniture repair, Paint work, Ac Servicing, Water tank Cleaning and misc. plumbing work.

11. **Catering Service**: Indoor and Outdoor catering service on national level for official events.

12. **Photography service**: Coverage of official events through still photography and video on national level along with photoprint service.

13. **Media services**: Services for digital and print media campaigns along with designing, production, composing, studio, voiceover and misc. services

14. **Vehicle Rental service**: National level service of rented vehicle is required for road travel.

15. **Transportation/freight forwarding services**: Nationwide insured/uninsured Transportation of IT equipment, furniture and misc. items.
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Submission of EOI:
The EOI can be submitted through email as per below structure.

Email To: unodc-pakistanprocurement@un.org

Subject of Email: Expression of Interest (EOI): Company Name - Interest for category (e.g. 1,4,7)
(Note: The total size of the email with attachments must not exceed 10 MB)

Documents to be submitted:
The submission can be made for multiple categories however the below mentioned documents must be submitted as proofs.

1. Company profile (Not to exceed 10 pages)
2. Five years since registration with the Government. Submit registration certificate with the Government as proof.
3. List of Projects undertaken in the relevant category.
4. List of clients
5. Experience of working with the UN Organization (if any)
6. Company official address, contact details, focal point name and contact details

The email must contain the above documents as attachments along with the description of category/ies for which the expression of interest is submitted.

Closing date for receiving the EOI is 25th July 2019. For any clarification kindly send email at unodc-pakistanprocurement@un.org.