



United Nations Office on Drugs and Crime Regional Office for Central Asia  
Programme Office in Kyrgyz Republic

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Title of the EOI:**

Conference services to conduct Regional Training of trainers on 8-11 November 2016 in Bishkek.  
Конференц-услуги для проведения Регионального тренинга по подготовке тренеров 8-11 ноября 2016 г. в г. Бишкек

**Date of this EOI:** 2 September 2016

**Closing Date for Receipt of EOI:** 16 September 2016

**EOI Number:** 1000240827

**Address EOI response by fax or e-mail for the Attention of:** Procurement Unit

**Fax Number:** (996 312) 32 18 93

**E-mail Address:** bids.uz@unodc.org

**UNSPSC Code:** 90111600

### DESCRIPTION OF REQUIREMENTS

The United Nations Office on Drugs and Crime Regional Office for Central Asia (UNODC ROCA) Programme Office in Kyrgyz Republic, hereby invites qualified contractors to submit their Expression of Interest for provision of conference services for the Regional training of trainers on Treatnet Volume D – management of drug treatment within UNODC Regional Programme for Afghanistan and neighboring countries, Sub-Programme 3 “Prevention and treatment of drug dependence among vulnerable groups” on 8-11 November 2016 in Bishkek, Kyrgyz Republic.

Brief description of required services:

- 1) Accommodation: single rooms for 20 participants from 7 to 11 November 2016 in a hotel ranked as 4 Star Hotel
- 2) Conference room for 30 participants from 8 to 11 November 2016
- 3) Catering services (lunches, dinners and coffee-breaks) for 30 participants on 8-11 November 2016
- 4) Transportation services from/to airport and from/to hotel for 20 participants

Please note that this is not an invitation for submission of a proposal. This is a request for Expressions of Interest (EOI) in order to identify qualified vendors interested in participating in the solicitation.

Interested vendors must provide the completed Vendor Response Form (attached below). UNODC ROCA will examine this EOI and reserves the right to select the invitees for competitive bidding. Accordingly, an expression of interest does not automatically warrant an interested vendor's participation in the competitive bidding exercise.

UNODC ROCA reserves the right to change or cancel any of this requirement at any time during the EOI and/or solicitation process.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Программный офис УНП ООН в Кыргызской Республике приглашает заинтересованных поставщиков предоставить выражения заинтересованности в оказании конференц-услуг для проведения Регионального тренинга по подготовке тренеров по тому Д Тритнета - менеджмент услуг по лечению наркозависимости рамках Региональной Программы для Афганистана и соседних стран, Суб-программа 3 «Профилактика и лечение наркозависимости среди уязвимых групп» 8-11 ноября 2016 г.

Краткое описание требуемых услуг:

- 1) Проживание: одноместные номера для 20 участников с 7 по 11 ноября 2016 г. в гостинице уровня 4 звезды
- 2) Конференц-зал для 30 участников с 8 по 11 ноября 2016 г.
- 3) Кэтеринг услуги (обеда, ужины и кофе-брейки) для 30 участников 8-11 ноября 2016 г.
- 4) Транспортные услуги из/в аэропорт и из/в гостиницу для 20 участников.

Внимание: настоящий запрос не является запросом на коммерческие предложения. Настоящий запрос является только запросом на выражение заинтересованности для определения возможных поставщиков.

Заинтересованные поставщики должны заполнить прилагаемую форму. После рассмотрения полученных заявок, УНП ООН оставляет за собой право выбрать поставщиков для дальнейшего тендера. Соответственно, подача выражения заинтересованности не гарантирует автоматическое участие поставщика в последующем тендере.

Организация Объединенных Наций оставляет за собой право изменить или отменить требование в любой момент в ходе процесса изъясления заинтересованности и/или процесса проведения конкурса на поставку.

**ОБРАТИТЕ ВНИМАНИЕ:** для осуществления делового сотрудничества с УНП ООН необходимо зарегистрироваться в качестве потенциального поставщика в системе «Глобальный рынок Организации Объединенных Наций» (ГРООН: [www.ungm.org](http://www.ungm.org)).

## NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

***Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email to United Nations Office on Drugs and Crime Regional Office for Central Asia before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Procurement Unit  
**FAX:** (996 312) 32 18 93  
**FROM:**

**EOI Number:** 1000240827

**SUBJECT:** Conference services to conduct Regional Training of trainers on 8-11 November 2016 in Bishkek.  
Конференц-услуги для проведения Регионального тренинга по подготовке тренеров 8-11 ноября 2016 г. в г. Бишкек

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.unqm.org](http://www.unqm.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 **UN Secretariat** on the United Nations Global Marketplace ([www.unqm.org](http://www.unqm.org)).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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

## COMPANY INFORMATION

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

**Legal Company Name** (Not trade name or DBA name) \*:

**Company Contact** \*:

**Address** \*:

**City** \*:

**State** :

**Postal Code** \* :

**Country** \*:

**Phone 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.

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

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

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

## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](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:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists ([http://www.un.org/sc/committees/list\\_compend.shtml](http://www.un.org/sc/committees/list_compend.shtml)), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. 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 organisation (including the World Bank);
- C. 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;
- D. 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;
- E. 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.
- F. 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 UN 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 United Nations Office on Drugs and Crime Regional Office for Central Asia by the closing date set forth in this EOI. *Due to the high volume of communications, United Nations Office on Drugs and Crime Regional Office for Central Asia 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.

This EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.