



## United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic

### REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by MINUSCA. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic. You are therefore requested to direct all queries regarding this EOI to United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision and Distribution of Newspaper to MINUSCA, in Bangui, the Central African Republic)  
(Fourniture et Distribution de journaux à la MINUSCA, à Bangui, en République centrafricaine)

**Date of this EOI:** 25 November 2024

**Closing Date for Receipt of EOI:** 3 January 2025

**EOI Number:** EOIMINUSCA23259

**Beneficiary Country/Territory:** Central African Republic

**Commodity/Service category:** Communication Services

**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Section

**Fax Number:** Not operational

**E-mail Address:** minusca-eoi@un.org

**UNSPSC Code:**

55101504 - Newspapers

82111904 - Newspaper or advertising material delivery services

## DESCRIPTION OF REQUIREMENTS

1. The United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) hereby requests expressions of interest (EOI) from qualified and specialized companies, in order to establish a contract for Supply and Distribution of Newspaper to MINUSCA, in Bangui, the Central African Republic (CAR)

La Mission multidimensionnelle intégrée des Nations Unies pour la stabilisation en République centrafricaine (MINUSCA) sollicite par la présente des manifestations d'intérêt (M.I) de la part d'entreprises qualifiées et spécialisées, afin d'établir un contrat pour la fourniture et la distribution de journaux à la MINUSCA, à Bangui, en République centrafricaine (RCA).

2. The required services include supply and timely delivery of required quantity of selected newspaper to MINUSCA Headquarters, in Bangui, every working day, by 8: 00 AM, during the Contract term that would result from the Tender process that would be launched upon the completion of this REOI process.

Les services requis comprennent la fourniture et la livraison en temps voulu de la quantité requise de journaux sélectionnés, au siège de la MINUSCA, à Bangui, tous les jours ouvrables, avant 8 heures du matin, pendant toute la durée du contrat qui résulterait de l'Appel d'Offres qui pourrait être lancé à l'issue de la clôture de cet Appel à Manifestation d'intérêt.

3. The list of required newspaper and magazine will be provided in the bidding documents. However, MINUSCA reserves the right, at its sole and absolute discretion to add or remove any newspaper or magazine, in accordance with its requirements and at any given time or circumstances, during the resulting contract term.

La liste des journaux requis sera fournie dans le dossier d'Appel d'offres. Toutefois, la MINUSCA se réserve le droit, à sa seule et entière discrétion, d'ajouter ou de supprimer tout journal de ladite liste, en fonction de ses besoins, à tout moment et en toutes circonstances, pendant la durée du contrat qui en résulterait.

4. Interested professional companies are requested to send their EOI to MINUSCA , clearly marked "Expression of Interest for the Provision and Distribution of newspapers to MINUSCA in Bangui, the Central African Republic" by e-mail to: minusca-eoi@un.org, no later than Friday 03 Janvier 2025, at 5:00 PM (Bangui Time).

Les entreprises professionnelles intéressées sont priées d'envoyer leur manifestation d'intérêt à la MINUSCA, clairement marquée « Manifestation d'intérêt pour la fourniture et la distribution de journaux à la MINUSCA à Bangui, République centrafricaine », par courrier électronique à l'adresse suivante : minusca-eoi@un.org, au plus tard le vendredi 03 janvier 2025, à 17 heures (heure de Bangui).

5. This EOI does not constitute a solicitation. MINUSCA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Submitting a response to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

Cet Appel à Manifestation d'Intérêt (AMI) ne constitue pas un Appel d'Offres. Le MINUSCA se réserve le droit de modifier ou d'annuler le besoin à tout moment au cours de la procédure de manifestation d'intérêt et/ou d'appel d'offres. La soumission d'une réponse à cette manifestation d'intérêt ne garantit pas automatiquement que votre entreprise sera prise en considération pour la réception de l'appel d'offres lorsqu'il sera lancé.

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

The EOI must include, as a minimum, the following documentation/information:

La manifestation d'intérêt doit comprendre, au minimum, les documents/informations suivants :

- Company's profile and contact details (address, telephone and fax numbers, e-mail, etc.)  
Profil et coordonnées de l'entreprise (adresse, numéros de téléphone et de télécopie, e-mail, etc.)
- UNGM Registration number (please visit [www.ungm.org](http://www.ungm.org) and register online)  
Numéro d'inscription à l'UNGM (veuillez consulter le site [www.ungm.org](http://www.ungm.org) et vous inscrire en ligne).

Note: for the proposed Contract award, Registration in UNGM at Basic Level, at least, would be required.

Note : pour l'attribution du contrat proposé, l'inscription à UNGM au niveau de base, au moins, est requise.

### **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 Requests for Expression 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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***

# VENDOR RESPONSE

## 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.ungm.org](http://www.ungm.org)).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](#), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

<https://www.ungm.org/Public/Notice/254038>

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## 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 <https://www.un.org/Depts/ptd/vendors>.

#### **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 (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), 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 <https://www.un.org/Depts/ptd/vendors>. 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 Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) by the closing date

