

United Nations Global Service Centre

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNGSC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Global Service Centre. You are therefore requested to direct all queries regarding this EOI to United Nations Global Service Centre using the fax number or e-mail address provided below.

Title of the EOI:

Provision and Maintenance of Water Dispensers, including the Provision of Mineral Water and Disposable Cups at UNGSC, Brindisi, Italy

Date of this EOI: 20 December 2024

Closing Date: 15 January 2025

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DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) seeks a qualified contractor to establish a long-term contract for an initial period of three (3) years with the option to extend for 2 additional one-year periods, for the Provision and Maintenance of Water Dispensers, including the Provision of Mineral Water and Disposable Cups, in its premises located in Brindisi, Italy.

The service to be provided under this requirement is divided into two distinct components as follows:

Part 1: Supply and Distribution of Mineral Water Bottles and Disposable Paper Cups

- Water Bottles: Supply 18-liter PET bottles with natural mineral water compliant with Italian D.Lgs. 31/2001 (approximately 5000 units per year). Bottles must be palletized, labeled with a minimum 1-year shelf life.
- Paper Cups: Provide recyclable 240cc paper cups (approximately 3600 units per year), capable of handling temperatures from -20°C to +90°C, packaged in secure packs of 50.
- Distribution and Collection Services: Weekly delivery and collection service for water bottles across 52 distribution points within the UNGSC compound. Includes cleaning and disinfection of dispenser drip trays.

Part 2: Water Dispenser Supply, Installation, and Maintenance

- New Dispensers: Supply and install dispensers (approximately 10 units per year) for 18-liter bottles with sanitizable circuits, stainless steel hot water tanks, and push-type faucets with hot water safety features.
- Maintenance Services: Biannual routine and repair maintenance on approximately 52 dispensers and any additional units that may be purchased through the new contract, covering external/internal cleaning, descaling, filter replacement, and functional testing as per Italian standards.

The regular maintenance service includes, but is not limited to, cleaning, sanitization, sanitation, periodical maintenance, and testing of electrical and mechanical parts, including the replacement of all necessary parts for the new and the existing water dispenser at UNGSC.

The maintenance services shall include all materials, equipment, and labor required to complete the works as per the best practices applied in the market.

The complete technical requirements and administrative instructions will be provided with a solicitation document to be issued at a later stage following the closing date for this EOI.

Please note split awards will be allowed, so bidders can express their interest in Part 1, Part 2 or both.

The UNGSC will provide the complete technical requirements and administrative instructions with a solicitation document to be issued later after the closing date for this EOI.

This REOI does not constitute a solicitation. The UNGSC reserves the right to change or cancel the requirements during the REOI and solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee that your Company will be considered for receipt of the solicitation documents when issued.

*****IMPORTANT NOTE:** The UNGSC Procurement Unit will only send the tender documents via an E-tendering platform to the email address(-es) registered in the companies' UNGM account. Therefore, companies are requested to verify the validity of the contact email address(-es) associated with their UNGM account at www.ungm.org to ensure delivery of the notifications and access to tender documents.***

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Specific requirement (i.e., vendor level of registration):

The Bidder must be registered with the UN Secretariat through the United Nations Global Marketplace (UNGM) at the registration Level 1, to be invited and awarded a contract.

The Company will provide the services in Brindisi (Italy); therefore, the Company must comply with Italian labor laws and regulations applicable to the specified trade.

Non-EU companies participating in the tender for UNGSC requirements with services/goods delivery to Brindisi (Italy) shall be duly registered and possess all the requisite documentation, certificates, and permits as required to do business in the European Union member countries.

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).
- 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) 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 is prohibited.

