



UN Assistance to the Khmer Rouge Tribunal (UNAKRT)  
Cambodia

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNAKRT. 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 UN Assistance to the Khmer Rouge Tribunal (UNAKRT) using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Travel Management Services for the UN Assistance to the Khmer Rouge Tribunal (UNAKRT), Cambodia

**Date of this EOI:** 21 May 2019

**Closing Date for Receipt of EOI:** 21 June 2019

**EOI Number:** EOIUNAKRT16371

**Address EOI response by fax or e-mail to the Attention of:** Mr. Rury Molina Sainos

**Fax Number:** +855 (0)23 861-555

**E-mail Address:** unakrt\_procurement@un.org

**UNSPSC Code:** 90121500, 84131517, 90121600, 90121800, 90120000

### DESCRIPTION OF REQUIREMENTS

UNAKRT seeks an Expression of Interest from vendors for the provision of Travel Management Services for its staff members.

Brief Scope of Services:

1. Travel Management Service contract is to provide the travel service such as but not limited to airline ticketing, lump sum, hotel reservations and related services (visa service, travel insurance, and car rental) by the Travel Agent.
2. Travel Management Services shall include arrangement of travel plans and preparation of suitable itineraries (including alternative routings, departures and arrivals) at the lowest cost for UNAKRT's Staff Members and/or their dependents, consultants and interns for purpose of official and non-official travels.

Contract Duration: The contract shall have initial period of one (1) year with the two (2) extension options of one (1) year each, totaling at three (3) years.

All vendors who respond to this REOI and wish to submit proposals are required to accept the General Terms and Conditions of United Nations contracts. These can be found at:

[http://www.un.org/depts/ptd/pdf/general\\_condition\\_services.pdf](http://www.un.org/depts/ptd/pdf/general_condition_services.pdf)

Important Notice:

When replying to this REOI, please send a fax or email to the attention of UNAKRT Chief Procurement Officer, Referencing REOI/UNAKRT/019/02 [email: unakrt\_procurement@un.org.]

Please state the name of your company, your vendor registration number (if already registered with UNAKRT), and if not your full contact details. This EOI does not constitute a solicitation; and UNAKRT reserves the right to change or cancel the requirement at any time.

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

Responding to this request

1. Interested vendors must complete the Vendor Response Form and return it to the attention of UNAKRT Chief Procurement Officer, no later than 21 June 2019.
2. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

#### **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 complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UN Assistance to the Khmer Rouge Tribunal (UNAKRT) (UNAKRT) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Mr. Rury Molina Sainos  
**Email:** unakrt\_procurement@un.org  
**FAX:** +855 (0)23 861-555  
**FROM:**

**EOI Number:** EOIUNAKRT16371

**SUBJECT:** Provision of Travel Management Services for the UN Assistance to the Khmer Rouge Tribunal (UNAKRT), Cambodia

## 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.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

**PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:**

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNAKRT16371>

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

## COMPANY INFORMATION

**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 <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/sc/suborg/en/sanctions/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 UN Assistance to the Khmer Rouge Tribunal (UNAKRT) (UNAKRT) by the closing date set forth in this EOI. Due to the high volume of communications UNAKRT 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 available at <https://www.un.org/Depts/ptd/eoi>.

