



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 of Catering Services for the UNGSC, Brindisi, Italy

Date of this EOI: 30 August 2023**Closing Date for Receipt of EOI:** 20 September 2023**EOI Number:** EOIUNGSC21778**Beneficiary Country/Territory:** Italy**Commodity/Service category:** Catering services**Address EOI response by fax or e-mail to the Attention of:** Marina D' Apolito**Fax Number:** n/a**E-mail Address:** unlb-procurement@un.org**UNSPSC Code:**

90100000 - Restaurants and catering

90101600 - Banquet and catering services

90101700 - Cafeteria services

90101800 - Carryout and takeaway services



DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) seeks an appropriately qualified contractor to provide Cafeteria, Restaurant, and Bar Services and provide ad-hoc event catering for conferences at the UNGSC's premises located at Aeroporto Militare "Pierozzi", Brindisi, Italy.

The Contractor must offer catering services with international and local cuisine by considering the various ethnic and religious dietary requirements of UNGSC's multicultural workforce, following international standards governing food quality and safety, storage, preparation, and hygiene.

The UNGSC has three (3) dining facilities within its Premises. The services required from Monday through Friday per location are as follows:

1. Main Cafeteria and restaurant: Daily lunch services;
2. Training Location: Food distribution is to be agreed upon in consultation with the UNGSC Manager and based on an operational and ad-hoc basis of conferences, training, and special events; and,
3. Logistics Location: Food distribution to be agreed upon in consultation with the UNGSC Manager.

In addition to the services for the dining facilities, there is a requirement to provide cafe/coffee shop type food operation at two or the three locations, vending machines in throughout the UNGSC's Premises for confectionery, snacks, and cold/hot drinks.

The services shall include but not be limited to self-service cafeterias, take-away service, snack bars, and vending machines throughout the UNGSC's premises,

The cafeteria services shall be provided primarily at lunchtime, in the Main Cafeteria and the two other locations. All services must be carried out in compliance with the Laws and Regulations governing food service.

The number of Staff working at the UNGSC is approximately 500. A potential daily client base can include up to 150 UNGSC Staff for the three locations. Clients can significantly increase due to training, conferences, and special events. There is a potential to include the personnel from the Italian Air Force as customers.

The Contractor must have a minimum of five (5) years' experience in the field of cafeteria and catering services with a valid business permit/license to provide food services in Italy to a clientele of similar size and possess a valid ISO 22000 Certification at the time of the submission of its proposal.

The Contractor shall provide its own staff to fulfil its obligations, equip them with uniform at its own costs, and be responsible for the timely payment of their wages/salary, etc., as per the statutory rules enforced in Italy from time to time.



The UNGSC shall provide the Cafeteria Services accommodation, furniture, cooking appliances, electricity and water.

The contract term shall be of an initial period of two (2) years with the sole option of the UNGSC to extend the term of the agreement upon satisfactory performance for three (3) additional one (1) year period (2+1+1+1 years).

The complete technical requirements and details will be provided with a formal solicitation document to be issued soon after the closing date for this EOI.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

For the Expression of Interest to be considered, the company must be registered with the United Nations Global Marketplace (UNGM) by visiting the website www.ungm.org.

To be awarded a Contract, the Proposer must be registered with the UN Secretariat through the United Nations Global Marketplace (UNGM). Specific requirement (i.e., vendor level of registration): UNGM Level 1.

Non-EU companies participating in the tenders for UNGSC requirements with services/goods delivery to Brindisi, Italy shall be duly registered and/or in possession of all the requisite documentation, certificates and permits as required to do business in the member countries of the European Union. Pertinent requirements may be further stipulated in the tender documentation.

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.

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 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/211932>

In case you have difficulties submitting your interest electronically, please contact unlb-procurement@un.org directly for instructions.



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) 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 Global Service Centre (UNGSC) by the closing date set forth in this EOI. *Due to the high volume of communications UNGSC 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>.

