



June 28<sup>th</sup>, 2010

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

The United Nations University – Vice Rectorate in Europe would like to invite qualified, experienced and professional companies capable of providing services of printing and producing conference bags to submit their Expression of Interest (EOI) to perform the required services.

### **Title of the EOI:**

PROVISION OF SERVICE OF CONFERENCE BAGS FOR UNITED NATIONS WATER DECADE PROGRAMME ON CAPACITY DEVELOPMENT (UNW-DPC)

**Closing Date for Receipt of EOI:** July 12<sup>th</sup>, 2010

**EOI Number:** EOI/UNU/ViE/03/2010

**E-mail Address:** [procurement@vie.unu.edu](mailto:procurement@vie.unu.edu)

**Address EOI response by fax for the attention of:** Mr. Benjamin Zhu Procurement Specialist UNU-ViE UN  
Campus Hermann-Ehlers-Str.10,53113 Bonn, Germany

**Fax Number:** +49-228-815-0299

## DESCRIPTION OF REQUIREMENTS

### **Background**

The UN-Water Decade Programme on Capacity Development (UNW-DPC) started work on 1 August 2007. The aim of the programme office is to strengthen the activities of the more than two dozen UN organizations and programmes already cooperating within the inter-agency mechanism known as UN-Water, and to strengthen their activities and support them in their efforts to achieve the millennium goals related to water. This is not just a matter of capacity development related to water, but also of education, training and institutional development. The Vice-Rectorate of the United Nations University in Europe (UNU-ViE) serves as the umbrella organization for the office.

### **Objective:**

The UNW-DPC would like to produce 2,500 bags for the upcoming conference and workshop in September, 2010. The material of bags shall be environmental friendly, the logo shall be as A4 format printed on the bag.

### **Required Services:**

The Contractor shall provide the following goods/services:

### **Production of conference bags 2,500 pieces, the minimum specification of bags are as follows:**

Material: woven, cotton, jute, compostable, recycled plastic etc. Environmentally Friendly

Color: unbleached, in and out white, organic or recycled material

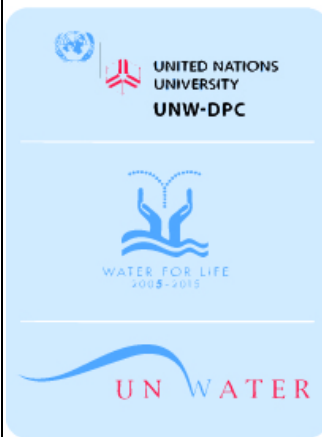
Size: the bag should be able to accommodate approx. paper of A3 with little extra width. Minimum size : 297cm x 420cm or 11.7 inches x 16.5 inches. Width should be expandable and up to 10cm

Handle: Simple open sling bag with medium-length handle, No zippers



**Printing Method:**

2 sidede print, A4 size of printed logo (attached), 3 color : black, red (pantone 485),blue (Pantone 279C) and environmentally printing method.



# UN-Water Decade Programme on Capacity Development (UNW-DPC)

[www.unwater.unu.edu](http://www.unwater.unu.edu)  
UN Campus in Bonn, Germany

**Delivery Time:**

The bags shall be delivered latest by August 25<sup>th</sup>, 2010 to the following address:

UNU-ViE  
UN Campus  
Hermann-Ehlers-Str.10  
53113 Bonn, Germany

**Eligibility criteria :**

Only companies with relevant experience in supplying similar services will be considered qualified.



## **SPECIFIC REQUIREMENTS/INFORMATION**

**In order to qualify as a potential supplier, interested companies/individuals should submit their Expression of Interest, as well as the following documents:**

- Company Profile and a list of previous clients
- **Proposed SAMPLE Bags with the logo of UNW-DPC printed**
- Detailed specifications of the sample bags and catalogue of the company's products

**Please submit the required documents and samples to the following address no later than July 12<sup>th</sup>, 2010:**

### **Europe Office:**

**United Nations University-ViE Procurement Department  
UN Campus  
Hermann-Ehlers-Str.10  
53113 Bonn, Germany**

### **Asia Office :**

**United Nations University  
Procurement Unit  
1st Floor, Wisma UN, Block C  
Kompleks Pejabat Damansara, Jalan Dungun  
Kuala Lumpur  
50490  
Malaysia**

Any questions regarding this EOI should be sent to the e-mail [procurement@vie.unu.edu](mailto:procurement@vie.unu.edu) with the EOI reference **EOI/UNU/ViE/EOI/03/2010** in the subject line.

EOI from suppliers failing to provide the request information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rule and procedures of UNU.

UNU reserves the right to accept or reject any Expression of Interest. Only qualified companies will be invited to participate in the possible subsequent tender exercise. Nothing in this EOI shall be taken to form a binding legal contract. The potential subsequent procurement will be governed by the rules and regulations of the United Nations which are available at [*Insert weblink*] and can also be provided upon request. Submitting an EOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.



**VENDOR RESPONSE FORM**

**EOI Reference:** *EOI/UNU/ViE/03/2010*

**TO:** *United Nations University - ViE*  
**FAX:** +49-228-815-0299

**FROM:** \_\_\_\_\_

**SUBJECT:** PROVISION OF SERVICE OF CONFERENCE BAGS FOR UNITED NATIONS WATER  
DECADE PROGRAMME ON CAPACITY DEVELOPMENT (UNW-DPC)

*To be filled by the Vendor (All fields marked with "\*" are mandatory)*

**COMPANY INFORMATION**

Company Name\*: \_\_\_\_\_  
Company Contact\*: \_\_\_\_\_  
Address\*: \_\_\_\_\_  
City\*: \_\_\_\_\_  
Country\*: \_\_\_\_\_  
Telephone Number\*: \_\_\_\_\_  
Fax Number\*: \_\_\_\_\_  
Email Address\*: \_\_\_\_\_  
Company Website: \_\_\_\_\_  
UN Global Market Place (UNGM) Vendor ID: \_\_\_\_\_

We declare that our company fully meets the prerequisites A, B, C and D, for eligibility to register with the United Nations as outlined in the the EOI INSTRUCTIONS page.

Signature and Stamp: \_\_\_\_\_

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

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



## EOI INSTRUCTIONS

### Prerequisites for Eligibility

In order to be eligible for UN registration, it is required that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- B. You have no outstanding bankruptcy, judgement or pending legal action that could impair operating as a going concern.
- C. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions [www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- D. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

Vendor must ensure that the information and documentation (e.g. financial statements, address, contact name etc.) provided in connection with this EOI are up to date.

Vendors interested in participating in the planned solicitation process should forward their Expression of Interest (EOI) to United Nations University by the closing date set forth in this EOI. Due to the high volume of communications, UNU 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.