



United Nations Mission to Support the Hudaydah Agreement

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Provision of Catering Services at UNMHA Compound in Hudaydah, Yemen

Date of this EOI: 28 October 2024

Closing Date for Receipt of EOI: 27 November 2024

EOI Number: EOIUNMHA23195

Beneficiary Country/Territory: Yemen

Commodity/Service category: Catering services

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

Fax Number: N/A

E-mail Address: osesgyprocurement@un.org; manatallah.almbaidin1@un.org; velosov@un.org; condrea@un.org

UNSPSC Code:

90101603 - Catering services

DESCRIPTION OF REQUIREMENTS

The United Nations Mission to

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. Mandatory Requirements to be submitted with the tender documents:

A) Pass/Fail Evaluation Criteria:

1.1 Declaration of Compliance: Acceptance of full compliance with UN General and Technical Requirements of the Scope of Requirements (SOR) and its annexes which will be sent together with the tender documents.

1.2 Company Registration: Vendor shall provide evidence of being registered with pertinent Yemeni business registrar for the past three (3) years as a company specialized in catering. Registration shall be valid.

B) Point-Based Evaluation Criteria:

1.1 Company Experience

The Proposer shall detail the current contracts held with other organizations and provide past and current performance references for similar contracts serving minimum 25 customers for the last three (3) years including a paragraph for each on how the company achieved quality, variety, and customer satisfaction. UNMHA will contact several of the references.

1.2 Method Statement: Proposers shall review the requirements stated herein, including the performance criteria outlined to ensure that proposals address all aspects of the performance criteria. All Proposals shall contain the following separate and detachable parts.

1.2.1 Part A – Mobilization Plan (max. 20 days)

A detailed Mobilization Plan showing the related actions and activities required by the Proposer for mobilization and the time required for mobilization of staff, equipment and supplies from date of award of contract up to start of contract. A key aspect of any successful proposal will be the proposed timeline for completion of mobilization. Proposals must clearly demonstrate to a high degree of confidence a mobilization plan that will seamlessly phase in the Proposer-provided service.

1.2.2 Part B – Technical Proposal

Technical proposal for Cafeteria Food Services Operation is to include provision of line service meals, boxed meal service, beverages, coffee service and special a-la-carte service.

The Technical proposal must be sufficiently detailed to determine whether the proposer has the necessary capability, flexibility, resources, supplies, expertise experience, knowledge, creativity, financial strength, and capacity to satisfactorily perform under the contract. As a minimum, the Proposal must clearly provide the following:

- List suppliers and source of supply of food.
- Statement of the Proposer's quality standards for meals and ways and means that the Proposer will ensure that the standards are met or exceeded.
- Equipment service and maintenance procedures.
- Denotation of meal seasons and mealtimes.
- Health and safety practices.
- Food handling procedures.

1.2.3 Part C – Seven-day Menu

Menu and meal planning procedures and a 7-day sample of variety and well-balanced meals for breakfast, lunch, and dinner.

1.2.4 Part D – Management of Kitchen / Catering Services

A detailed plan for managing the day-to-day operation, discussing management principles, techniques or processes.

1.2.5 Part E - Scheduled cleaning plan and pest control procedures

The Proposer shall submit a cleaning plan and accompanying schedule for the kitchen and dining area. The cleaning schedule shall reflect the specific tasks required in each area, the day/time and the standard of cleanliness that will be considered as clean.

The Proposer shall include a pest control plan to include prevention of pest problems, control of vectors, regular inspections for pest problems, and the methods with which pest problems will be immediately, safely, and effectively resolved.

1.2.6 Part F - Quality control

Proposers shall submit a comprehensive Quality Control program. As a minimum, the quality control plan will include the following:

- Describe procedures for inspection of food supplies and catering services. It must specify how often inspections will be accomplished and title of the individual who will perform the inspections.
- A method of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable.
- A method of documenting and enforcing quality control operations.
- A method for customers to report complaints, deficiencies, and non-compliance with the terms and conditions of the Contract. The medium chosen by the Proposer shall be easily assessed.
- A description of a corrective action.

This EOI does not constitute a solicitation. UNMHA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to an EOI does not automatically guarantee that such a company will be considered for receipt of the solicitation when issued. Only those prospective companies that are deemed qualified upon completion of an objective evaluation of their submission will receive the final Solicitation Documents. The UNMHA reserves the right to reject expressions of interest that are partially or incorrectly completed or received after the deadline.

3. INTERESTED VENDORS SHOULD NOTE THAT THE MINIMUM LEVEL FOR REGISTRATION FOR THIS

VENDOR RESPONSE

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 information provided by a vendor may result in the vendor's disqualification from the procurement process. For more information, please contact the Procurement Division at procurement@un.org or call +1 973 1-10.34899902.