

United Nations Office at Nairobi

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

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

**Title of the EOI:**

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF A BOOKLET FINISHER, HIGH VOLUME SHEET FEEDER AND BARCODE KIT, SQUARE SPINE, FOREEDGE AND SIDE TRIMMER AT THE UNITED NATIONS OFFICE AT NAIROBI KENYA

**Date of this EOI:** 22 November 2024

**Closing Date for Receipt of EOI:** 9 December 2024

**EOI Number:** EOIUNON23254

**Beneficiary Country/Territory:** Kenya

**Commodity/Service category:** Office Equipment & Supplies

**Address EOI response by fax or e-mail to the Attention of:** Lydia Mkanjumwa

**Fax Number:** Not Applicable

**E-mail Address:** [lydia.mkanjumwa@un.org](mailto:lydia.mkanjumwa@un.org); [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org)

**UNSPSC Code:**

45100000 - Printing and publishing equipment

45101511 - Inkjet printer for commercial printing applications

44000000 - Office Equipment and Accessories and Supplies

### DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) invites suitable qualified and authorised firms to submit Expressions of Interest (EOI) to participate in the upcoming competitive bidding exercise for the supply, installation, training, servicing, and spare parts/consumables provision of a booklet finisher, high volume sheet feeder and barcode kit, square spine, foredge and side trimmer for United Nations Office at Nairobi Kenya.

The service provider is expected to provide an all-inclusive or “turnkey” solution for the supply, installation, training, servicing, and spare parts/consumables provision of a booklet finisher, high volume sheet feeder, barcode kit, square spine, foredge and side trimmer including transport and installation to DAP UNON Nairobi Kenya. This is to automate the current manual process for the finishing process of publications and to replace obsolete equipment with over 20 years of use.

The contract is anticipated to be awarded for an initial period of three years with options to extend for two one-year periods for a possible total of five years (3+1+1).

Subsequent to the closing date of this EOI, UNON anticipates to issue a formal solicitation document to potential companies who have expressed interest to provide the goods and services in accordance with the requirements that will be fully specified in the solicitation document. The complete details of qualification requirements will be provided in the solicitation document.

### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

IMPORTANT:

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued.

UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Vendors that are deemed qualified upon completion of an objective evaluation of their EOI submission will receive the final tender solicitation documents.

### 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.***



## 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>.