
DATE: 08/02/2019

REQUEST FOR EXPRESSION OF INTEREST: No. EOI/2019/001

**FOR THE PROVISION OF SPECIALIZED WAREHOUSING SERVICES FOR PHYSICAL
ARCHIVES FOR UNHCR HEADQUARTERS IN GENEVA**

CLOSING DATE AND TIME: 10/03/2019 – 23:59 hrs CET

The UN General Assembly established the Office of the United Nations High Commissioner for Refugees (UNHCR) in 1950 to provide protection and assistance to refugees and other forcibly displaced people. In more than six decades, the agency has helped tens of millions of people to restart their lives. Today, UNHCR is one of the world's principal humanitarian agencies; its staff of more than 16,765 personnel help more than 68.5 million people in 138 countries. Staff members work in a diversity of locations and conditions including in our Geneva-based Headquarters and more than 300 field locations.

UNHCR uses specialized external warehousing services to store its less active collections of paper files since 2004. Presently UNHCR stores around four (4) linear kilometres of files with historical value in an external record centre in Geneva, Switzerland, but a fivefold quantity increase may be expected during the next five (5) years.

With the present Expression of Interest (EOI) UNHCR seeks to find qualified service providers for the provision of specialized warehousing services for physical archives for UNHCR Headquarters in Geneva.

This is an invitation for suppliers to express interest in providing the above mentioned services. Suppliers interested in participating in a planned solicitation process following this EOI shall find herewith the instructions for submission of interest.

Note: this document is not construed in any way as an offer to contract with your firm.

UNHCR therefore invites all interested suppliers to carefully follow the instructions described below.

1. REQUIREMENTS

The required services include:

- Initial pick up
- Box inventory
- Barcoding
- Boxing of files

- Storage in a secure purpose-built building
- Delivery of files on demand
- Arrangement
- Inventory
- Repacking of files
- Secure destruction of files

The detailed list of minimum requirements in terms of the expected services and working /storage conditions can be found under **ANNEX A**. Suppliers are requested to confirm on the sheet that they meet all these requirements by checking the box next to each item. Suppliers are required to put the date on the sheet, sign and stamp it, then submit it along with the other information and documents listed in section 2.2 below.

Pre-condition that must be met by interested companies:

The company has been in business and providing specialized warehousing services for more than 3 years and the company should be able to meet all the minimum technical requirements listed in **ANNEX A**.

2. INSTRUCTIONS:

2.1 SUPPLIERS REGISTRATION

For Registered Suppliers: If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g. bank account details, address, contact name and email address, etc.) provided in connection with your application are up to date.

For Suppliers not Registered: Supplier not yet registered with UNHCR should apply for registration. Please use the UNHCR Vendor Registration Form (Rev. Aug 17) (**ANNEX B**) which should be fully completed, signed, stamped and returned to UNHCR with the supporting documents as indicated below:

- Copy of Certificate of Registration or Certificate of Incorporation
- Copies of audited accounts or Financial Statements for the past three years
- Bank statement or letter of confirmation from the bank or any other official document demonstrating ownership of the bank account declared

IMPORTANT:

Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2.2 REQUIRED INFORMATION AND DOCUMENTS

Interested suppliers should send the below listed qualification documents and information as indicated in section 3:

1. Company profile summary
 2. Detailed information on the required services
 3. **ANNEX A**, list of requirements, should be filled in confirming that your company can meet all the minimum technical requirements listed on the sheet
 4. Major clients and relevant experience
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5. Previous experience preferably with International non-profit agencies or United Nations organisations
6. Three reference contacts for work assignments which have been recently completed or are in progress, relevant to this EOI
7. A declaration that the company has not been and is not subject to judgement for fraud, corruption or any other legal activity.

UNHCR reserves the right to verify all information submitted by the company and to contact any references provided.

Prices are not required at this stage.

The cost of responding to this EOI is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

IMPORTANT:

Only suppliers meeting UNHCR registration criteria and whose services have been approved by UNHCR will be invited to participate in the formal bidding process.

3. QUALIFICATION PROCESS

To be considered, your application must meet the following minimum requirements:

1. The services your company offers are of interest to UNHCR.
2. Your company has specialized warehousing experience.
3. Your company has a minimum of three (3) years experience in the present field of business with satisfactory performance.
4. Your company accepts the UNHCR General Conditions of Contract for the Provision of Services (Rev. July 2018). See **ANNEX C**.
5. The UNHCR Vendor Registration Form (**ANNEX B**) is fully completed, signed and stamped.
6. The supporting documents required for the vendor registration are attached.

Note: Criteria 5 and 6 above are only applicable for companies not yet registered with UNHCR or for those wishing to update their existing supplier records with UNHCR.

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

Please note that registration will take place with the suppliers whose services are of interest to UNHCR.

4. REQUEST FOR CLARIFICATION

Suppliers are required to submit any request for clarification in respect of this EOI by e-mail to Andrea Pecz Sr. Supply Associate at pecz@unhcr.org

The deadline for receipt of questions is 23:59 hrs CET on 18/02/2019.

IMPORTANT:

Please note that EOI Submissions are **not** to be sent to the staff member receiving the questions.

UNHCR plans to reply to all questions shortly after they are received. UNHCR may, at its discretion, post the list of compiled questions on-line on UNGM and UNHCR websites.

5. EOI SUBMISSION:

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, no later than **10/03/2019, 23:59 hrs CET by e-mail ONLY to: hqsmsbid@unhcr.org**.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb**.

Please indicate in the e-mail subject field:

- EOI Number
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).



Fabrizio Bertora
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Supply Management Service
The United Nations High Commissioner for Refugees (UNHCR)

