



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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**DATE: 10/01/ 2014**

**REQUEST FOR EXPRESSION OF INTEREST: No. EO/ 1 Sofia/Vrajdebna**

**FOR THE SUPPLY OF GOODS and SERVICES as follows:**

**“Rehabilitation part of an existing school building allocated for Canteen (kitchen, stores and dining) with supply and installation of kitchen equipment provided by the company”**

**CLOSING DATE AND TIME: 23.01.2014 – 16.00hrs Bulgarian time**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, intends to prequalify suppliers for the supply of the following:” Rehabilitation part of an existing school building allocated for Canteen (kitchen, stores and dining) with supply and installation of kitchen equipment provided by the company. The equipment shall be inclusive and be provided through sub contract with nominated supplier”.

This is an invitation for suppliers to express an interest in supplying the above mentioned goods and services. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, products and services and qualification information.

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

## **1. REQUIREMENTS**

### **Section A**

- a) Dismantling existing partition walls, doors and windows.( if need)
- b) Plastering of walls and ceiling.
- c) Supply materials and painting of walls and ceiling.
- d) Painting of radiators and all kinds of steel frames.
- e) Supply and Installation of wall tiles.
- f) Installation of PVC floor.
- g) Supply and installation of doors and windows.
- h) Supply and installation of window glasses.
- i) Supply and installation of sanitary fittings and wares.
- j) Cleaning, patching, acid washing and final sealing ( wax) of the existing mosaic floors

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

## **Section B**

Supply; installation test of complete kitchen equipment set to satisfy food preparation of food for at least 500 persons on two shifts three times a day (breakfast, lunch and dinner) ready for operation.

## **Section C (To be confirmed)**

Electrical power system restoration and renovation to satisfy all power demands  
Fire suppressing system supply install and test-ready for operation

## **Section D (To be confirmed)**

Indoor Potable water supply system restoration and renovation to satisfy all water demands  
Indoor Sewage system restoration and renovation to satisfy all waste water demands

## **Section E (To be confirmed)**

Ventilation system restoration and renovation to satisfy kitchen, service rooms and dining area  
Extracting system to service kitchen area  
Heating system restoration and renovation to satisfy kitchen, service rooms and dining area

## **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. financial statements, address, contact name, 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 (ANNEX A) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

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

1. The products and/or services your company offers are of interest to UNHCR programmes.
2. Your company has export experience.
3. Your company has a minimum of three (3) years' experience in the present field of business.
4. Your company accepts the UNHCR General Conditions of Contract for the Provision of Goods and/or Services- 2010 and Payment Terms. See ANNEX B.
5. The UNHCR Vendor Registration Form is duly and fully completed, and signed.
6. The required documents are attached (company registration certificate, financial statements, detailed list of products/services, quality assurance certificates, and any other important documents related to your company).

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 products or services are of interest to UNHCR.

**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 QUALIFICATION PROCESS**

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

1. Profile of the company
2. Detailed information on products or services required
3. Major clients and relevant supply experience
4. Quality test certificate
5. Previous experience in the export of goods or delivery of services
6. Product delivery lead time
7. Previous experience with the UN (if any)

### **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 products or services have been approved by UNHCR will be invited to participate in the formal bidding process.

## **3. EOI SUBMISSION:**

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, in PDF format no later than **23/01/2014, 16.00 hrs CET by e-mail ONLY to: [tsoneva@unhcr.org](mailto:tsoneva@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 **8 Mb**.

Please indicate in the e-mail subject field:

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

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