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ETHIOPIA

# REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF CUSTOMS CLEARANCE SERVICE FOR ALL UN AGENCIES OPERATING IN ETHIOPIA

**Procurement Reference No.: ETH/EOI/2017/04**

## **Purpose of the Expression of Interest**

UNDP Ethiopia, on behalf of all UN Agencies operating in Ethiopia, invites interested **Customs Clearance** service providers located in Ethiopia with proven track record of relevant experience to respond to this EOI.

## **Scope of the Work**

This provision includes all sorts of customs clearance services on demand by any of the UN agencies operating in Ethiopia for a variety of specialized product lines.

## **Period of the assignment**

This pre-qualification process will be followed by Invitation to Bid (ITB) that will result in a Long-Term Agreement (LTA) for an initial period of two to three years. During this period, UN agencies have no obligation to order any minimum or maximum quantity.

## **Submission of Expressions of Interest (EOI)**

All companies that wish to participate in this EOI process are required to complete the application forms attached herewith. The information provided by the supplier will be assessed against the qualification criteria provided to ascertain the suitability of the supplier. Your expression of interest must be expressed in English.

## **Pre-Qualification Requirements**

Applicants are required to fulfil the minimum requirements indicated on the attached Qualification Criteria (Annex 2).

## **Interested applicants must provide the following documents:**

1. Applicants General Information Form completed and signed by applicant's authorized representative and sealed with company stamp (Annex 1)
2. Valid Business License
3. Valid Tax Payers Identification (TIN) Certificate
4. Value Added Tax (VAT) Certificate
5. Certificate of Competence
6. Certificate of Professional Qualification
7. Endorsed/certified Financial Statements for the last two recent fiscal years clearly indicating the annual turnover
8. Reference and recommendations for at least 5 big completed works with minimum number of 15 containerized shipments each cleared from Djibouti, Dry port and Airport Customs. (with lead time, type of items cleared, monetary value of items cleared and number of containers/number of vehicles as applicable).
9. Proof of experience with UN agencies or other international organization
10. Company Profile

**Please note the following**

1. The UNDP shall contact ONLY companies that meet the requirement as advertised and ONLY those companies shall be invited to participate in the subsequent bidding process.
2. UNDP also reserves the right to enter LTAs with more than one supplier and the right to award purchase orders among LTA holders if this is in the best interest of the UN.
3. A response to this request for EOI does not automatically ensure selection.

In this public Request for EOI notice, all legally established suppliers that satisfy the minimum requirements stated above are hereby kindly invited to submit their interest on or before **Thursday June 22, 2017** at **5:00 PM (UTC+03:00) Addis Ababa/Nairobi Time Zone** as per the following address:

**United Nations Development Programme (UNDP)**  
**Registry Office / Procurement Unit**  
**ECA Compound, Congo Building, 6th Floor, Central Wing,**  
**P.O. Box 5580**  
**Addis Ababa, Ethiopia**  
**Or**

**At Office Secured email:** [procurement.et@undp.org](mailto:procurement.et@undp.org) (most preferred means)

It shall remain your responsibility to ensure that your response reaches the address above on or before the deadline. Responses that are received **by UNDP after the deadline shall not be considered for evaluation.**  
**For any clarification,** prospect bidders may send your request to: [info.procurementet@undp.org](mailto:info.procurementet@undp.org)