

**PROCUREMENT NOTICE  
CALL FOR EXPRESSION OF INTEREST (EOI)  
FOR THE PROVISION OF DUTY FREE (PX) AT THE  
UN COMPOUND, GREEN ZONE, BAGHDAD, IRAQ  
EOI-003/2013**

**Date of this EOI:** 21 January 2013

**Closing Date for Receipt of EOI :** 3 February 2013

UNDP Iraq on behalf of UN Agencies in Iraq have a minimum requirement for PX services in the UN Compound, Green Zone, Baghdad, Iraq. The service is to be provided for a period of six (6) months, with an option for extension for another six months subject to satisfactory performance and under the same terms and conditions, at no extra cost to UNDP, with all products sold at a commercially acceptable rate as approved by the UN Agencies Committee, bearing in mind UNDPs duty free status.

**Description of Requirement:**

**Location of Operation:** UN Compound, Green Zone, Baghdad, Iraq.

The Service Provider will be expected to establish and manage the PX services in the afore-mentioned location. The range of items required will include but not limited to fresh, frozen and dry foodstuffs, dairy products, fresh fruits and vegetables, a selection of consumer merchandise, household and utility items, spirits, wines and other drinks, tobacco, perfumes and electronics.

**Conditions:**

Service Providers interested to be considered for short listing for receipt of the UNDP Request for Proposal are requested to submit a written Expression of Interest, along with the following documents:

- All applying Service Providers shall be legally registered entities. Copy of the legal registration of the firm shall be provided. **MUST HAVE THE LICENSE AND SECURITY CLEARANCE TO OPERATE WITHIN THE GREEN ZONE AREA IN BAGHDAD**
- Complete contact details of the person/s to which the RFP and further correspondence must be sent, including name, position, email address and phone number.
- A brief profile of the company (including size, location, years in business, etc.). Proof of execution of similar services during last three to five years.
- Proof of financial strength. Audited financial statements for the last three years.
- Quality assurance policy of your Company (with ISO certificates or equivalent, if applicable).
- General organizational capability and resources.

UNDP Iraq will shortlist Service Providers based on a positive assessment of the submitted information.

The expression of interest may be submitted by email at [bids.iraq@undp.org](mailto:bids.iraq@undp.org) (max. 5MB per email message with no limits on number of messages) clearly labelled or marked with the inscription **"Expression of Interest – Provision and Management of Duty Free (PX) for UN Agencies in Baghdad, Iraq"** and to be received no later than **3 February 2013, 3:pm, Amman time**.

**EOI with the submission documents received after the above deadline shall be not considered**

**Important Notice:**

This EOI does not constitute a solicitation. UNDP reserves the right to change or cancel the requirements at any time during the EOI and/or subsequent solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee that a firm will be considered for receipt of the solicitation when issued. Prospective Service Providers that respond and are deemed qualified upon completion of an evaluation of their submission will be invited to participate in the final Request for Proposal (RFP), if and when issued.