



United Nations Economic Commission for Latin America and the Caribbean

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNECLAC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Economic Commission for Latin America and the Caribbean. You are therefore requested to direct all queries regarding this EOI to United Nations Economic Commission for Latin America and the Caribbean using the fax number or e-mail address provided below.

Title of the EOI:

CATERING SERVICES FOR EVENTS AT ECLAC, UNITED NATIONS, IN SANTIAGO DE CHILE

Date of this EOI: 9 July 2023**Closing Date for Receipt of EOI:** 14 August 2023**EOI Number:** EOIUNECLAC21547**Beneficiary Country/Territory:** Chile**Commodity/Service category:** Catering services**Address EOI response by fax or e-mail to the Attention of:** Militza Buitrago, Chief Procurement Unit**Fax Number:****E-mail Address:** adriana.ordonez@un.org; militza.buitrago@un.org**UNSPSC Code:**

90101600 - Banquet and catering services

90101603 - Catering services



DESCRIPTION OF REQUIREMENTS

SPANISH VERSION BELOW / VERSIÓN EN ESPAÑOL A CONTINUACION/

The Economic Commission for Latin America and the Caribbean, ECLAC, of the United Nations, located in Santiago de Chile, invites those local companies, technically and financially qualified in the field of reference and that have the profile and the necessary experience to respond to this Expression of Interest for the Catering Services for Events organized by ECLAC at its office in Santiago of Chile.

ECLAC organizes more than 200 meetings (seminars, conferences, courses, etc.) per year, in which coffee, brunch, lunch, cocktails and drinks are offered.

As a result of the high demand for these services, the organization needs to sign a contract with a supplier that provides catering services at its office located at Av. Dag Hammarskjöld 3477, Vitacura, Santiago of Chile, in an efficient and innovative manner, with high quality standards and reasonable prices.

The previously indicated services cover the categories from basic, simple, to VIP.

For each service and within its organization and cost, the supplier must include the complete equipment, whether subcontracted or not, such as: round tables, support tables, chairs, table/chair linen, flower decoration, glassware, complete porcelain tableware, fine cutlery, assembly, disassembly, uniformed service personnel (waiters) and transport.

As part of the requirements, the preparation of food in an external area is included, from where it will be transported, maintaining the cold chain, to the sector provided by ECLAC for the provision of the service(s). Once in this place, the supplier must, at his own expense, assemble, equip, heat when appropriate and serve the snacks and drinks, depending on the type of service.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

a. In this Expression of Interest stage, ECLAC will evaluate those companies that have at least 3 years of experience in the field "Catering Services for Events".

b. We strongly recommend that suppliers register at least at Level 1 (Estimated Contracts from USD 150,000 and less than USD 500,000). Suppliers are requested to register in the United Nations Supplier Registry system, which is available free of charge on the United Nations Global Market (UNGM) website <http://www.ungm.org>

c. You are required to complete the attached "Level 1 Provider Registration Form" and ensure that you provide the documents requested therein. All information related to the registration of providers must also be sent by email to adriana.ordonez@cepal.org.

NOTE: All the information and documentation requested must be entered on the site as a pdf file.

Please be advised that this registration is required for your response to this Expression of Interest to be considered.

In response to this invitation:

Interested companies must complete the Expression of Interest (EOI) Response Form. ECLAC reserves the right to reject incomplete Expressions of Interest, or those received after the closing date for the EOI submission.

NOTE Your response to this invitation must be sent before Monday, August 14, 2023, at 12:00 p.m. (noon)



Santiago, Chile time, to the closing date via email (email) as a pdf file to ECLAC:
adriana.ordonez@cepal.org;
cc.: militza.buitrago@cepal.org.

VERSIÓN EN ESPAÑOL / SPANISH VERSION

La Sede de la Comisión Económica para América Latina y el Caribe de las Naciones Unidas, CEPAL, ubicada en la ciudad de Santiago, Chile, invita a aquellas empresas locales, técnica y financieramente calificadas en el rubro de la referencia y que posean el perfil y la experiencia necesaria para responder a esta Expresión de Interés por los Servicios de Banquetería para Eventos organizados por la CEPAL en su sede de Santiago de Chile.

DESCRIPCIÓN DE LOS SERVICIOS

La CEPAL organiza más de 200 reuniones (seminarios, conferencias, cursos, etc.) anuales, en las cuales se ofrecen servicios de café, brunch, almuerzos, cócteles y brindis.

Producto de la alta demanda de estos servicios, la organización requiere suscribir un contrato con un proveedor que proporcione los servicios de banquetería en su sede ubicada en Av. Dag Hammarskjöld 3477, Vitacura, Santiago de Chile, de manera eficiente y novedosa, con un alto estándar de calidad y a precios razonables.

Los servicios anteriormente indicados abarcan las categorías desde básico, simple, hasta VIP.

Para cada servicio y dentro de su organización y costo, el proveedor deberá incluir el equipamiento completo, ya sea subcontratado o no, tales como: mesas redondas, mesas de apoyo, sillas, mantelería, vestido de sillas, decoración con flores, cristalería, vajilla completa de porcelana, cuchillería fina, montaje, desmontaje, personal de servicio uniformado (garzones) y traslados.

Como parte de los requerimientos se debe contemplar la pre-elaboración de los alimentos en un recinto externo, desde donde serán transportados, manteniendo la cadena de frío, hacia el sector dispuesto por la CEPAL. Una vez en este lugar, el proveedor deberá, a su propia cuenta, preparar, montar, equipar, calentar cuando corresponda y servir los bocados y bebidas, según tipo de servicio.

REQUERIMIENTOS ESPECÍFICOS

a. En esta etapa de Expresión de Interés, la CEPAL evaluará a aquellas empresas que tengan al menos 3 años de experiencia en el rubro "Servicios de Banquetería para Eventos".

b. Recomendamos enfáticamente que los proveedores se registren al menos en el Nivel 1 (Contratos estimados desde USD 150,000 y menos de USD 500,000). Se solicita a los proveedores registrarse en el sistema Registro de Proveedores de Naciones Unidas, que se encuentra disponible, libre de costo, en el sitio del United Nations Global Market (UNGM) <http://www.ungm.org>

c. Se requiere que complete el "Formulario de Registro de Proveedores Nivel 1" adjunto y se asegure de proporcionar los documentos allí solicitados. Toda la información relacionada al registro de proveedores deberá ser enviada también al correo electrónico adriana.ordonez@cepal.org.

NOTA: Toda la información y documentación solicitada deberá ser ingresada en el sitio como archivo pdf. Tenga en cuenta que este registro es obligatorio para que su respuesta a esta Expresión de Interés sea considerada.

En respuesta a esta invitación:

Las empresas interesadas deben completar en su totalidad el Formulario de Respuesta Expresión de



Interés (EOI). CEPAL, se reserva el derecho de rechazar las Expresiones de Interés incompletas, o recibidas posteriores a la fecha de cierre para la presentación de los EOI.

NOTA: Su respuesta a esta invitación debe ser enviada antes del lunes 14 de agosto de 2023, a las 12:00 horas (medio día) horario de Santiago, Chile, a la fecha de cierre vía correo electrónico (email) como archivo pdf a CEPAL: adriana.ordonez@cepal.org ; cc.: militza.buitrago@cepal.org.

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.



VENDOR RESPONSE

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://www.un.org/News/Press/docs/2006/ST.SGB/2006/15), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/205989>

In case you have difficulties submitting your interest electronically, please contact adriana.ordonez@un.org; militza.buitrago@un.org directly for instructions.



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) 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>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

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

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Economic Commission for Latin America and the Caribbean (UNECLAC) by the closing date set forth in this EOI. *Due to the high volume of communications UNECLAC is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.

