



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:

Provision of Global Mail, Diplomatic Pouch and Courier Services for ECLAC Headquarters in Santiago, Chile

Date of this EOI: 10 September 2023**Closing Date for Receipt of EOI:** 29 September 2023**EOI Number:** EOIUNECLAC21817**Beneficiary Country/Territory:** Chile**Commodity/Service category:** Freight Forwarding**Address EOI response by fax or e-mail to the Attention of:** Militza Buitrago, Chief Of Procurement Unit**Fax Number:****E-mail Address:** mariajose.avendano@un.org; militza.buitrago@un.org**UNSPSC Code:**

78100000 - Mail and cargo transport

78102200 - Postal and small parcel and courier services

78102203 - Mailing or mail pick up or delivery services



DESCRIPTION OF REQUIREMENTS

SPANISH VERSION BELOW / VERSIÓN EN ESPAÑOL A CONTINUACIÓN/

The Economic Commission for Latin America and the Caribbean of the United Nations (ECLAC) is seeking for companies with local representation in Chile, with at least three (3) years of experience, with technical and financial capacity to participate in the bidding process for the provision of GLOBAL MAIL, DIPLOMATIC POUCH AND COURIER SERVICES for ECLAC Headquarters in Santiago, Chile, South America. The initial term of the contract will be for one (1) year, with the option to extend for two (2) additional one-year periods at the sole discretion of ECLAC Santiago-Chile, United Nations, subject to existing terms and conditions.

Description of the services required:

• GLOBAL MAIL

The service includes what is known locally as "Global Mail" consisting of the withdrawal from ECLAC for distribution to ordinary post of the various countries of destination. ECLAC does not guarantee a minimum or maximum number of domestic and/or international courier mail shipments each year or for the life of the resulting contracts.

• DIPLOMATIC POUCH

ECLAC has 9 fixed destinations for sending diplomatic bags, which are released weekly (via Courier, identifying pouch). However, bags are also shipped sporadically to other destinations. The contractor shall provide ECLAC with material identifying shipments by diplomatic bag as such (envelopes, boxes or stickers indicating that the contents correspond to diplomatic pouch and can not be opened). ECLAC does not guarantee a minimum or maximum number of domestic and/or international courier mail shipments each year or for the life of the resulting contracts.

• COURIER

Due to its personalized delivery feature, this service is sent only to physical addresses and a voucher signed personally by the recipient is obtained as proof of delivery. This service stands out for its speed in delivery times, and has a defined transit time and online tracking. ECLAC does not guarantee a minimum or maximum number of domestic and/or international courier mail shipments each year or for the life of the resulting contracts.

• IN-HOUSE STAFF FOR COURIER AND POUCH SERVICES

For the best performance of these services and due to the volume of daily office, it is required that the company provides an official in-house to receive, prepare and dispatch correspondence, as well as be responsible for monitoring and control of delivery as appropriate. The contractor must be responsible for providing personnel, equipment, materials and supplies, and for making all arrangements necessary to perform the services.

The overall coordination of these services will be in charge of the Commercial Services Unit of ECLAC.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The Contractor must provide mail pick-up services for ECLAC domestic and/or international courier mails and packages from ECLAC, located at Av. Dag Hammarskjöld 3477, Vitacura, Santiago de Chile between 9:00 and 18:00 (Chile continental time zone) Monday through Friday (except UN official holidays).

VERSIÓN EN ESPAÑOL / SPANISH VERSION

La Comisión Económica para América Latina y el Caribe de las Naciones Unidas (CEPAL) busca empresas con representación local en Chile, con a lo menos tres (3) años de experiencia en el rubro y con capacidad técnica y financiera para participar en el proceso de licitación para “SERVICIOS DE CORREO ORDINARIO, VALIJA DIPLOMÁTICA Y COURIER”. La duración inicial del contrato será de un (1) año, con la opción de prorrogarlo por dos (2) períodos adicionales de un año cada uno a discreción exclusiva de la CEPAL Santiago-Chile, Naciones Unidas, con modificaciones a los términos y condiciones existentes

Descripción de los servicios requeridos:

• SERVICIO CORREO ORDINARIO

El servicio contempla lo que se conoce localmente como “Global Mail” que consiste en el retiro desde la CEPAL para ser distribuido a los correos ordinarios de los distintos países de destino. La CEPAL no garantiza un número mínimo o máximo de envíos postales nacionales y/o internacionales cada año o durante la vigencia de los contratos resultantes.

• VALIJA DIPLOMÁTICA

Tenemos 9 destinos fijos para envío de valija diplomática, los cuales se despachan semanalmente (vía courier, con identificación de valija diplomática). Sin embargo, también se despachan esporádicamente valijas a otros destinos. El contratista deberá proveer a la CEPAL con material que identifique a los envíos por valija diplomática como tal (sobres y bolsas que indiquen que los contenidos corresponden a envíos de valija diplomática y que no pueden ser abiertos). La CEPAL no garantiza un número mínimo o máximo de envíos postales nacionales y/o internacionales cada año o durante la vigencia de los contratos resultantes.

• COURIER

Por su característica de entrega personalizada este servicio se envía solamente a direcciones físicas y se obtiene como prueba de entrega un comprobante firmado por el destinatario personalmente. Este servicio se destaca por su rapidez en los tiempos de entrega, y tiene un tiempo de tránsito definido y con seguimiento en línea. La CEPAL no garantiza un número mínimo o máximo de envíos postales nacionales y/o internacionales cada año o durante la vigencia de los contratos resultantes.

• FUNCIONARIO IN HOUSE PARA SERVICIO DE COURIER

Para la mejor ejecución de este servicio y debido al volumen de despacho diario, se requiere que la empresa del rubro proporcione un funcionario in-house que reciba, prepare y despache la correspondencia, así como también se encargue de su seguimiento y control de entrega según corresponda. El contratista deberá encargarse de proporcionar el personal, equipos, materiales y suministros, así como de adoptar todas las disposiciones necesarias para la ejecución de los servicios.

La coordinación general de estos servicios estará a cargo de la Unidad de Servicios Comerciales de la CEPAL.

El Contratista debe proporcionar servicios de retiro de correo y los paquetes nacionales y/o internacionales desde la CEPAL, ubicada en Av. Dag Hammarskjöld 3477, Vitacura, Santiago de Chile, entre las 9:00 y las 18:00 horas (Chile Continental) de lunes a viernes (excepto los días festivos oficiales de la ONU).



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](#), 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/212851>

In case you have difficulties submitting your interest electronically, please contact mariajose.avendano@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>.



