



## United Nations Global Service Centre

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by UNGSC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Global Service Centre. You are therefore requested to direct all queries regarding this EOI to United Nations Global Service Centre using the fax number or e-mail address provided below.

**Title of the EOI:**

Long Term Contract for the Provision of Special Courier Services and Diplomatic Pouch for the UNGSC in Brindisi, Italy

**Date of this EOI:** 12 December 2025

**Closing Date for Receipt of EOI:** 21 January 2026

**EOI Number:** EOIUNGSC24013

**Beneficiary Country/Territory:** Italy

**Commodity/Service category:** Freight Forwarding

**Address EOI response by fax or e-mail to the Attention of:** Ms. Silvia Maddalo

**Fax Number:** N/A

**E-mail Address:** unl-b-procurement@un.org

**UNSPSC Code:**

78102200 - Postal and small parcel and courier services  
78000000 - Transportation and Storage and Mail Services  
78100000 - Mail and cargo transport  
78120000 - Material packing and handling



## DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC), with its Headquarters located in Brindisi, Italy, seeks an appropriately qualified vendor for the establishment of a long-term contract for the provision of Special Courier Services and Diplomatic Pouch at the UNGSC in Brindisi, Italy.

The services entail and are not limited to:

Provision of 'Special Courier Services' and 'Diplomatic Pouch Services', on a "weekly" and on "as and when required" basis, for the collection, dispatch and worldwide delivery, under 'Door-to-Door' terms of documents, parcels and diplomatic pouch consignments to the following destinations:

- Any location in Italy and Spain (incoming and outgoing shipping services);
- Offices of the United Nations Secretariat in New York City and UN Offices/Missions worldwide (inbound and outbound services);
- Any location worldwide (even if subject to embargo);
- Third country shipments (from/to any UN Office/Mission or location worldwide).

On a weekly basis, UNGSC requires pouch services to the United Nations Headquarters (UNHQ) in New York, USA and to/from the United Nations Information & Communication Technology Facility (UNICTF) in Valencia, Spain.

A discounted price list shall be applied to all import and export shipments and shall be provided with the tender.

Contract duration: It is anticipated that the contract duration will be for an initial period of two (2) years, with the sole option to UNGSC to extend the contract under the same terms and conditions for three (3) additional periods of one (1) year each.

The full technical requirements and details will be provided with a formal solicitation document to be issued at a later stage. Interested vendors must possess the necessary technical expertise and capacity to provide the required services, as only suitably qualified vendors will be invited to participate in the solicitation process, which will commence upon finalization of this REOI exercise.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify eligible vendors that would be interested in participating in the related upcoming tender.

The UNGSC reserves the right to change or cancel this REOI at any time. Submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation documents when issued. Only Vendors who, in the UN's sole discretion, are deemed eligible and qualified may receive the final tender solicitation documents.

Vendors submitting an Expressing of Interest must be registered with UNGM at minimum, the Basic Level. Vendors who are not registered in UNGM will not be eligible to participate in the subsequent solicitation stage.

Details of the technical evaluation criteria and other specific requirements will be shared with vendors invited



to the solicitation.

Vendors with any of the following attributes are strongly encouraged to submit an Expression of Interest:

- (a) Disability inclusive organizations,
- (b) Demonstrated commitment to achieving gender equality
- (c) Recognized status as a woman-owned business
- (d) Vendors from developing countries, countries with economies in transition or least developed countries.

#### 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](http://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](http://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://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/286851>

**In case you have difficulties submitting your interest electronically, please contact [unlb-procurement@un.org](mailto:unlb-procurement@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](http://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 Global Service Centre (UNGSC) by the closing date set forth in this EOI. *Due to the high volume of communications UNGSC 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>.

