

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:**

Provision of Spare Parts and Technical Services for Hyster Forklift Trucks to the United Nations Global Service Centre (UNGSC, Brindisi)

**Date of this EOI:** 15 April 2026

**Closing Date for Receipt of EOI:** 5 May 2026

**EOI Number:** EOIUNGSC24337

**Beneficiary Country/Territory:** Italy

**Commodity/Service category:** Vehicle Fleet

**Address EOI response by fax or e-mail to the Attention of:** Laura Marrocchi

**Fax Number:** N/A

**E-mail Address:** unlb-procurement@un.org

**UNSPSC Code:**

25191700 - Vehicle servicing equipment  
24101629 - Forklift or elevator accessories or supplies  
95121605 - Automotive repair or servicing building  
72154501 - Heavy equipment maintenance and repair service  
78181508 - Heavy truck maintenance and repair

## DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) has the requirement to establish a Long Term Contract (LTC) for the provision of spare parts and technical services for Hyster forklift trucks on an “as and when required” basis, in accordance with the equipment manufacturers standards and specifications to the United Nations Global Service Centre (UNGSC), Piazza del Vento 1, 72100, Brindisi, Italy.

UNGSC operates a fleet of Hyster forklifts ranging from light to heavy duty capacities, powered by electric and diesel systems. .

The scope of the intended contract includes, but is not limited to:

- Supply of OEM Hyster spare parts and accessories;
- Preventive and corrective maintenance services in line with Hyster manufacturer standards;
- External, cab, and safety inspections, including checks of structural components, forks, mast assemblies, controls, gauges, warning devices, and safety features;
- Electrical, battery, and hydraulic inspections, including wiring, connectors, electrolyte levels, hoses, filters, and leak detection;
- Mechanical and under carriage inspections, including axles, steering systems, drivetrain, transmission, hubs, wheels, and tyres;
- Operational and functional testing, including braking, steering, lifting and tilting operations, speed checks, and test runs;
- Scheduled maintenance activities, such as lubrication, greasing, fluid checks, and replacement of filters, belts, and consumables;
- Provision of additional spare parts required to ensure forklifts remain safe and fully operational.

Services will be performed at UNGSC premises or, where required, at the Contractor’s facilities. Deliveries of goods shall be made DAP UNGSC, Brindisi, Italy (Incoterms 2010).

Interested vendors will be requested to demonstrate:

- Authorization as an official Hyster Forklift Truck dealer for both workshop services and spare parts;
- Proven experience in supplying OEM Hyster spare parts and providing qualified technical maintenance services.

The resulting contract will be established for an initial period of three (3) years, with the possibility of two (2) additional one year extensions, subject to satisfactory performance and operational needs.

The complete technical requirements and administrative instructions will be provided with a solicitation document to be issued at a later stage following the closing date for this EOI.

This REOI does not constitute a solicitation. The UNGSC reserves the right to change or cancel the requirements during the REOI and solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee that your Company will be considered for receipt of the solicitation documents when issued.

Vendors with the attributes listed hereunder are strongly encouraged to participate:

- (a) Disability inclusive,
- (b) Demonstrated goal to achieve gender equality
- (c) Having status as a woman-owned business
- (d) From developing countries, countries with economies in transition and least developed countries.

\*\*\*IMPORTANT NOTE: The UNGSC Procurement Unit will only send the tender documents via an E-tendering platform to the email address(-es) registered in the companies’ UNGM account. Therefore,

companies are requested to verify the validity of the contact email address(-es) associated with their UNGM account at [www.ungm.org](http://www.ungm.org) to ensure delivery of the notifications and access to tender documents.\*\*\*

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

All Vendors must be registered with the United Nations Secretariat through the United Nations Global Marketplace (UNGM) at Basic Level in order to be eligible to receive the solicitation documents.

Vendors are hereby advised that UNGM Level 1 registration is anticipated to be required prior to contract award.

#### **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 (<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 (<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 <https://undocs.org/Home/Mobile?FinalSymbol=ST%2FSGB%2F2006%2F15&Language=F&DeviceType=Mobile>, 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/297870>

**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 (<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>.

