



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 agreement for provision of 'Special Courier Services' and 'Diplomatic Pouch Services' for the United Nations Global Service Centre (UNGSC), Brindisi - Italy

Date of this EOI: 2 October 2026

Closing Date for Receipt of EOI: 21 October 2026

EOI Number: EOIUNGSC24759

Beneficiary Country/Territory: Italy

Commodity/Service category: Freight Forwarding

Address EOI response by fax or e-mail to the Attention of: Ms. Patrizia Ferrari

Fax Number: N/A

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

UNSPSC Code:

78102200 - Postal and small parcel and courier services



DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) requires the establishment of a Long-term contract for the professional provision of 'Special Courier Services' and 'Diplomatic Pouch Services', on both a weekly and on "as-and-when-required" basis.

These services will involve the collection, dispatch and worldwide delivery - 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 United Nations Offices/Missions worldwide (inbound and outbound services)
- Any location worldwide (even those subject to embargo)
- Third-party shipments (from/to any UN Office/Mission or location worldwide).

The designated pick-up location shall be at the UNGSC compound at Aeroporto Militare "Pierozzi", Piazza Del Vento, 1 - 72100 – Brindisi, Italy, Bldg. 154, ground floor.

Delivery Time

- Transit time for domestic shipments shall not exceed twenty-four (24) hours.
- Transit time between UNGSC, Brindisi, and UNICTF, Valencia (EU shipments), and vice versa, shall not exceed forty-eight (48) hours.
- Transit time from UNGSC to UNHQ New York shall not exceed seventy-two (72) hours.
- Transit time from UNGSC to all other destinations worldwide shall not exceed five (5) working days.
- Options for time-defined delivery services are required (e.g., deliveries by 10:00 a.m. or by 12:00 p.m.).

The interested vendors will be required, at the time of the tender exercise, to provide references of three (3) contracts successfully completed in the past five (5) years, similar in scope and size, with an annual turnover of at least EUR 15,000.00.

Vendors should be capable of providing online shipment tracking, proof-of-delivery functionality and dedicated customer support services.

Subcontracting is allowed for the door-to-door collection and transport from/to the Contractor's warehouse to/from the destination. Subcontractors shall possess the mandatory requirements established by local laws, rules and regulations for this type of service and be compliant with the requirements set forth in this document.

The awarded contract shall be in force for a period of two years (2) with the possibility to extend it for further three (3) years, in increments of one (1) year each, subject to satisfactory performance evaluation and budget availability.

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 interested in participating must be registered with the United Nations Secretariat through the United Nations Global Marketplace (UNGM) at a minimum of the Basic Level. Only vendors registered at this level will be eligible to participate in the subsequent Invitation to Bid (ITB) stage.

Vendors with any of the following attributes are strongly encouraged to submit an Expression of Interest:
(a) Disability-inclusive organizations;



- (b) Demonstrated commitment to gender equality;
 - (c) Recognized woman-owned businesses; and
 - (d) Vendors from developing countries, countries with economies in transition, or least developed countries.
- Interested vendors must demonstrate the technical expertise, relevant experience, and capacity required to deliver the services.

Only vendors that meet the qualification requirements will be invited to participate in the tender process.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

In order to be eligible for the award, the Vendor must be registered with the UN Secretariat through the United Nations Global Marketplace (UNGM) for the required Level of Registration, which is "Level 1" before the award of the Contract.

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/316722>

In case you have difficulties submitting your interest electronically, please contact 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) 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>.

