**Ref: ADM/L-M H-AS-EBZ**/**139/23**

Bujumbura, le 10 juillet 2023

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# CALL FOR EXPRESSIONS OF INTEREST FOR THE PRE-QUALIFICATION OF SUPPLIERS AND SUPPLIERS OF GOODS AND SERVICES FOR THE INTERNATIONAL CONFERENCE ON THE GREAT LAKES REGION (ICGLR)

The International Conference on the Great Lakes Region (ICGLR) is an intergovernmental organization composed of 12 Member States of the Greater Great Lakes Region, which was established in 2006 with the assistance of the African Union (AU), the United Nations (UN) and bilateral donors. The ICGLR Member States are Angola, Burundi, Central African Republic, Democratic Republic of Congo, Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda and Zambia. The ICGLR is led by the Summit of Heads of State and Government, and assisted by the Regional Interministerial Committee (CIMR) composed of the Ministers of Foreign Affairs of the 12 Member States. The headquarters of the ICGLR Secretariat is based in Bujumbura (Burundi), with regional centres in Kampala (Uganda), Lusaka (Zambia) and Goma (DRC). The ICGLR aims to implement the *Pact on Security, Stability and Development*, which sets an ambitious agenda "to transform the region into an area of sustainable peace, security and development". Key ICGLR Programs include: (i) Peace and Security; (ii) Democracy and Good Governance; (iii) Economic Development and Regional Integration; (iv) Gender, Women and Children; (v) Humanitarian and Social Issues and (vi) Cross-cutting Issues.

The Secretariat of the International Conference on the GreatLakes Region (ICGLR)

invites qualified and reputable suppliers, services and goods providers to submit their proposals for the supply and delivery of the goods and services listed in the table below.

The purpose of this request for expression of interest is to select the suppliers of services and goods, registered and fulfilling the relevant qualifications, to be considered for contractual purposes to manage the complete range of the following services and goods for ICGLR Secretariat.

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| **SERVICES AND GOODS REQUESTED** |
| INSURANCES:  HEALTH INSURANCE,  LIFE INSURANCE,  VEHICLE INSURANCE,  SUPPLEMENTARY PENSION,  INSURANCE BROKER. |
| TRAVEL AGENCY SERVICE (PROVISION OF AIRLINE TICKETS) |
| SUPPLY OF OFFICES (CONSUMABLES) |
| SUPPLY AND MAINTENANCE OF PHOTOCOPIERS, PRINTERS, SERVERS AND COMPUTERS |
| PRINTING SERVICES, PUBLISHING AND DESIGN (MAGAZINES, BROCHURES, CALENDARS, BUSINESS CARDS, STICKERS, SERVICE CARDS, ETC.) |
| VEHICLE REPAIR AND MAINTENANCE |
| SUPPLIES, REPAIRS AND MAINTENANCE OF GENERATORS AND AIR CONDITIONERS |
| SUPPLY OF FUEL AND LUBRICANTS |
| SUPPLY OF ADVERTISING AND VISIBILITY MATERIALS (T-SHIRTS, CAPS, FLAGS, BANNERS, PINS , ETC.) |
| HOTEL SERVICES, ROOMS AND MEETING ROOMS |
| RESTAURANT SERVICE FOR OUTSIDE CATERING |
| TRANSLATION SERVICES,  INTERPRETATION SERVICES,  INTERPRETATION EQUIPMENT |
| INTERNET SERVICES |
| SUPPLY OF OFFICE FURNITURE |
| OFFICE CLEANING SERVICES |
| SECURITY SERVICES |
| MAINTENANCE OF ELECTRICITY AND WATER INSTALLATIONS, |
| SUPPLY AND MAINTENANCE OF AIR CONDITIONERS |

The ICGLR Secretariat reserves the right to reject any expression of interest that does not meet the requirements associated with this request.

The ICGLR Secretariat will not be responsible for any costs associated with the preparation and submission of expressions of interest.

The expression of interest must contain the following documentation:

1) Company Profile: Indicate the goods and services that the company wishes to provide to the ICGLR Secretariat. Timely performance of the contract for similar goods and services.

2) Identification documents: The trade register, the tax identification certificate, the company's articles of association, the certificate of tax clearance and proof of financial capacity.

3)References: At least three letters of recommendation from reputable clients to attest to this.

Well-typed and signed"expression of interest documents"with aclear indication of the services for which you are applying, in a sealed envelopes, must be submitted to the reception of the ICGLR Secretariat, no later than 18th Augst 2023 at 2pm.

This call for expressions of interest does not constitute a contract. All applications will be considered as an interest in registering and participating in ICGLR calls for tenders.

Contact :

Attn :Executive Secretary of the ICGLR

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Bujumbura-Burundi

Web site  :www :icglr.org

For further questions, please contact Mr Jean Bigirimana at the following address:

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**For the Executive Secretary**