

Procurement Division
New York**REQUEST FOR INFORMATION (RFI)****Title of the RFI:**

Provision of uniforms for United Nations Security Officers

Date of this RFI: 31 March 2016**Closing Date for Receipt of RFI at PD:** 28 April 2016**RFI Number:** RFIOB274**E-mail Address:** bulleno@un.org**Address RFI response by fax for the Attention of:** Okera Bullen**Fax Number:** 917-367-0372**UNCCS Code:** 53102700**DESCRIPTION OF REQUIREMENTS****INTRODUCTION**

The United Nations (UN) is an intergovernmental organization established on 24 October 1945 to promote dialogue and international cooperation. The UN now comprises of 193 member states with sixteen (16) peacekeeping missions spread over four (4) continents; along with Headquarters offices at New York, Geneva, Vienna and Nairobi and numerous other offices around the world. Combined there are approximately six thousand five hundred (6500) uniformed UN civilian personnel currently serving the organization, and additional officers could be deployed for new and/or enlarging missions over time. The purpose of this Request for Information (RFI) is to gather information and ideas from industry on the production and supply of their uniforms.

The UN is committed to reduce administrative costs, maximize efficiencies and improve delivery of all required goods and services. As part of this commitment, UN Procurement Division has adopted a strategic procurement effort to source uniforms through a global systems contract. Vendors will benefit from this streamlined approach, which might enable them to expand their business into new markets.

PURPOSE AND OBJECTIVE

The purpose of this Request for Information (RFI) is to acquire information regarding options, cost savings, efficiencies and improvements that are available in the marketplace for the provision of uniform clothing, field operations clothing, protective clothing, fire protective clothing, ornaments and a wide array of accessories. It is anticipated, but not guaranteed, that the UN will use the information received from this RFI to develop a future solicitation for these items.

This RFI will also serve to conduct market research to identify companies capable of providing the required items. This market research will be conducted at NO COST TO THE UNITED NATIONS. This announcement is a request for information, not a solicitation for proposals, and accordingly, no contract will

be awarded from this announcement. No reimbursement will be made for any cost associated with providing information in response to this announcement or any follow-up information requests. Industry responses, as a result of this RFI should focus on providing recommendations as detailed below.

Any future solicitation for these items would require the prospective supplier to be a registered UN vendor in compliance with all applicable UN procurement rules and regulations. Furthermore, any future award would be contingent upon the vendor's acceptance of UN terms and conditions as stipulated in the solicitation documents. The objectives of this RFI are to:

- 1) Develop a general understanding of vendor demographics and capabilities to respond to UN requirements for 'uniform clothing';
- 2) Obtain vendor feedback regarding industry leading practices, materials and process improvements; and
- 3) Solicit vendors' perspective on how the UN may improve any solicitation for uniforms etc., through leveraging global products, production and supply chain.

CONTENT OF RESPONSE

Vendors are requested to respond to all questions included in this RFI. A response does not bind or obligate the responder or the UN to any agreement for the provision of referenced items.

If any of the information in the vendor response is considered confidential, proprietary, or a trade secret, it must be clearly indicated on the appropriate page of the vendor response.

The UN welcomes alternative products for respective Line Items; Vendors should provide sufficient detail to enable comparison, for example: color range, standard size specifications, standard/optional material specifications and alternate size specifications. Similarly the UN also welcomes alternate equipment recommendations (e.g. more ergonomically or economically efficient, etc.).

The UN encourages 'off-the-shelf' solutions.

DEADLINE

Questions and responses to this RFI should be submitted by email no later than 5:00pm EST on 28 April 2016 to Mr. Okera Bullen: bulleno@un.org

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

INSTRUCTIONS

Subject line of email must state: RFIOBXXXX

Companies with the capability of providing the required items outlined above, and with the necessary resources to fulfill the potential requirements are invited to submit, on a voluntary basis, in writing, information that addresses the items indicated in attached documents.

Any additional information or suggestions: (may be furnished on a separate sheet)

1. Is your company/organization a registered UN vendor?

2. Identify the company size/designation (e.g. Large, small, minority owned, etc.)

3. Please provide a client list of companies/organizations to which your company/organizations provides uniforms, clothing and accessories.

4. Please indicate average production/delivery times for uniforms, clothing and accessories currently being produced/supplied.

5. Is your company a manufacturer? If yes, do you only sell your products directly to market or through authorized dealers? List the authorized dealers that serve New York State and their contact information.

6. Will your company agree to the freight terms of delivered FCA/DAP destination?

7. Is your company able to perform in-house embellishment services for names, badges, numbers, and other marks and/or insignias etc.? If yes, please describe the process your company uses (i.e. sublimation, silk screen, embroidery).

8. Is your company willing to utilize standard United Nations Insignia being produced and supplied through a separate, existing Long Term Contract(s)?

9. List any relevant vendor experience in the area of conducting business with international public organizations.

10. Describe any of the vendor's resources that would be utilized in fulfilling the requirements under any resulting contract.

11. What are the cost-effective best practices that your company has used or seen used in the industry to produce and deliver uniforms?

12. Describe in detail the customer service program your company recommends in order to support all of the approximately eighty six (86) offices and entities (i.e. dedicated customer service team, response times, order processing/delivery, problem resolution).

13. Provide details on your company's online capabilities and how your company would recommend the UN place orders since after contract implementation, ordering activity would be decentralized among the approximately eighty six (86) offices and entities.

14. Provide recommendations of uniform materials, styling, and fit in order to assist the UN in its efforts to maintain a professional appearance while controlling costs and maintaining safety and comfort for Security Officers. While cost is an important consideration, functionality, durability and safety is the prime concern. Please remember that Field Missions are 95% in tropical environments. Clothing must be suitable for Equatorial/Desert conditions and if required same item offered in different materials to cover these requirements. Please also remember that clothing is worn by Security Personnel and First Responders, and considerations for the working environment in this context must be considered (flammability, exposure to flames, characteristics of materials used (i.e. Polyesters melting etc.).

15. Provide detailed recommendations or suggestions on how the uniforms could be improved without compromising the safety or functionality. Are there off-the-shelf solutions to any items requested that would be suitable as-is or with minor changes to design requirements.

16. Provide detailed recommendations or suggestions on how the uniforms could be improved without compromising the safety or functionality.

17. What information would your company like to see UN provide in a potential solicitation that would help your company to properly price uniform items

18. If your company is not interested in providing uniforms to the UN, kindly advise as to why.

19. Please provide additional information about your products/services that you perceive as relevant to the UN's objective as stated above; which may not have been previously covered.

20. In some rare cases specific make/model/style of items are required, proprietary design/material preventing reproduction or equivalent manufacturing, is there any limitations to "add" these items to the contract.

21. Are there limitations to what the UN terms "vendor managed inventory" (at additional cost) where the items are paid for but sizing, color etc., are not finalized until required? When required, instruction is issued to vendor and items are then shipped to requested location? If no limitations, what amount of notice is required to prepare shipment? Can "stock" quantities be monitored electronically? Is there any limitation to an "At the Ready" stock?

22. As applicable, can your company produce Uniform items that are in conformance to NATO stock numbers?

THIS IS A REQUEST FOR INFORMATION ONLY; THIS IS NOT A SOLICITATION. NO OFFERS ARE REQUESTED OR WILL BE ACCEPTED AT THIS TIME.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

VENDOR RESPONSE FORM

RFI Number:

TO: Okera Bullen

FAX: 917-367-0372

FROM:

SUBJECT: Provision of uniforms for United Nations Security Officers

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UN Vendor ID Number**:	UNGM Vendor ID Number*:	
Company Name *:		
Company Contact *:		
Address *:		
City *:		
Country *:		
Telephone Number *:		
Fax Number *:		
Email Address:		
Company Website:		

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.unqm.org. Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**

RFI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered with UN in order to be eligible to participate in any future solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).

B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.

C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.

D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).

E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered 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.

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 <http://www.un.org/Depts/ptd>. Vendors must complete the registration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

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) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of RFIs.*

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 RFI is issued subject to the conditions contained in the RFI introductory page on the UNPD Website indicated above.