



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

RFI FOR PROVISION OF CEMENT, ELECTRICAL CABLES, AIR CONDITIONERS, PRINTING PAPER, FURNITURE AND BEDDING ITEMS

Date of this RFI: 30 June 2016

Closing Date for Receipt of RFI at PD: 17 July 2016

RFI Number: RFIBM79

E-mail Address: maboja@un.org

Address RFI response by fax for the Attention of: Bruno Maboja

Fax Number: N/A

UNCCS Code: 14110000, 23151600, 30111601, 26121600, 56101500, 56000000

DESCRIPTION OF REQUIREMENTS

The United Nations has a requirement for the provision of Cement, Electrical Cables, Air Conditioners, Printing Paper, Office and Accommodation Furniture and Bedding items to its below listed Peace Keeping Missions in South Sudan (UNMISS), Sudan (UNAMID and UNISFA), Somalia and Kenya (UNSOA), Rep. Dem of Congo (MONUSCO) and Central African Republic (MINUSCA).

What is Required:

1. Cement
2. Electrical Cables of various sizes for heavy duty and residential usage.
3. Air Conditioners: both split and window type meeting energy conservation requirements.
4. Printing Paper: both recycled and none recycled paper will be required.
5. Office and Accommodation furniture:
6. Various types of bedding items.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please indicate which of the commodities that you are responding to:

- | | |
|---|---|
| 1. Supply of Cement: Yes / No | 2. Supply of Electrical Cables: Yes / No |
| 3. Supply of Air conditioners: Yes / No | 4. Supply of Furniture: Yes / No |
| 5. Supply of Bedding Items: Yes / No | 6. Supply of Printing/copying Paper: Yes / No |

SUBMITTAL

1. Please provide documentary evidence to confirm whether you are a manufacturer of or an authorised agent/dealer for a manufacturer.

2. Are you capable of delivering to Mombasa (Kenya), Port Sudan (Sudan), Mogadishu (Somalia) and Douala (Cameroon) within 15 calendar days from receipt of Order from the United Nations? Please provide documentary evidence of your ability to deliver to the locations indicated.

NB: 15 calendar days are counted from the day you receive an order from the UN.

3. Are you capable of shipping to Khartoum and Abyei through Port Sudan (Sudan), to Juba (South Sudan), Mogadishu (Somalia), Entebbe (Uganda) and Goma (DRC) through Mombasa (Kenya), to Bangui (CAR) through Douala (Cameroon) within calendar 30 days After Receipt of Order from the United Nations? Please provide documentary evidence of you ability to export to the ports listed.

NB: 30 calendar days are counted from the day you receive an order from the UN.

4. Are you able to maintain stocks close to the East Central African Region (Kenya, Uganda, Sudan, South Sudan, Tanzania or Douala) for rapid delivery/collection by the United Nations? Please indicate the level of stocks that you have capacity to maintain. If you already have stocks within the region please indicate where it is located.

5. Do you have or are willing to enter into standby arrangement(s) with a logistics provider i.e freight forwarder? If yes provide copy of agreement and confirmation of your willingness to enter such agreements.

6. Provide copies of a minimum 5 delivery notes for orders that you have filled in the last five years to demonstrate your average deliver times to any of the locations in 3 above.

7. Do you provide after sales support for products that you supply? Provide list with contact details (phone and email) of your after sales support network.

8. Have you exported goods outside your country of operation? If yes provide list of at least 5 customers that you have exported to. Provide documentary evidence in the form of purchase orders, delivery notes etc

9. Do you have a system to determine potential delivery problems? How do you communicate these problems to your clients? If yes, provide evidence of existence of such a system

10. The UN may conduct an inspection of the warehousing facility and or manufacturing/assembly plant to access production capability as well as quality standards used in your production and supply chain. Please indicate if this is acceptable and provide days of advance notice required prior to the visit.

Only those manufacturers/authorized agents of manufacturers and or traders who are compliant with the conditions stipulated above will be deemed eligible to be invited to the solicitation for these requirements.

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: N/A

FAX: N/A

FROM:

SUBJECT: RFI FOR PROVISION OF CEMENT, ELECTRICAL CABLES, AIR CONDITIONERS, PRINTING PAPER, FURNITURE AND BEDDING ITEMS

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.