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United Nations
Procurement Division
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New York, NY 10017, USA

PD/LTS/14-196/BD
Date: 24 April 2014

**Subject: Transition in solicitation methodology for long-term air charter requirements
Launch of Pilot RFP and vendor outreach**

Dear Sir/Madam,

The UN Secretariat is pleased to announce the upcoming roll-out of a revised solicitation methodology for the provision of long-term air charter requirements in support of the UN Peacekeeping Missions and Special Political Missions.

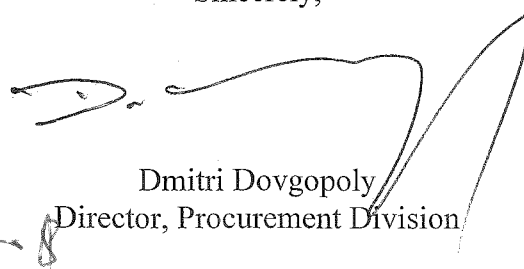
The revised methodology, in the form of a Request for Proposals (RFP), is the outcome of a joint effort with the International Civil Aviation Organization (ICAO) and input from the aviation industry based on draft documents posted on the Procurement Division (PD) website and from the Air Charter Conference held on 18 December 2013, with 85 participating companies from 30 different countries. In this connection, the UN recently posted on the PD website the official Q&A from the conference together with the most recent update on the transition exercise, available at:
http://www.un.org/depts/ptd/AirConf_QandA.htm. Further information on the project is also available via the "Procurement Division Bulletins" on the PD website.

As an immediate next step, the UN intends to issue an initial pilot solicitation, scheduled for mid-May 2014. This pilot RFP will be an actual requirement for a UN field mission, and will include a proposers' conference for interested vendors in mid-June 2014, with a closing date in mid-July 2014.

With the implementation of the revised solicitation methodology, the UN wishes to engage the air charter industry at large to benefit from innovative solutions offered by companies worldwide. For this pilot case, the vendor registration process for air operator vendors is being reviewed to allow for an easy access to UN tenders. Please refer to Annex A for details on eligibility for receipt and participation in the upcoming exercise. Your attention is drawn to the deadline of 7 May 2014 for submission of the required information to the UN, via email to aircharter@un.org.

We look forward to your response and to inviting your company in future UN air charter tenders.

Sincerely,



Dmitri Dovgopoly
Director, Procurement Division

Annex A – Registration for Participation in Pilot RFP(s) **UN Long-Term Air Charter Requirements**

Participation in upcoming pilot RFP(s) will be granted on the basis of a simple, quick process, as described below (Steps 1 and 2). However, in order to be eligible to any contract award of US\$500,000 or higher, companies will be required to complete Steps 3 and 4.

Step 1 – Basic registration in the United Nations Global Marketplace (UNGM)

Interested companies are to complete the basic registration online in UNGM, selecting the UN Secretariat as the UN Organization to be registered with. Each registered company is assigned with a UNGM identification number. For registration or further information on this 5-10 min process, please visit the UNGM website at <https://www.ungm.org>.

Step 2 – Contact the UN Procurement Division for participation in Pilot RFP(s)

In order to receive the pilot RFP document and be able to submit a proposal, companies are invited to contact the UN Procurement Division (Long-Term Air Charter Team) by email to aircharter@un.org, with their UNGM identification number (ref. Step 1) and a copy of valid Air Operator Certificate issued under the name of the company applying for registration with the UN.

Important: due to the envisaged timelines for the initial Pilot RFP, please send your email response by close of business on Wednesday 7 May 2014 to ensure your company is included on the invitee list.

→ At this stage, your company is eligible to receive the tender documents and to submit a proposal.

Step 3 – Complete Level 2 Registration in UNGM

This step is required for companies to be eligible for a contract award equal to or higher than US\$500,000. Criteria for Level 2 registration include UN review of detailed company information and various documents, such as reference letters and audited/certified financial statements (or equivalent) for the last three years. Please visit the UNGM website for more information.

Step 4 – Complete Air Operator Vendor Registration (AOVR)

This additional step is specific to the registration of air operator vendors. The current technical and operational evaluation criteria can be downloaded from the PD website, on the Vendor Registration page.¹

For more information on how to register with the UN Secretariat, you can also contact the Procurement Division's Vendor Registration and Management Team by email to register@un.org, or visit the PD website at <http://www.un.org/depts/ptd/>.

1 Please note that these criteria are currently undergoing a review by the UN, in line with the changes brought about by the revised solicitation methodology. Further information will be communicated shortly.

