



Procurement Division
New York

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Furniture for the United Nations Headquarters in New York. Systems Contract.

Date of this EOI: 24 August 2009

Closing Date for Receipt of EOI at PD: 22 March 2010

EOI Number: EOIMV34940

E-mail Address: vazquezm@un.org

Address EOI response by fax for the Attention of: Ms. Maria Vazquez

Fax Number: 212-963-1637

UNCCS Code: 381000

DESCRIPTION OF REQUIREMENTS

Description of Requirements

The United Nations Office Space Planning Unit (OSPU) of the Facilities Management Service (FMS) requests the services of qualified companies to provide various types of loose and systems furniture for the United Nations Headquarters in New York.

The contract will be in force for a period of ten (10) years, with the possibility to extend for another three (3) years, based upon performance at the sole discretion of the United Nations.

1. Office Furniture Systems – Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of Office Furniture Systems. The system panels must be tackable, stackable and have an acoustic rating that meets the furniture industry standard, have a metal panel to panel connector, provide flexibility in the panel heights and widths and have integral slotted one inch increments to allow for components to hang off the system. The panel must have the capability for both electrical components and data to run in the panel base raceway. Panels must have a wide variety of finish options available in fabric and wood, and also have glass and/or fabric stack units, as an option. The system must have a full compliment of componentry with a variety of finish options that are standard in the product line, and there must be a 10 year warranty. The systems furniture manufacturer must have national distribution, adequate manufacturing capability with a proven history of meeting this type of furniture requirement with multiple orders in production at the same time. The manufacturer must warrant that the product will not be disconnected for a minimum of 10 years from the product delivery and be able to provide Day 2 product, as required also at the same time.

2. Wood Case Goods – Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of Office Wood furniture (class A furniture) for high ranking UN officials offices. The manufacturer must have a complete line of office furniture, including but not limited to desks, credenzas, filing cabinets, coffee tables, computer tables, chairs, club chairs, sofas and conference tables of various sizes with matching chairs. Seating must be available in leather or vinyl and in various colors. The set should also be available in various veneers and finishes.
3. Lounges Area Furniture – Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of Lounge Area Furniture. The manufacturer must have a complete line of soft seating, including single seat chairs, love seats and full-size sofa options. Credenzas, coffee tables, end tables and telephone tables must be part of the manufacturer's line. Complete line of fabric, leather and vinyl must be available as standard product on the soft seating. A wide range of wood and laminate options must be available for the credenzas and tables.
4. Task Seating – Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of task seating. The chair must be ergonomically designed, capable of supporting a wide range of body types. The chair must be designed with a five star base to provide proper weight distribution to prevent tipping. The chair base must be fitted with caster options capable of performing on both hard and soft surfaces. Chair must have pneumatic height adjustment device, have options for fixed or adjustable height arms and should incorporate a mechanism, capable of allowing the chair to tilt back and/or lock in place. A full spectrum of fabric and leather options, available as standard product, is also required.
5. Training Tables – Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of training tables. The tables must have a wide range of sizes, shapes and finish options in both wood and laminate. Tables must have finished edges and be finished on the bottom of the table top. The tables must also have available options for folding, stacking, electrical and voice/data capability.
6. Training Seating - Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of seating. The chair must be ergonomically designed, capable of supporting a wide range of body types. Chair must be designed with a 5 star base to provide proper weight distribution to prevent tipping. Chair base must be fitted with caster options capable of performing on both hard and soft surfaces. A full spectrum of fabric and vinyl options must be available as standard product.
7. Office Metal Case Goods – Grade A furniture manufacturer that uses proven environmentally sound practices in the manufacturing and production of metal office furniture like desks, desk returns, book cases, filing cabinets and complementary accessories. The complete line of furniture should be of high quality with options for color, sizes and should be ergonomic and environmentally friendly. Manufacturer should guarantee that the product will not be discontinued for a minimum of 10 years.
8. Miscellaneous Furniture – This includes but is not limited to cafeteria/dining room tables and chairs, lockers for staff and contractors locker rooms, including accessories, like hooks, benches, etc. and chairs and tables for GA and CB conference rooms.
9. Please provide (attach) one page cut sheet of your product line with your response to the EOI.
10. Manufactures of furniture systems must have appropriate local representation to service the United Nations.

Interested parties are invited to attend a briefing on Tuesday, 9 March, 2010

In this connection, the Secretariat would like to offer to all Permanent Missions to the United Nations and all potential Vendors a successful procurement briefing where UN Facilities Management Service (FMS) and Procurement Division (PD) will answer questions that you may have.

The briefing is scheduled for Tuesday, 9 March 2010 at 4:00 PM at the United Nations Headquarters - Dag Hammarskjöld Library Auditorium.

Enter through the Visitors Entrance on First Avenue and 46 Street. Please arrive half an hour prior to the start of the meeting.

Please RSVP to Maria Vazquez at Vazquezm@un.org by closing of business on 4 March 2010 with the list of names attending for security clearance.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

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

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to United Nations Procurement Division (UNPD) before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: EOIMV34940

TO: Ms. Maria Vazquez

FAX: 212-963-1637

FROM:

SUBJECT: Furniture for the United Nations Headquarters in New York. Systems Contract.

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 EOI 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.ungm.org. Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**

EOI 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 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) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. Due to the high volume of communications, UNPD 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 on the UNPD Website indicated above.