

Procurement Division
New York**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI:**

Provision and Installation of Safety and Security Window Film at the United Nations Headquarter Buildings in New York City

Date of this EOI: 9 October 2009**Closing Date for Receipt of EOI at PD:** 6 November 2009**EOI Number:** EOIAH5152**E-mail Address:** hornack@un.org**Address EOI response by fax for the Attention of:** Ms. Angela Hornack**Fax Number:** 917-367 0327**UNCCS Code:** 513953**DESCRIPTION OF REQUIREMENTS**

United Nations is seeking qualified companies for the Provision and Installation of Safety and Security Window Film at United Nations Headquarter Buildings in New York City.

The contractor is to furnish all labor, hardware, materials, scaffolding (as needed) and equipment together with all incidentals necessary or required to complete in all respects the installation of safety and security window film at three (3) United Nations leased buildings in Midtown Manhattan as a one-time task. The type of safety and security film to be used is indicated below:

- SCLARL 400 - 3M Safety Film

The interested companies are requested to respond to this Expression of Interest document according to the instructions given in the following "Specific Requirements/Information" section. Please note that the respondents must possess the required licenses and certificates to conduct this type of business.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responding to this Request

1. Interested firms must complete the following Vendor Response Form and return it to the attention of the officer named below no later than 06 Nov 2009.
2. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

NOTE : Your response must be submitted not later than 17:00 pm Eastern Time (US) on the stated deadline date, via (a) email as a PDF attachment to hornack@un.org, or (b) facsimile to 917-367 0327 (Attention: Ms. Angela Hornack).

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>

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: EOIAH5152

TO: Ms. Angela Hornack

FAX: 917-367 0327

FROM:

SUBJECT: Provision and Installation of Safety and Security Window Film at the United Nations
Headquarter Buildings in New York City

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.unqm.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.