

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

Commodity Coding System Expert to analyze the United Nations Common Coding System

**Date of this EOI:** 14 October 2009**Closing Date for Receipt of EOI at PD:** 4 November 2009**EOI Number:** EOIAK5167**E-mail Address:** kabia@un.org**Address EOI response by fax for the Attention of:** Alice Kabia**Fax Number:** 1(212) 963-1673 (responses to this EOI to be sent to above contact preferably via e-mail).**UNCCS Code:** 671210**DESCRIPTION OF REQUIREMENTS**

The United Nations Procurement Division (UN/PD) will shortly be issuing a solicitation for the abovementioned services and is requesting expressions of interest from qualified firms / consultants to provide the services detail hereunder.

**Background:**

The United Nations procurement system uses the United Nations Common Coding System (UNCCS) for classification of goods and services procured. Suppliers interested in doing business with the UN organizations apply for registration with the UN organizations through the United Nations Global Marketplace (UNGM), which is the Internet portal used by the UN organizations for supplier registration. Suppliers registering with UNGM are requested to enter UNCCS codes for the goods or services they can supply to the UN organizations. Details of UNCCS codes can be found on [http://www.ungm.org/Publications/UserManuals/UNCCS\\_Guide\\_Suppliers.pdf](http://www.ungm.org/Publications/UserManuals/UNCCS_Guide_Suppliers.pdf). UN procurement staff can source suppliers in UNGM, searching by UNCCS codes. Therefore, UNCCS is a critical tool and platform which must reconcile the two sides of UN/PD's daily operation i.e., the organization's requirements and the potential vendor portfolio. While the UNGM has search functions, users need to search through UNCCS structure tree and/or use nomenclature of their choice. Lack of knowledge of UNCCS structure and use of inappropriate nomenclature result in frustration and confusion in selection of the most appropriate UNCCS codes for registration in case of suppliers and difficulty to identify suppliers for sourcing in case of by UN procurement staff.

**Requirements:**

The consultant will (1) analyze alternative coding systems as well as advantages and disadvantages if UNCCS was replaced with a commercially used coding system; (2) analyze impact and implication of IPSAS implementation; and (3) analyze impact of changes to other users such as finance staff.

Deliverables:

A report with:

a. Analysis of:

- Structure of major classification and coding systems being used by governments and industries;
- Advantages and disadvantages of maintaining the UNCCS vis-à-vis introduction of other coding system(s) from the UN system perspective and vendors perspective;
- Cost and operational implications for replacement of UNCCS in UNGM;
- Impact and implication of maintenance or replacement of UNCCS in conjunction with ERP systems being used by the UN organizations;
- Impact and implication of maintenance or replacement of UNCCS in conjunction with IPSAS implementation within the UN system; and
- Impact and implications of changes to UNCCS in budget process and financial transactions.

b. Recommendation of coding system for the UN system based on the above analysis

c. Recommendation for further development of features in UNGM for UNCCS or recommended coding system to improve its user-friendliness;

d. Recommendation for long-term maintenance and funding mechanism of UNCCS or recommended coding system and implementation programme including procedures for revision of codes; and

e. Recommendation for training programme, if any.

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

The firm / consultant should: (a) have a minimum of 15 years of working experience in public or private sector (b) have experience in cost and benefit analysis, (c) possess knowledge of various Industrial standards and classification and coding systems being used worldwide, (d) be capable of using appropriate IT tools for analysis and compilation of data.

#### **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: EOI/AK5167

TO: Alice Kabia

FAX: 1(212) 963-1673 (responses to this EOI to be sent to above contact preferably via e-mail).

FROM:

SUBJECT: Commodity Coding System Expert to analyze the United Nations Common Coding System

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](http://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](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://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](http://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.