



Procurement Division
New York

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Design, develop and implement a comprehensive e-learning training and certification program on human resources management for the United Nations Department of Field Support / Field Personnel Division.

Date of this EOI: 23 October 2009**Closing Date for Receipt of EOI at PD:** 13 November 2009**EOI Number:** EOIMG5198**E-mail Address:** gentilem@un.org**Address EOI response by fax for the Attention of:** Ms. Majo Gentile**Fax Number:** 917-367-0465 or by e-mail**UNCCS Code:** 459200

DESCRIPTION OF REQUIREMENTS

The United Nations Procurement Division seeks Expressions of Interest (EOI) from qualified vendors with thorough experience in developing, implementing and hosting e-learning training modules and certification programs with focus in the human resources management area.

The vendor selected will have to be able to:

- i. Design and Develop a suite of e-learning courses
- ii. Deliver and deploy the computer-based learning and assessment application through a dedicated web site, and as a standalone or LAN-based CD-ROM to 600 staff members located in the UN Headquarters and PeaceKeeping mission worldwide.
- iii. Develop and provide a certification test through an interactive application for staff members to complete and receive a human resources certification at the end of the training period.
- iv. Provide hosting and support to end users services.

Detailed technical specification of the requirements will be provided with the solicitation documents which will be issued shortly.

Interested firms should respond to this EOI by providing supporting background information relating to the company's profile, experience, list of previously completed and current contracts with the UN, including the value of each contract, as well as copies of the company's commercial registration/licenses.

The EOI is to be submitted by electronic mail, as indicated above.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Interested firms are to have:

Minimum of 5 years experience in developing e-learning and certification programmes.

Experienced personnel both managerial and technical

Experience in hosting this type of applications and capability of providing support to end users worldwide

If your company has already provided services to the UN in this field, please provide the Contract Number as a reference.

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: EOIMG5198

TO: Ms. Majo Gentile

FAX: 917-367-0465 or by e-mail

FROM:

SUBJECT: Design, develop and implement a comprehensive e-learning training and certification program on human resources management for the United Nations Department of Field Support / Field Personnel Division.

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.