

United Nations



Nations Unies

Procurement Division
New York

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

X-Ray Screening Machine Rental Requirement for UN Headquarters in NYC

Date of this EOI: 19 July 2018

Closing Date for Receipt of EOI at PD: 30 July 2018

EOI Number: EOIOB215338

Address EOI response by fax or e-mail to the Attention of: Okera Bullen

Fax Number: n/a

E-mail Address: bulleno@un.org

UNSPSC Code: 46171624

DESCRIPTION OF REQUIREMENTS

1. United Nations Procurement Division (UNPD) is seeking Expressions of Interest (EOI) from qualified companies with required expertise and experience to supply and install X-Ray screening equipment.
2. Every year during the United Nations General Assembly (GA) summit at the Headquarters in New York, the Security and Safety Service (SSS) screening operations require the rental of X-Ray screening machines to ensure the screening of various participants to the conference.
3. The equipment is required annually for the 4 - 5 week period. SSS is seeking a vendor to provide rental of these machines for the GA period (Tentative install/removal date period: 11 Sept. - 8 Oct. 2018.).

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

4. The specifications of the machines are as follows and should meet or exceed compatible specifications:
X-Ray Machines:

- Small Capacity- L3 Model PX 5.3 OR EQUIVALENT/EXCEEDING, approximately 18 machines needed.
- Large Capacity- L3 Model PX 6.4 OR EQUIVALENT/EXCEEDING, approximately 7 machines needed.
- In addition, an On-Site Standby Technician will be required for approximately three days, 24-26 Sept.

5. The Contractor shall be responsible for delivery/installation and pick-up/dismantling of the machines to and from the UN Headquarters in NY.

6. Upon selection of product, vendor(s) will be required to install and provide training on the functions of the x-ray machines and magnetometers as required as well as ensure that all security screening equipment is operational and running optimally. On-Site Standby Technician must be knowledgeable in troubleshooting and repair, including replacement with standby X-ray units if repairs cannot be performed within a reasonable timeframe.

7. The machine will be installed in areas deemed fit by UN SSS within the United Nations HQ.

8. Companies interested in providing the above services are invited to submit an EOI, along with the following information/documents:

(a) Company details including company name and structure, address, contact person, telephone/fax numbers and contact email address (must be entered on the Vendor Response Form provided).

9. Please note that this is not an invitation for submission of proposals. Its purpose is to identify companies that would be interested to participate in the solicitation when issued and if invited to the solicitation by UNPD.

10. Evaluation of companies' capabilities and suitability to carry out the construction services will take place following the later submission of Technical and Financial proposals in response to the Invitation to Bid (ITB). At this later ITB stage companies are likely (at a minimum) to be expected to demonstrate:

a) Any and all permits and licenses that may be required for these services must be obtained by the proposer and must be included in the proposed price.

c) Scanner system proposed has passed rigorous TSA testing and is approved for use in U.S. airports.

d) Company registration number and UNGM registration number if already registered as a vendor with the UN. (If not already registered, companies may still respond to the EOI but are strongly recommended to commence the registration process at the United Nations Global Marketplace website (www.ungm.org) identifying 'UN Secretariat' as a selected agency and seeking registration to LEVEL 1 - Estimated Contract award up to \$500,000).

11. UNPD reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued. The ITB and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

Responding to this Request:

1. Interested firms must complete the attached EOI Response Form and return it to the attention of the officer named below no later than 30 July 2018. Response Forms must be completed in full.

2. The UN reserves the right to reject Expressions of Interest that are incomplete, or are received after the stated deadline.

NOTE : Your response must be submitted not later than 5:00 pm Eastern Time (US) on the stated deadline, via (a) email as a PDF attachment to buleno@un.org, (b) overnight courier to the following address (Attention: Mr. Okera Bullen):

United Nations Procurement Division
1 United Nations Plaza
15th Floor
NY, NY 10017

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to United Nations Procurement Division (UNPD) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Okera Bullen

EOI Number: EOIOB215338

Email: bulleno@un.org

FAX: n/a

FROM:

SUBJECT: X-Ray Screening Machine Rental Requirement for UN Headquarters in NYC

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIOB215338>

To be completed by the Vendor (All fields marked with an ‘’ are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Country *:

Telephone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) **Registering as a Vendor with the United Nations**

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat 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. Please verify and ensure that your company is registered under its full legal name.

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 <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

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 available at <https://www.un.org/Depts/ptd/eoi>.