

United Nations



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Procurement Division
New York

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Provision of Air Cargo & Air Freight and Related Services for Movement of Cargo in Support of UN Operations Worldwide

Date of this EOI: 18 October 2016

Closing Date for Receipt of EOI at PD: 17 October 2018

EOI Number: EOICH213099

Address EOI response by fax or e-mail for the Attention of: Elias Sukkarieh

Fax Number: +1-212-963-3503

E-mail Address: pd-supplierlist@un.org

UNSPSC Code: 78101500, 78141501

DESCRIPTION OF REQUIREMENTS

This Request for Expression of Interest (EOI) is issued for the provision of Air Cargo & Air Freight services procured through the United Nations Procurement Division (UNPD) for movement of cargo in support of UN operations worldwide. Responding companies who meet UNPD's requirements for vendor registration will be added to UNPD's roster of freight forwarders and invited to participate in solicitations for airfreight and air cargo charter.

Air Cargo and Air Freight are defined as follows:

Air Cargo: Full charter of cargo aircraft for movement of United Nations Owned Equipment (UNOE) and/or Contingent Owned Equipment (COE)

Air Freight: Booking of freight on commercial or freighter aircraft for movement of United Nations Owned Equipment (UNOE)

IMPORTANT:

1) If your company is already on the list of UN freight forwarders for Airfreight and Air Cargo, do NOT respond to this EOI. Companies that are not receiving these tenders but are interested in doing business with UNPD are to please respond to this EOI.

2) Companies that have responded to EOICH211783 dated 13 November 2015 for similar services do NOT need to respond to this EOI.

3) Before responding to this EOI, your company MUST have an accepted status with the United Nations Global Marketplace (www.ungm.org) with "UN Secretariat" at the Basic Level. Any questions related to vendor registration can be made to UNPD Vendor Registration and Management Team at register@un.org.

4) All Air Cargo and Air Freight service providers responding to this EOI MUST ensure that they have selected the following UNSPSC Code under their UNGM account: 78101500 (Air Cargo Transport), 78141501 (Freight Forwarding).

5) This EOI will be posted for a period of one year, however UNPD will undertake adding of new vendors on a quarterly basis. An annual review of the vendors' participation rate will be conducted, which may result in the removal of non-responsive vendors from the list of invitees to UNPD tenders.

Interested companies should complete the attached form and send the completed form to UNPD Vendor Registration & Management Team at pd-supplierlist@un.org.

Should you have any questions on the above please contact our Vendor Registration & Management Team at pd-supplierlist@un.org.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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 Expressions 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 the Vendor Response Form of this EOI and send it via fax or e-mail to United Nations Procurement Division (UNPD) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Christopher Hutton

EOI Number: EOICH213099

FAX: +1-212-963-3503

FROM:

SUBJECT: Provision of Air Cargo & Air Freight and Related Services for Movement of Cargo in Support of UN Operations Worldwide

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 and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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

COMPANY INFORMATION

UNPD Vendor ID Number:

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 <http://www.un.org/Depts/ptd>.

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 (http://www.un.org/sc/committees/list_compend.shtml), 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 <http://www.un.org/Depts/ptd>. 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 on the UNPD Website indicated above.