

United Nations



Nations Unies

Procurement Division
New York

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Provision of books acquisition services for the
Dag Hammarskjöld Library, Outreach Division, Department of Public Information UNHQ

Date of this EOI: 20 March 2019

Closing Date for Receipt of EOI at PD: 22 April 2019

EOI Number: EOIVM316171

Address EOI response by fax or e-mail to the Attention of: Vadim Mescoi

Fax Number: N/A

E-mail Address: vadim.mescoi@un.org

UNSPSC Code: 55000000

DESCRIPTION OF REQUIREMENTS

The United Nations (UN) is looking for qualified contractors who can provide or arrange the provision of books, to the New York UN's Dag Hammarskjöld Library (DHL) location. In doing so the contractor will:

1. Use industry-based best practice to obtain the most advantageous prices.
2. Provide DHL with the following online features:
 - a. an online catalog of titles and online system to place orders;
 - b. easy access to order status checking, outstanding invoices, claiming and archive access to invoices and statements;
3. Delivery of books. The Library will order titles for either regular or rush delivery.

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 - a. Regular delivery: the library expects to receive books in stock within three weeks after the day the order was placed.
 - b. Rush delivery: the library expects to receive books in stock within 4 days of the order being placed, in case the order was placed before 12 noon, and within 5 days if it was placed in the afternoon.

In case of unavailability of a book at the time when the order is placed, the Contractor's system will notify DHL via email and carry out all standing orders and backorders.

4. Invoicing of acquisition of books
 - a. The Contractor will provide, after each delivery, consolidated and itemized invoices, to allow DHL to verify them.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Vendors expressing interest must be registered, or registered in response to this call, with United Nations Global Marketplace (UNGM) so that they can participate in the Request for Proposal at a later stage.

Detailed technical specifications shall be provided at a later stage under the Invitation to Bid.

This EOI does not constitute a solicitation. The UN reserves the right to modify requirement or cancel it any time during the EOI phase or the solicitation process. Submitting a response to this request for EOI does not automatically guarantee that a vendor will receive an invitation to participate in the solicitation. Only those companies deemed qualified, upon completion of an objective evaluation of the vendor application, will receive the final Request for Proposal.

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: Vadim Mescoi **EOI Number:** EOIVM316171
Email: vadim.mescoi@un.org
FAX: N/A
FROM:
SUBJECT: Provision of books acquisition services for the
Dag Hammarskjöld Library, Outreach Division, Department of Public Information UNHQ

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=EOIVM316171>

*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>.