REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Date of this EOI: 9 December 2019
Closing Date for Receipt of EOI at PD: 31 Dec. 2019
EOI Number: EOIYB17037
Address EOI response by fax or e-mail to the Attention of: Youssef Bousselham
Fax Number:
E-mail Address: youssef.bousselham@un.org
UNSPSC Code: 77000000

DESCRIPTION OF REQUIREMENTS

The United Nations is seeking expression of interest from potential vendors to participate in a Request for Proposal at a later stage for the provision of consultancy services for the development and implementation of an Environmental Management System (EMS) pertaining to its on-site facility at United Nations Headquarters in New York (UN) in preparation for ISO 14001: 2015 certification by an independent accredited entity.

The Meetings Support Section (MSS) is part of the Meetings and Publishing Division (MPD), Department for General Assembly and Conference Management (DGACM). The Section is charged by the Member States of the Department to produce a wide range of time sensitive documentation, which in turn are distributed by the Section to the Membership and related offices. MSS is staffed by approximately 97 people, with 10 staff members working in the print shop, Monday through Friday. The print shop (PS) is equipped with digital printing equipment, and a variety of off-line finishing equipment. Digital printing was introduced in 2001. In addition, the Section provides distribution services such as traditional fulfillment, pick, pack, sort, and increasingly, digital archiving and uploading of files in PDF format. In 2018, the printing production totaled about 34,000,000 page impressions.

In 2008, the United Nations Publishing Section – now Meetings Support Section (MSS) – adopted a “Code of Ethics” which serves as the guiding foundation to all the Organization’s efforts to ensure that sustainable practices are achieved across all publishing operations worldwide. As a result of this commitment, the Meetings Support Section (MSS) is seeking to achieve ISO 14001:2015 certification for its operations.
**SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Interested vendors must possess the necessary technical expertise and capacity to provide the required services. Vendors expressing interest must be registered with UNGM so that they can participate in the Request for Proposal at a later stage.

Details of the technical evaluation criteria and and other particular requirements will be provided under the Request for Proposal at a later stage.

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**NOTE**

Information on tendering for the UN Procurement System is available free of charge at the following address: [https://www.ungm.org/Public/Notice](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](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.*
TO: Youssef Bousselham  
Email: youssef.bousselham@un.org  
FAX:  

FROM:  


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 EOI by filling out this form manually or electronically (recommended) at: https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIYB17037  

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 : ________________________________
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:
   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 of 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.