Title of the EOI:
Provision of Hybrid Electric Vehicles (HEV), Spare Parts and Ancillary Services

Date of this EOI: 28 August 2020
Closing Date for Receipt of EOI at PD: 1 October 2020

EOI Number: EOIJK617692

Address EOI response by fax or e-mail to the Attention of: Joanita Kibukamusoke
Fax Number:

E-mail Address: kibukamusoke@un.org; hartowinoto@un.org

UNSPSC Code: 25101500,25101509,25101900

DESCRIPTION OF REQUIREMENTS

1. The UN Procurement Division is seeking expressions of interest from qualified manufacturers, [manufacturers’] trading subsidiaries or, should the manufacturer or trading subsidiary be unable to bid, manufacturers’ authorized, capable agents (normally distributors or dealers) for the supply and delivery of hybrid electric vehicles (HEV) and their logistic support services (spare parts, warranty, training, etc) throughout the vehicles' entire life, to the United Nations Secretariat Entities in the Middle East, the Balkans, Africa, the Caribbean and Europe.

2. By HEV, the UN means vehicles that combine a conventional internal combustion engine (diesel or petrol) with an electric propulsion system in the following categories:

   a. Hybrid Electric Sedans - medium size - that can be used for transportation of up to four passengers plus driver in 2 rows of seats, with 4 side doors (2 on each side for passenger access) and cargo area; and

   b. Hybrid Electric Sport Utility Vehicles - medium size - station wagon or hatchback type, upright seating position with high outward visibility, spacious interior and flexible cargo capacity, smooth drive quality and excellent fuel economy.

EOI respondents should be able to provide ANY or ALL the vehicle categories listed above.

3. The UN expects the successful vendor to supply brand new HEVs, including after-sales support services (e.g. spare parts, warranty, tools, training, etc.) throughout the whole life cycle of the equipment, estimated to be 8 years. The resulting contract(s) will be on "as and when" required basis, and will be for an initial period of three (3) years with option to extend at the UN's discretion for two (2) additional periods of one (1) year each.
4. Please note that this Request for Expression of Interest is not for refurbished vehicles.

5. It is the United Nations preference to enter into a contract(s) with HEV manufacturers or their trading subsidiaries. However, should the manufacturer appoint a third party (normally a distributor or dealer) to respond to the solicitation and/or to enter into a contract with the UN, it is mandatory that:

   i. such authorized agent has an adequate support structure, evidenced by dedicated resources, and experience in the provision of after sales support services; and

   ii. any resulting contract will be co-signed by the manufacturer. A vendor who is not a manufacturer or trading subsidiary and who wants to respond to the solicitation shall provide evidence that the manufacturer authorizes [the vendor] to participate in the solicitation and also agrees to co-sign any resulting contract(s).

6. Further to Paragraph 5 above, HEV manufacturers may propose only one third party representative who is able to fulfill multiple orders and provide adequate after-sales support services, from several UN Secretariat Entities worldwide, the majority being in Africa, Middle East, and Asia.

7. Detailed technical specifications, quantities and support requirements shall be provided to vendors in the solicitation document.

---

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responding to this Request for Expression of Interest (REOI):

a. Consistent with Paragraph 5 above, all vendors that submit an Expression of Interest should include / attach in their Expression of Interest (EOI):

   (i) what category the vendor is i.e. Manufacturer, Trading Subsidiary or Manufacturer's authorized agent. If a manufacturer's authorized agent, please indicate whether a distributor or dealer;
   (ii) what vehicle categories (out of the list shown in paragraph 1) are being offered;
   (iii) the brand of vehicles being offered; and
   (iv) if the vendor is a trading subsidiary, proof of such relationship with the manufacturer; or
   (v) if the vendor is an authorized agent, an endorsement by the HEV manufacturer that the manufacturer authorizes the vendor to participate in future solicitation and that the manufacturer would co-sign a contract, in case of award.

b. Interested companies who wish to participate in the upcoming solicitation should fill out the Vendor Response Form (page 4), adress the requirements listed in a above and submit all documents by email to Joanita Kibukamusoke at kibukamusoke@un.org with copy to hartowinoto@un.org on or before the deadline date indicated above.

c. If your firm is not yet registered with the United Nations Procurement Division, you should register through the United Nations Global Market Place (UNGM) as per the Instructions provided below. When registering, please ensure that "UNSecretariat" is selected under "Select Agencies."

d. The UN reserves the right to reject EOIs that are incomplete or do not meet the requirements mentioned above. Submission of an EOI, therefore, does not carry any expectation or imply any right to participate in the planned tender.

e. If you have any questions, please write to Joanita Kibukamusoke at kibukamusoke@un.org.

---

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: Joanita Kibukamusoke
Email: kibukamusoke@un.org; hartowinoto@un.org
EOI Number: EOIJK617692
FAX:

FROM:

SUBJECT: Provision of Hybrid Electric Vehicles (HEV), Spare Parts and Ancillary Services

---

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=EOIJK617692

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

---

COMPANY INFORMATION

<table>
<thead>
<tr>
<th>UNGM Vendor ID Number*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Company Name (Not trade name or DBA name) *:</td>
</tr>
<tr>
<td>Company Contact *:</td>
</tr>
<tr>
<td>Address *:</td>
</tr>
<tr>
<td>City *:</td>
</tr>
<tr>
<td>Country *:</td>
</tr>
<tr>
<td>Telephone Number *:</td>
</tr>
<tr>
<td>Fax Number *:</td>
</tr>
<tr>
<td>Email Address *:</td>
</tr>
<tr>
<td>Company Website:</td>
</tr>
</tbody>
</table>

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’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.