

United Nations



Nations Unies

Procurement Division  
New York

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Title of the EOI:**

Establishment of a Systems Contract for the provision of Mortuary Goods

**Date of this EOI:** 11 November 2020

**Closing Date for Receipt of EOI at PD:** 27 November 2020

**EOI Number:** EOIND17884

**Address EOI response by fax or e-mail to the Attention of:** Nora Dias

**Fax Number:**

**E-mail Address:** diasn@un.org

**UNSPSC Code:** 42260000

### DESCRIPTION OF REQUIREMENTS

The United Nations is seeking Expressions of Interest (EOI) with the purpose of establishing a systems contract for an initial period of three years; and, at the sole discretion of the UN, two optional additional periods of one year each from reputable manufacturers, authorized dealers and distributors of the following mortuary supplies:

1. Aluminum Transfer Cases (air transfer compliant)
2. Reinforced Body Bags (compliant to regulations regarding transport of infectious disease ie EVD, COVID 19)
3. Mortuary Pouches
4. Wooden Coffins and Caskets.
5. Light Weight Air Tray and Full Wood Combination Tray (for the protection of caskets and coffins during transportation; air transfer compliant)

The detailed scope of requirement will be provided in the solicitation document, which will be sent out to all vendors responding to this EOI. No further detail can be made available prior to the issuance of the solicitation.

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Before responding to this request for EOI, please note the following important information:

1. A Bid Bond is required in order to participate in the planned solicitation. This mandatory requirement will not be waived by the UN. Kindly ensure that your company intends to comply with this mandatory bid bond requirement before submitting a response to this EOI.
2. This request for Expression of Interest is to identify qualified vendors interested in participating in the planned solicitation for the above requirements.
3. Requests for clarification, documents or additional information pertaining to this EOI, such as quantities or specifications will not be provided. All relevant information will be provided in the solicitation documents which will be released to qualified vendors at a later stage.
4. Interested companies must complete the Vendor Response Form attached to this EOI and return the Vendor Response Form by selecting only ONE of three methods indicated below:-
  - (a) by email to [diasn@un.org](mailto:diasn@un.org); OR
  - (b) via the "Express Interest" link on UNPD's website; OR
  - (c) via the URL added to the REOI pdf file.EOI responses that are not submitted on the Vendor Response Form will be accepted.
5. Responses must be received by ONE of the selected methods described in paragraph 4 above by the deadline of 16 October 2020. No responses will be accepted after this date.
6. Vendor registration through the UN Global Marketplace website at [www.ungm.org](http://www.ungm.org) is mandatory and must be completed prior to responding to this EOI.
7. The vendor selected for contract award must be registered at Level 2.
8. The UN reserves the right to reject Expressions of Interest documents that are incomplete, not compliant with mandatory instructions or that are received after the above stated deadline.
9. Due to the high volume of responses expected, EOI receipt confirmations will not be provided. Responses received will be documented and all qualified vendors will receive the solicitation documents when released.

Please follow the instructions below:

1. Please review this complete request for EOI document.
2. Interested vendors must complete and submit Vendor Response Form of this document by email indicating the EOI Number or via the provided link below. At this stage please do not submit any additional information and no questions will be answered.
3. Receipt confirmation will be provided only when Vendor Response Form is filled out electronically.
4. Vendor registration is mandatory for responding to this EOI. If you have questions related to UN vendor registration, please follow the instructions below or contact [register@un.org](mailto:register@un.org).

Please note that this request for expression of interest is issued subject to the conditions in the EOI introductory page on this website.

Thank you for your interest.

### **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:** Nora Dias  
**Email:** diasn@un.org  
**FAX:**  
**FROM:**

**EOI Number:** EOIND17884

**SUBJECT:** Establishment of a Systems Contract for the provision of Mortuary Goods

## 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](http://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](http://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=EOIND17884>

*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](http://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>.