



United Nations Global Service Centre  
Brindisi

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNGSC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Global Service Centre Brindisi. You are therefore requested to direct all queries regarding this EOI to United Nations Global Service Centre Brindisi using the fax number or e-mail address provided below.

**Title of the EOI:**

Establishment of a Contract for “Driving Test Officer Certification Training Courses” and “Defensive Driving Training Course” for United Nations (UN) staff at various UN locations, on an “as required basis”.

**Date of this EOI:** 14 April 2021**Closing Date for Receipt of EOI:** 28 April 2021**EOI Number:** EOIUNGSC18403**Beneficiary Country/Territory:** Italy**Commodity/Service category:** Recruitment & Training Services**Address EOI response by fax or e-mail to the Attention of:** Ms. Daniela Esposito**Fax Number:****E-mail Address:** unlb-procurement@un.org**UNSPSC Code:** 86000000,86131701

## DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) seeks a qualified Contractor for the establishment of a long-term contract for the provision of 2 (two) driving training courses: a) the “Driving Test Officer Certification Training Course” and b) the “Defensive Driving Training Course” for United Nations (UN) staff at various UN locations, on an “as required basis” for an initial period of 3 (three) years, with the option to extend the term of the contract for 2 (two) 1 (one)-year periods each (3+1+1 years).

UNGSC has identified an ongoing need to improve the vehicles driving knowledge and skills of existing UN staff and allow them to meet effectively and efficiently the driving requirements of the UN.

UN participants must be able to acquire/increase the following skills and competencies:

a) “Driving Test Officer Certification Training Course”

- Acquire driving examiner’s knowledge, skills and attitude;
- To be able to monitor and assess driving test candidates’ compliance with safety best practices;
- To be able to brief driving test candidates on any noted driving weaknesses;
- To be able to advise on safe driving to driving test candidates;
- To be able to manage driving candidates’ stress shown during the driving test;
- To be able to plan and execute driving safety campaigns.

b) “Defensive Driving Training Course”

- To be able to drive light vehicles following learned defensive driving best practice techniques;
- Increase driving risk awareness, specifically within UN challenging working environment;
- Contribute to reduce road fatalities, avoid crashes and choose safe, responsible and lawful driving behaviour.

The UNGSC requests that the 2 (two) training courses be as follows:

a) a combination of instructor-led theory, practice activities using left-hand or right-hand vehicles (depending on the UN training location), and include feedback sessions, in order to maximise the learning outcomes;

b) have an integrated, action-oriented, student-centred approach based on competence-based training and encompassing a series of elements/conditions that will be detailed in the tender package.

The 2 (two) driving courses are meant for UN owned soft-skin “light vehicles” (standard passenger cars, pick up cars and van types, not heavy vehicles and not armoured types). They will be delivered in English to a class of minimum 6 (six) up to maximum of 12 (twelve) UN participants over 5 (five) consecutive days (generally Monday to Friday, or differently, depending on the UN training location working week), each daily session lasting indicatively 6 (six) hours, during the working hours from 8:00 to 16:30.

They will also include one written review test and one practical driving certification test to be conducted with UN owned vehicles. The training tests must be passed by UN trainees to be awarded the respective Certificate of Training Achievement.



## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Level 1 registration with UNGM will be required at the Contract signature stage.

Proposing Companies or their possible associated Company partners/sub-contractors – if Proposing Companies will delegate the sub-contracting Company to deliver one or both the “Requested Courses” - must meet all the following minimum mandatory requirements:

- a) Have professional experience of at least five (5) years in delivering in English training on the topics of the two training courses;
- b) Have delivered in English in the last five (5) years at least twenty (20) sessions of training courses on the topics of the two training courses;
- c) Guarantee availability to provide UNGSC with at least two (2) Trainers;
- d) Guarantee availability to deliver an indicative cumulative average of eight (8) training sessions per year of any of the two training courses;
- e) Be available to deliver training sessions of the two training courses at the UNGSC, Brindisi-Italy and at minimum three (3) out of nine (9) of the UN additional training locations listed below in descending order of UNGSC preference:

MINUSMA, Mali, Bamako;  
UNMIK, Kosovo, Pristina;  
UNMHA, Jordan, Amman;  
UNMHA, Yemen, Sana'a;  
UNIFIL, Lebanon, Beirut;  
UNIFIL, Lebanon, Tyre;  
RSCE, Uganda, Entebbe;  
UNSOS, Kenya, Nairobi;  
UNMISS, South Sudan, Juba.

A variant of the Defensive Driving Training Course, the “Armoured Vehicle Defensive Driving Training Course” for UN owned (off-road) armoured vehicles, is desirable.

## 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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***



# VENDOR RESPONSE

## 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**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:**  
<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNGSC18403>

**In case you have difficulties submitting your interest electronically, please contact [unlb-procurement@un.org](mailto:unlb-procurement@un.org) directly for instructions.**



## 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 United Nations Global Service Centre Brindisi (UNGSC) by the closing date set forth in this EOI. *Due to the high volume of communications UNGSC 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>.



