



United Nations Procurement Division

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Provision of courier air services for Outgoing Diplomatic Pouch delivery from the United Nations Headquarters in New York to 178 destinations worldwide

Date of this EOI: 25 June 2021

Closing Date for Receipt of EOI: 12 July 2021

EOI Number: EOIUNPD18654

Beneficiary Country/Territory: United States of America

Commodity/Service category: Freight Forwarding ("FF") & Third-Party Logistics ("3PL")

Address EOI response by fax or e-mail to the Attention of: Rodion Kim

Fax Number: N/A

E-mail Address: kimr@un.org

UNSPSC Code: 78000000,78100000,78102200

DESCRIPTION OF REQUIREMENTS

1. The United Nations, through the upcoming Request for Proposal, will seek to establish a non-exclusive contract with qualified company for the provision of courier air services for outgoing diplomatic pouch shipments from the United Nations Headquarters in New York to 178 destinations worldwide, including UN's Peacekeeping Missions and Offices away from the Headquarters.
2. The requirements will include, but will not be limited to the provision of:
 - pick-up and air delivery services for outbound diplomatic pouches from the UN Headquarters to the airport of destinations (door-to-airport) and to final destinations (door-to-door).
 - personnel, equipment, and supplies to perform the contracted service.
 - completed and scanned Airway Bills for sealed pouch shipments that must be picked-up five days per week, Monday through Friday, including holidays that are not observed by the UN.



- provision of an on-line shipping and tracking system that will enable the UN to track each shipment.
 - Contractor's shipping and tracking system to allow integration with the Pitney Bowes SendSuite Live Shipping and Tracking System for generating AWB.
 - training the United Nations staff on using the Contractor's online tracking system.
 - loading and transportation of outgoing pouches and LD3 containers (to be provided by the Contractor when required) from the United Nations' loading dock directly to the airport.
 - delivery of the UN pouches to the final destinations within 1 to 7 business days.
 - lockable metal-bodied truck/van equipped with suitable roller and other necessary equipment to safeguard UN diplomatic pouch shipments to avoid exposure to inclement weather during the transit, including security of the UN diplomatic pouches.
 - designate a Dedicated Account Representative to facilitate information exchange between the UN and the Contractor who will be responsible for the coordination of entire service provision, including but not limited to responding to inquiries, contract management issues, submission of invoices and required documents.
3. The Contractor shall be fully responsible for all work performed by its employees, agents and sub contractors. The Contractor shall take all reasonable measures to ensure that its employees, agents and sub contractors performing the services conform to the highest standard of moral, ethical and professional conduct, and must observe the UN Security and Safety Regulations.
4. The initial contract term will be for two (2) years, with the option to extend for three (3) additional one-year periods at the sole option and discretion of the United Nations, under the same terms and conditions.
5. During the period 1 January 2019 through 31 December 2019, the actual total weight of diplomatic pouch shipments sent from the United Nations Headquarters in New York was 130,734 pounds.
6. The UN does not guarantee a minimum or maximum shipment volume. The UN also does not guarantee any monetary value or order any minimum amount of the Services from the resulting contract(s).
7. The UN shall track the service performance evaluation using Key Performance Indicators to ensure that the Services provided conform to the services levels promised/guaranteed.
8. The Contractor must comply with the ISO 9001 quality management systems standard and must provide a copy of the ISO 9001 certificate issued by the internationally recognized accredited bodies.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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).
- 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**.
- 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=EOIUNPD18654>

In case you have difficulties submitting your interest electronically, please contact kimr@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) 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 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>.

