



## 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 origin, forwarding, destination, storage and all related services for shipment of household goods and personal effects of the the United Nations staff members on a door-to-door basis

**Date of this EOI:** 29 June 2021

**Closing Date for Receipt of EOI:** 20 July 2021

**EOI Number:** EOIUNPD18658

**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:** Ivan Ivanisevic

**Fax Number:**

**E-mail Address:** [ivanisevic@un.org](mailto:ivanisevic@un.org)

**UNSPSC Code:** 78000000,78100000,78120000,78130000,78140000

**DESCRIPTION OF REQUIREMENTS**

1. The United Nations Procurement Division (UNPD) intends to solicit proposals for the establishment of non-exclusive contracts with qualified companies for the provision of origin, forwarding, destination, storage and all related services for the shipment of household goods and personal effects of the United Nations (UN) staff members on a door-to-door basis.
2. The contractor(s) will be required to provide the related services worldwide on a priority basis and will include outgoing shipments from the United States, incoming shipments to the United States and shipments between countries other than the United States.
3. The contract will be utilized by the UN Headquarters in New York, USA (UNHQ), the UN Peacekeeping Missions (Missions), the UN Offices-away-from-Headquarters (OAH's), and other UN entities (Agencies, Funds, and Programmes) on an "as and when required" basis.

Responsibilities:



4. The main responsibilities under the contract shall include but are not limited to:
- a. Designate a single focal point of contact as the Project Manager in the contractor's principal office, who shall communicate with the UN and will be responsible for the entire cycle of a shipment;
  - b. Establish and maintain a worldwide network of agents in each country of origin and destination to ensure efficient coordination of the UN shipments;
  - c. Select professional and technically competent employees for the efficient, effective and reliable performance and implementation of the contract;
  - d. Conduct pre-move surveys consisting of in-residence advance listing of the items of furniture, appliances, and equipment which are to be included in the shipment and produce a written report to the Owner with a copy to the respective UN Entity;
  - e. Ensure that proper international and local standards for determination of weight are followed;
  - f. Provide an estimate of the cost for shipments, where the estimate is in excess of the shipment entitlement;
  - g. Arrange for preliminary packing at the owner's residence for articles of household goods and personal effects that require special packing/handling;
  - h. Produce a packing list of all articles received for shipment, bearing the signatures of the contractor and the Owner;
  - i. Arrange for pick-up and loading of shipments;
  - j. Take note at the time of estimation whether or not the goods have to be fumigated as a destination requirement or labor agreement or to protect other goods in warehouse and provide/arrange fumigation services and the respective proof of outlay if accomplished by an entity other than the contractor;
  - k. Take notification of weights (net and gross) and volume to the respective UN entity within five (5) working days of the removal of goods and effects from the residence;
  - l. Prepare surface shipments and air shipments ready for dispatch no later than five (5) and three (3) working days respectively, of removal of goods and effects from residence;
  - m. Obtain, compile, and transmit, as appropriate, all necessary documentation for shipment and customs clearance of the household goods and personal effects at the place of origin and destination, maintain continuous control of the shipments and expedite tracing, and prompt completion of all services including timely billing;
  - n. Arrange for timely customs clearance both at the place of origin and the destination;
  - o. Update all relevant progress of the shipment via the web-based tracking system;
  - p. Deliver the shipment to residence, unload and unpack the shipment (excluding the goods in corrugated cartons) and remove debris;
  - q. Produce a delivery report, including any damaged items, and forward the same to the UN;
  - r. Provide adequate storage facilities in New York area, outside New York area in the USA and outside the USA, especially in the Missions, OAH's and locations of the authorized UN Entities;
  - s. Assume full responsibility for the procurement and payment of all materials and services used in the performance of the required services in the Contract;
  - t. Allow staff members/ UN owners and individuals designated by the TTS or other authorized UN Entities to inspect the Contractor's premises with prior notice and approval;
  - u. Ensure that all shipments are consigned to the Owner in care of the Contractor's agent performing the destination services.



## 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](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=EOIUNPD18658>

**In case you have difficulties submitting your interest electronically, please contact [ivanisevic@un.org](mailto:ivanisevic@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 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>.

