



## United Nations Global Service Centre

**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. You are therefore requested to direct all queries regarding this EOI to United Nations Global Service Centre using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Automotive and Power Generator Workshop Safety Training Courses for United Nations Staff

**Date of this EOI:** 4 April 2024**Closing Date for Receipt of EOI:** 25 April 2024**EOI Number:** EOIUNGSC22541**Beneficiary Country/Territory:** Global**Commodity/Service category:** Recruitment & Training Services**Address EOI response by fax or e-mail to the Attention of:** Daniela Esposito**Fax Number:** N/A**E-mail Address:** [unlb-procurement@un.org](mailto:unlb-procurement@un.org)**UNSPSC Code:**

86100000 - Vocational training

86101709 - Safety training services

86130000 - Specialized educational services



## DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC) is seeking expressions of interest from qualified companies to provide Automotive and Power Generator Workshop Safety Training Courses for United Nations Staff to be delivered in English and on-site at various UN locations and optionally through live webinars. Some courses may also require delivery in French.

The United Nations (UN) considers it critical to consistently apply health and safety best practices in automotive, car body, and power generator repair and maintenance workshops.

The UN is committed to preventing and minimizing workshop risks for health and safety, especially when facing urgent UN operational requirements. Such risks may involve staff and contractors entering the areas of the workshops.

In the past five years, the UNGSC has developed and implemented training courses on "Automotive Workshop Safety and Health Best Practices" to meet the demands of the UN and effectively manage the safety and health challenges of the UN workshops.

The UNGSC addressed this training to UN vehicle and power generator mechanics, car electricians, body repair workers, and their respective supervisors, and intends to continue offering this training to UN staff.

As such, the UNGSC requires a contractor to develop and deliver a customised course based on topic elements extracted from commercial courses on Automotive and Power Generator Workshop Safety training and adapted to cover the training topics to be requested.

The "Automotive and Power Generator Workshop Safety Training Course" must integrate theory with practice and combine instructor-led, hands-on exercises and practical activities to maximise learning outcomes. The training delivery style of the training course must be action-oriented and anchored on the principle of sequential adult learning.

The trainees may only possess a basic knowledge of English, so the training course must adapt a 'plain' English language style that this specific UN training audience can easily understand.

The UNGSC will solicit proposals from training providers who are qualified and can show their experience and capability to:

- a) Customise and adapt commercially available training elements on safety and health topics concerning vehicles, car body, and power generator maintenance and repair workshops.
- b) Deliver automotive workshop safety courses in classroom and online as required.
- c) Comply with the UN mandatory training requirements.

The UNGSC will provide the complete technical requirements and administrative instructions with a solicitation document, which will be issued later after the closing date for this EOI.

This REOI does not constitute a solicitation. The UNGSC reserves the right to change or cancel the requirements at any time during the REOI and solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.



### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The Proposer must be registered with the UN Secretariat through the United Nations Global Marketplace (UNGM) at vendor registration Level 1 to be awarded a contract.

### 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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://www.un.org/News/Press/docs/2006/0606_06.html), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

<https://www.ungm.org/Public/Notice/230793>

**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/securitycouncil/content/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 (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>.

