



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 Medals (Custom Lead-Free Crystal Awards) for the United Nations with Inscription: UN Dag Hammarskjöld Medals.

Date of this EOI: 29 April 2024

Closing Date for Receipt of EOI: 20 May 2024

EOI Number: EOIUNPD22612

Beneficiary Country/Territory: United States of America

Commodity/Service category: Office Equipment & Supplies

Address EOI response by fax or e-mail to the Attention of: Martin Stephanus Kurnia, Procurement Officer

Fax Number: N/A

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UNSPSC Code:

49101701 - Medals

49101700 - Awards

49100000 - Collectibles and awards

49101600 - Collectibles

49101602 - Souvenirs



DESCRIPTION OF REQUIREMENTS

Overview:

The United Nations (UN) has a requirement to establish a Long-Term Contract with a vendor for the annual production of custom lead-free crystal glass recognition award objects, known as the “UN Dag Hammarskjöld Medals”.

The UN Dag Hammarskjöld Medal is a posthumous award for UN personnel who have lost their lives while serving in a peacekeeping operation. The medals are awarded once a year on the International Day of UN Peacekeepers (29th of May) during a ceremony held at UN Headquarters, New York to the next of kin or surviving family members. Additional information and a photo of the Medal may be referenced at: <https://peacekeeping.un.org/en/united-nations-medals>.

The crystal Medal must be ellipsoid in shape, and composed of a clear, colorless, lead-free crystal glass with a grit-blasted inscription of the UN logo and motto, as well as the name and date of death of the recipient. The crystal Medals must be contained in a presentation package in accordance with the below technical specifications.

The contract shall be effective for an initial period of five (5) years, with the option to extend for an additional two three-years (3+3). It is envisaged that one (1) single purchase order will be issued to the vendor each calendar year in January/February for the production of approximately 150 (qty) Dag Hammarskjöld Medals, which must be delivered to New York within 90 days, by May.

This Request for Expression of Interest (REOI) is issued to identify qualified market suppliers interested in participating in the procurement activity and submitting a bid for the contract. To receive the Invitation to Bid (ITB), interested companies must submit the electronic Vendor Response Form and register as a UN vendor on the UN Global Marketplace as instructed below. The full scope of the requirement, further contract information, and instructions for submitting a bid will be provided with the ITB tendering documents to invited vendors.

Design Requirements and Technical Specifications:

The Dag Hammarskjöld Medal is composed of two parts: i) a lead-free glass crystal and ii) the presentation package.

The design and technical requirements of the UN Dag Hammarskjöld Medal herein specified are firm and cannot be adjusted, as they are subject to the regulations of the UN Secretary-General's bulletin ST/SGB/2000/15 and ST/SGB/2000/15/Amend1.

All design requirements and technical specifications of the Dag Hammarskjöld Medal specified in this Section are mandatory. Suppliers must agree to produce the Medals in accordance with all mandatory requirements to be evaluated positively and considered for a contract award.

The Medal (Lead-Free Crystal):

TR-01: The Medal must be manufactured of a clear, colourless, lead-free glass crystal. The glass crystal must comply with the standards under EU Directive 69/493/EEC for the regulation of Lead-Free Crystal, or equivalent.

TR-02: The Medal must be ellipsoid in shape, approximately 2 ¾” x 2 ¼” x 1 23/32” (LxWxH inches) (Slight size deviation is acceptable.)



TR-03: The properties of the lead-free glass shall be at least 2.45 g/cm³ for the density and 1.520 for the refractive index.

TR-04: The Medal shall be annealed and treated to a high standard and be free from any surface or internal blemishes and visible imperfections.

TR-05: The lead-free glass crystal Medal must be grit-blasted (monaired) with the name and date of death of the recipient (top), the United Nations emblem (bottom), and the inscription "The Dag Hammarskjöld Medal, In the Service of Peace" in both English and French (sides).

TR-06: The inscriptions and graphic impressions must be grit-blasted and use 0.27 grit or finer.

TR-07: The Medal must be designed to ensure shelf-life of at least 10 years without any visible signs of deterioration.

Medal Presentation Package:

TR-08: The medal must be contained in a presentation package made of durable cardboard, covered and protected in cloth. The package must comprise a base and a cover, suitable for presentation and display of the medal.

TR-09: The Package Base (which cradles the crystal medal) must be of approximate dimensions 4.0" x 4.0" x 1.0" (LxWxH inches).

TR-10: The Package Base must be made of a suitable board covered with a sized black cloth.

TR-11: The Package Base must be inset with a polyurethane foam base, or similar cushioned base, covered with a black velvet covering and overlaid with a blue UN ribbon (Pantone 279U) affixed. The crystal Medal shall rest on the inset foam base.

TR-12: The Package Cover must be structured internally to protect the Medal from movement with a formed polyurethane foam insert, or similar, with a white satin covering or similar.

TR-13: The Package Cover must be of approximate dimensions 4.125" x 4.125" x 3.375" (LxWxH inches).

TR-14: The Package Cover exterior must be made of a suitable board covered with a sized cloth matching the UN Blue Color (Pantone 279U).

TR-15: The Package Cover: The inscription "The Dag Hammarskjöld Medal, In the Service of Peace" in both English and French must be imprinted on the top of the package cover with a high-quality process such as white foil stamping, embossing, or similar.

TR-16: The Package Cover: The United Nations emblem, printed using the same technology as the inscription, must be centered on the top surface with the inscriptions above and below the emblem.

TR-17: The package must be designed to hold, transport, protect, and display the medal in the family home for a period exceeding 10 years.

Additional Requirements:

a. Suppliers for this requirement must be either the manufacturer or an authorized trader/re-seller of



crystal and/or lead-free crystal glass objects.

b. The manufacturer must have at least three (3) years of experience in the design, craftsmanship, production, and supply of lead-free crystal glass products. An authorized trader/re-seller must have three (3) years of demonstratable experience in the sale or supply of lead-free crystal glass products. Bidders will be requested to provide details of similar contracts/orders/projects delivered for custom designed crystal awards/objects.

c. The contractor will be required to deliver the annual order of medals within 60 calendar days under FCA delivery terms (Incoterms 2020) to the contractor's selected Port-of-Exit. The UN may optionally request the contractor to quote the cost and arrange delivery of the order within 90 days to UN Headquarters in New York (DAP Incoterms).

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Companies that wish to participate in the upcoming tender are requested to submit their Expression of Interest (EOI) by submitting the electronic Vendor Response Form as per below instructions.

Suppliers must be duly registered as a UNPD vendor in the United Nations Global Marketplace (www.ungm.org) at the Basic Level or above to participate in the upcoming tender.

Vendors are advised that this EOI does not constitute a solicitation.

The UN reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

Qualified companies will receive an Invitation to Bid (ITB) which will include the full details of Statement of Requirements with the detailed Evaluation Criteria and Pricing Matrix.

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.
- 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, 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/233015>

In case you have difficulties submitting your interest electronically, please contact martin.kurnia@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/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 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>.

