



## 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 On-Call Moving Services for UN Headquarters, New York City

**Date of this EOI:** 8 May 2024**Closing Date for Receipt of EOI:** 31 May 2024**EOI Number:** EOIUNPD22627**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Facility Management**Address EOI response by fax or e-mail to the Attention of:** Augustine Sserunjogi**Fax Number:****E-mail Address:** [augustine.sserunjogi@un.org](mailto:augustine.sserunjogi@un.org)**UNSPSC Code:**

78120000 - Material packing and handling

78140000 - Transport services

78101800 - Road cargo transport



## DESCRIPTION OF REQUIREMENTS

United Nations Procurement Division (UNPD) will shortly be issuing a Request for Proposals (RFP) to establish a contract with a qualified vendor to supply On-call moving services for the United Nations Headquarters facilities and other leased premises totaling over 1.75 million square feet in New York City.

The UN Facilities and Commercial Activities Service (FCAS) has daily requirements to move furniture, materials and equipment of staff within its premises. The successful bidder will be required to carry out multiple work orders on a daily basis. Day-to-day moving service requirements can range from moving a chair to moving the contents of a few offices, using between two and four workers during an eight-hour shift. Larger scale/major moves (occurring a few times per year) will also be instructed. These typically involve moving 80+ staff over a period of 1-2 days. There will also be special events that require transport of equipment for set-up and dismantling several times a year. It is anticipated that in the period 2025-2028 there will be 3,000-4,000 staff moves within UNHQ premises.

### GENERAL REQUIREMENTS:

In response to the RFP document (to be issued at a later date), vendors will be expected to demonstrate:

1. A minimum of seven (7) years of experience in commercial moving, including evidence of current state licensing/registration as a commercial mover.
2. Local physical presence or representation to enable prompt response time and accessibility for urgent project requirements. This is likely to be NYC/Tri-state vicinity but, in any case, able to demonstrate a 2-hour maximum response time to a UN request for service.

### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

In this regard, the UN is requesting expressions of interest from qualified companies with the capability to provide the below requirements as will be specified in the proposed RFP. The scope of services will include, but not be limited to the following:

- Moving of Furniture, Materials and Equipment, including assembling/disassembling, takedown/setup of furniture as needed. The UN may also utilize other contractors or its in-house staff to perform such work when purchasing new furniture/equipment, reconfiguring or refurbishing existing furniture/equipment.
- Provision of dedicated and qualified, assigned on-site personnel on a full-time basis for the duration of the contract.

The contract duration for the provision of these services shall be for an initial period of three (3) years, and may be renewed for up to two (2) additional one-year (1) periods at the sole option of the UN subject to satisfactory performance from the Vendor and availability of funds.

The UN reserves the right to issue the RFP documents only to those prospective Vendors that respond to the EOI, and are deemed qualified upon completion of an objective evaluation of their EOI submission, or to change or cancel the requirement at any time during the EOI and/or solicitation process.

Thus, submitting a reply to this REOI does not automatically guarantee participation in the eventual RFP.



## 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/2006/06/060615.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/233785>

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

