



## United Nations Economic and Social Commission for Asia and the Pacific

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

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

**Title of the EOI:**

Provision of Customs Clearance and Freight Forwarding Services

**Date of this EOI:** 25 October 2024**Closing Date for Receipt of EOI:** 5 November 2024**EOI Number:** EOIUNESCAP23190**Beneficiary Country/Territory:** Thailand**Commodity/Service category:** Freight Forwarding**Address EOI response by fax or e-mail to the Attention of:** Ms. Verawan Phatrathamrongchai, Case Officer**Fax Number:** N/A, Telephone Number: +66 2 288 1707**E-mail Address:** verawan.phatrathamrongchai@un.org**UNSPSC Code:**

78000000 - Transportation and Storage and Mail Services



## DESCRIPTION OF REQUIREMENTS

The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) serves as the regional hub for various UN entities located in the Asia and the Pacific region. Located in Bangkok, Thailand.

UNESCAP currently uses a freight forwarding company to provide customs clearance and freight forwarding for official shipment and those of staff members. To enhance operational efficiency, scale of economy of the contract and delivery as one UN, ESCAP reached out to other UN Agencies, Funds and Programmes based in Bangkok in view to having a common customs clearance and freight forwarding contractor for our incoming and outgoing official shipments and those of staff members.

We are looking for a capable service provider to provide us with the following services as and when required by the UN Organizations:

- (1) Customs clearance and delivery of incoming shipment in Thailand
- (2) Freight forwarding for outgoing shipment

(1) Some of the Required Services for the Customs clearance and delivery of incoming shipment in Thailand, the list includes but is not limited to:

- The service provider shall pick up shipping documents including the delivery order (D/O) and deliver all documents to the requested UN Organization, in order to prepare necessary documents for duty exemption. The service provider shall conduct customs clearance immediately after receiving the approval documents for duty exemption from the requested UN Organization.
- The service provider shall handle all customs formalities relating to incoming shipments on behalf of UN Organizations.
- The service provider shall provide/maintain a database in the form of web-based application or electronic spreadsheet which enables the UN Organizations to track and trace as well as to monitor all incoming shipments.

1.1. Mandatory incoming shipment items for official needs, personal effects and vehicles:

- IT equipment;
- Vehicle;
- Furniture;
- Publications;
- Telecommunication equipment;
- Office supplies; and
- Personal Effects.

1.2. Capacity to handle the following optional incoming shipment items for official needs, personal effects and vehicles:

- Medical equipment and supplies;
- Food supplies;
- Laboratory reagents; and
- Human specimen for laboratory test.

(2) Some of the Required Services for the Freight Forwarding for outgoing shipment, the list includes but is not limited to:

- The service provider shall provide vessel or flight schedule as per the respective UN Organization's requirements.
- The service provider shall submit an estimated inclusive price quotation to the respective UN Organization. The service provider shall make booking with airlines or vessels according to the formal request from the UN Organization.
- The service provider shall prepare the necessary shipping documents, which shall include, but not be limited to, the invoice, packing list, House/Master Airway Bill / Bill of Lading, etc.
- The service provider shall manage the packaging, crating, loading and shipment of outgoing consignments, and the entire transport chain and logistical functions from point of origin to point of



destination, including all elements of the various modes of transport.

2.1. Mandatory outgoing shipment items for official needs, personal effects and vehicles:

- IT equipment;
- Vehicle;
- Furniture;
- Publications;
- Telecommunication equipment;
- Office supplies; and
- Personal Effects.

2.2. Capacity to handle the following optional outgoing shipment items for official needs, personal effects and vehicles:

- Medical equipment and supplies;
- Food supplies;
- Laboratory reagents; and
- Human specimen for laboratory test.

2.3. The service provider must have representations (either through their local offices or partner entities) at the required locations specified below:

- (A) Almaty, Kazakhstan
- (B) Beijing, China
- (C) Chiba, Japan
- (D) Geneva, Switzerland
- (E) Incheon, Korea
- (F) Kuala Lumpur, Malaysia
- (G) Nairobi, Kenya
- (H) New Delhi, India
- (I) New York, USA
- (J) Rome, Italy
- (K) Suva, Fiji
- (L) Tehran, Iran

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

2.4. We are non-VAT entity and the following sums up our requirements:

- End to end services, including packing, loading, warehousing, import and export custom formalities and documentation
- Cargo tracking and alert mechanisms
- For personal effects, the staff is the responsible contact point and payer.
- Present quarterly operational and statistical reports
- Designated contact point
- Proficient in English is mandatory
- All-risk insurances against losses and damages to cargo.

#### **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/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/250935>

**In case you have difficulties submitting your interest electronically, please contact [verawan.phatrathamrongchai@un.org](mailto:verawan.phatrathamrongchai@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 Economic and Social Commission for Asia and the Pacific (UNESCAP) by the closing date set forth in this EOI. *Due to the high volume of communications UNESCAP 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>.



