



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 Fleet Cards for Fuel and Maintenance/Repair Services for Vehicles of the United Nations Headquarters in New York

Date of this EOI: 13 March 2025

Closing Date for Receipt of EOI: 14 April 2025

EOI Number: EOIUNPD23523

Beneficiary Country/Territory: United States of America

Commodity/Service category: Vehicle Fleet

Address EOI response by fax or e-mail to the Attention of: Yohan Hartowinoto

Fax Number: N/A

E-mail Address: hartowinoto@un.org; savasli@un.org

UNSPSC Code:

80161505 - Fleet management services



DESCRIPTION OF REQUIREMENTS

1. The UN Procurement Division is seeking expressions of interest from qualified vendors for the provision of fleet cards that can be used by the UN to purchase fuel and/or vehicle maintenance and repair services, in support of the UN's fleet of approximately 50-60 vehicles mainly within the Tri-State area of New York, New Jersey, and Connecticut.
2. The fleet cards **MUST** be provided within a maximum seven (7) business days from the date of the contract implementation.
3. The successful contractor will be awarded a contract on as-and-when required basis for an initial period of three (3) years with possibility to extend at UN's option for two (2) periods of one year each under the same terms and conditions.

Detailed requirements will be provided in a solicitation document once the planned tender proceeds.

Vendors who are qualified and interested to participate in the planned tender should submit the Vendor Response Form electronically through the link provided in page 4 below by 14 April 2025, close of business (NY Time).

SPECIFIC REQUIREMENTS

1. A brief company profile and brochures or information sheets about the fleet cards services will be part of the requirements stipulated in the solicitation document.
2. Interested vendors will be required to confirm in their proposals submission that their fleet card services can be used by the UN to purchase: (a) fuel, (b) vehicle maintenance and repairs services, and c) capability to provide Application Programme Interface (API) or Webservices to enable synchronization of fuel and data maintenance with a third-party fleet management software.
3. Interested vendors will also be required to confirm in their proposals submission their capability to apply exemption from direct taxes for services rendered to tax-exempt organizations such as the UN in accordance with the Internal Revenue Service (IRS), Revenue Ruling 90-83 (1990-2 C.B. 219, 1990-41 I.R.B. 7.) for the federal excise tax, and in accordance with the NY Tax Law, §§ 4 and 1116; 20 NYCRR 529.4 or N.Y.C. Admin. Code § 11-2007(a)(3) for sales and use taxes at the State level.
4. Vendors responding to this EOI should be registered with the UN Secretariat through UNGM. If your company is not yet registered, please follow the EOI instructions on page 5 of this document.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please see the "SPECIFIC REQUIREMENTS" provided in the previous page.

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/261813>

In case you have difficulties submitting your interest electronically, please contact hartowinoto@un.org; savasli@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>.

