



Procurement Division

REQUEST FOR INFORMATION (RFI)

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of Procurement Division. You are therefore requested to direct all queries regarding this RFI to Procurement Division using the fax number or e-mail address provided below.

Title of the RFI:

Assessment of high energy performance Heating, Ventilation and Air Conditioning (HVAC) systems and of additional after-sales services for inclusion in a global system contract

Date of this RFI: 1 April 2021

Closing Date for Receipt of RFI: 15 April 2021

RFI Number: RFIUNPD18362

Beneficiary Country/Territory: Global

Commodity/Service category: Energy

Address RFI response by fax or e-mail to the Attention of: Yun Li

Fax Number: Not Applicable

E-mail Address: yun.li@un.org

UNSPSC Code: 40100000,40101701,40101717,72151200

DESCRIPTION OF REQUIREMENTS

The United Nations Procurement Division (UNPD) is expected to launch a solicitation for the provision of a Global Systems Contract for heating ventilation and air conditioning systems (HVAC) in the near future.

United Nations Peace Operations and other UN Entities operate in some of the warmest countries in the world. It is estimated that roughly half of the energy consumption of UN field offices is due to the operation of HVAC units. The long operational hours of the units and harsh working conditions, causes a high yearly turnover of these units (~10,000 replaced every year), with related waste handling burden. In order to reduce energy costs and the environmental impact of the UN, the United Nation Procurement Division, wishes to assess the market for novel HVAC solutions, which have higher energy efficiency performance, reduced environmental footprint and integrated features which can limit the operation and increase the lifetime.

Moreover, to support waste management endeavours within the UN field offices and potentially reduce total cost of ownership of equipment, it is desirable to assess the availability of take-back services including responsible and verifiable methods for the recycling and or disposal paying particular attention to refrigerant gases. Collection could be achieved through reverse logistics or some other preferred and suitable



arrangement by the contractor that provided these HVAC units.

In this context, the UN would like to receive responses to this RFI from Vendors by email to the email address mentioned above by the closing date of 15 April 2021. The responses to the questions must be sent together with the Vendor Response Form on page four (4) of this RFI by email to the e-mail address mentioned above.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

QUALIFICATIONS

In particular UNPD is looking for competent and qualified air conditioning manufacturers/resellers to supply air conditioning units falling under the following categories:

- Category 1 – Wall type single split units
- Category 2 – Floor standing column type split units
- Category 3 – Variable refrigerant flow/volume (VRF/VRV) systems

Additionally, UNPD wishes to assess the availability of additional services for potential inclusion in the global system contract:

- Engineering design service for HVAC systems (in particular for VRF/VRV)
- Option to have a take-back scheme in order to handle the disposal of the units at the end of their useful lifetime in the most environmentally conscious manner
- Equipment operational leases

The geographic location of UN Peace Operations is available at the following link
<https://www.unmissions.org/>

INFORMATION REQUESTED

Vendors/Companies interested in this published RFI should submit the following documentation on or before 15 April 2021.

1. Brief presentation of your company including general organizational capability and ability to provide the goods and services under consideration.
2. Information regarding available technology and services:
 - a) Availability of any or all of Category 1, 2,3 units
 - b) HVAC Capacities available
 - c) Efficiency and performance data
 - d) Refrigerant gas information with preference for units with a of low GWP (e.g. R32)
 - e) Operating temperature and humidity characteristics
 - g) Available certifications and standards (both company owned and product specific)



- h) Information on testing performed on modules
- j) Maintenance schedule and description
- k) Performance and product warranty available
- l) Installation and commissioning procedures, schedule and requirements
- m) Availability of engineering design service and technical after sales assistance
- n) Take back scheme: logistical and transportation process and key steps that you foresee are required for the takeback of HVAC units from UN Field offices locations; details on handling, recycling, reusing and/or disposal of units and of the refrigerant gases, including appropriate chain of custody and considering best practice standards.
- o) Vendor finance options: operational leases and financial leases

3. A summary of your organization profile, structure and previous experience in similar programme/project(s) including number, value and duration of contracts for similar services over the last 3 years accomplished for UN and /or other public entities and international organizations and in particular projects executed in African or Middle-Eastern countries including customer feedback.

4. Information on the pricing structure specifying differences in cost depending on the quantity purchased. The relevant Measure of Unit (MOU) shall be included. This information is solely used for the purposes of market research, planning and budgeting. The Applicants are reminded to provide their estimated unit price only and not their best competitive offer which shall be followed by the possible upcoming bidding process.

The Applicant is requested to provide the information requested in 1 to 4 for all or any of the categories of HVAC units specified above in document format. Moreover, the applicant is required to fill the tabular format in Exhibit A attached to this RFI.

This RFI does not constitute a solicitation. UNPD reserves the right to change or cancel the requirements at any time during the RFI. Thus, submitting a reply to this RFI does not automatically guarantee that your firm will be considered for receipt of any solicitation documents if carried on. Invitations to bid and any subsequent purchase order will be issued in accordance with the rule and procedures of the UN.

Attachments to the RFI

The following attachments is included as a link in this RFI:

- [Exhibit A: Evaluation template \(Click here\)](#)

Please provide your responses to all the above questions and also complete Exhibit A and submit them with your responses to Ms. Yun Li via email at: yun.li@un.org

Thank you very much for your interest.

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 a potential future solicitation process should submit the Vendor Response Form of this RFI 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).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (www.ungm.org) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- 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.

PLEASE NOTE: You should submit your response to this RFI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNPD18362>

In case you have difficulties submitting your response electronically, please contact yun.li@un.org directly for instructions.



RFI 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/sc/suborg/en/sanctions/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 RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. 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) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.

