



UNPD

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 UNPD. You are therefore requested to direct all queries regarding this RFI to UNPD using the fax number or e-mail address provided below.

Title of the RFI:

Service, Repair and Maintenance of Print Finishing Equipment

Date of this RFI: 11 June 2021**Closing Date for Receipt of RFI:** 25 June 2021**RFI Number:** RFIUNPD18597**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Office Equipment & Supplies**Address RFI response by fax or e-mail to the Attention of:** Akku Sansyzbayeva-Saha**Fax Number:** Please transmit requested information by email instead of fax**E-mail Address:** akku.sansyzbayeva-saha@un.org**UNSPSC Code:** 81101707,45101500,45101600**DESCRIPTION OF REQUIREMENTS**

This Request for information (RFI) is used with the objective of discovering service providers to service, repair and maintain the below equipment.

Please note that the RFP process is separate and independent and does not constitute a solicitation. Evaluation of submissions will not result in an award. This RFI is not intended to solicit proposals from prospective vendors, but to gather information that would help the United Nations understand the market situation.

Reponses to this RFI will not be used to pre-qualify vendors.

This RFI seeks to collect information/ data that will be used to understand capabilities in the market and indicate general pricing. Submitted information will be used by the United Nations for internal planning purposes and will be kept confidential.

Provided information will not be contractually binding to the Vendor or to the United Nations. This Request for information (RFI) is used with the objective of discovering service providers to service,



repair and maintain the below equipment.

Provided information will not be contractually binding to the Vendor or to the United Nations.

Subsequent to this RFI and the submissions received, the United Nations may seek clarification(s) to the information provided by your organization. In your response, kindly advise an appropriate contact name, email address and telephone number of whom the United Nations may request such clarification(s).

All costs associated with the preparation of a response to this RFI shall be covered by the Vendor.

Department for General Assembly and Conference Management (DGACM), HQ New York, USA, is seeking for service providers who could service, repair and maintain the below listed Print Finishing Equipment:

Item	Model Number	Description
1	BB3002	CPBourg -Main perfect-bookbinding equipment
2	CMC 330C	Challenge -Bookbinding 3-Way Trimmer equipment
3	BAUMCUT26.4N-3	Baum - guillotine cutter, Digital programmable cutter (guillotine)
4	CMC-230B	Challenge -guillotine cutter equipment (guillotine)

The location of the above equipment is New York City, USA.

The scope of service shall include the following:

1. Cover parts and maintenance.
2. Cover at least 2 annual preventive maintenance.
3. Cover at least 6 corrective maintenance.
4. Response time for a call should be not later than 24 – 48 hours.
5. Coverage should be during business hours 9am – 5pm Monday to Friday.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Submission:

1. Fill out the electronic link described in Vendor Response section below
2. Respond to the questionnaire and email the questionnaire and any supporting documents to akku.sansyrbayeva-saha@un.org. Please put everything into one PDF file.

Questionnaire:

- 1) A brief general description of your company, years in business.
- 2) A list of clients that are utilizing the services.
- 3) Available pricing models.

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=RFIUNPD18597>

In case you have difficulties submitting your response electronically, please contact akku.sansyzybayeva-saha@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 UNPD (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>.

