



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

Provision of Long Term Air Charter Services for one (1) Medium Passenger Turbojet Fixed wing Aircraft for one (1) year and two (2) optionals one (1) year extension period, in support of United Nations Mission to Support the Hudaydah Agreement (UNMHA)

Date of this RFI: 1 March 2019

Closing Date for Receipt of RFI at PD: 7 March 2019

RFI Number: RFIRR3192

Address RFI response by fax or e-mail to the Attention of: Remy Raul

Fax Number: n/a

E-mail Address: raul@un.org

UNSPSC Code: 25130000

DESCRIPTION OF REQUIREMENTS

1. The United Nations (UN) Secretariat is mandated to provide a variety of air charter services that ensure safe, reliable and cost effective air transportation in support of UN operations. The United Nations Procurement Division (UN/PD) is responsible for procurement of such air charter services in support of UN field missions, based on technical and operational requirements set forth by the UN Department of Operational Support.

2. On behalf of the Office of the Special Envoy of the Secretary General for Yemen and the United Nations Mission to Support the Hudaydah Agreement (UNMHA), the United Nations Headquarters intends to contract One (1) Medium Passenger Turbojet Fixed Wing Aircraft. The services are expected to be required in the Mission Area of Responsibility (AOR) starting on 1 April 2019, for a period of One (1) year with the option to extend for two (2) optional one year periods. The aircraft shall be based in Amman, Jordan but for operational reasons the aircraft may be relocated.

3. The operator shall provide the aircraft services mainly for passenger flights, VIP, negotiation liaison. When needed the operator may also be required to undertake other types of services which may include transportation of Dangerous Goods (DG) and general emergency evacuation.

4. The Aircraft shall be primarily required to operate out of Amman, Jordan to Sanaa, Yemen followed by Aden, Yemen and return to Jordan the same way without a night halt or layover at these two places. Hence the Air Carrier should be able to provide crew members in sufficient numbers to be able to meet this requirement. The aircraft shall also be required to operate to most countries in the Middle East including countries like but not limited to Oman, Saudi Arabia, Iran, Iraq, Egypt, Israel, Lebanon.

5. AIRCRAFT CONFIGURATIONS:

i) Passenger : The aircraft must be capable of transporting at least 30 adult passengers of 85 kgs each, with baggage of 27 kgs each (22 Kgs checked in + 5 kgs Carry on).

ii) Lying Passenger: Capable of accommodating and securing a minimum of 2 passengers on stretcher (as part of aircraft equipment).

6. Answers to the RFI should come from companies with proven experience for projects of similar scope and profile. Because of the highly dynamic nature of the flight operations in the UN Field Missions specialized and extensive breadth of this project, Air Operators are expected to have substantial and proven record of accomplishment and demonstrable expertise in the required disciplines.

7. Vendor Response Forms and Questionnaire must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline. The Procurement Division reserves the right to change or cancel this request at any time.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Participation Requirement for non-registered vendors:

For companies that are not yet fully registered as Flight Service Vendors with the UN Secretariat, eligibility criteria for participating in the upcoming RFP exercise are as follows:

i. Registration at Level 1. For more information please visit

<https://www.un.org/Depts/ptd/vendors/vendor-registration-0>,

ii. Submit a copy of a valid Air Operator Certificate (including Operations Specifications) to be provided by email attached to this RFI Response.

iii. Submit Level 2 registration application and all documents required to register as Flight Service Vendors to the UN Procurement Division no later than the closing date of the upcoming RFP. For more information on the registration process, please visit our website at <https://www.un.org/Depts/ptd/aviation>, or contact the Vendor Registration and Management Team at register@un.org.

New vendors will need to complete their registration at Level 2 and as Flight Service Vendors with the UN in order to be considered for a contract award.

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>

VENDOR RESPONSE FORM

TO: Rr3
Email: raul@un.org
FAX: n/a

RFI Number:

FROM:

SUBJECT: Provision of Long Term Air Charter Services for one (1) Medium Passenger Turbojet Fixed wing Aircraft for one (1) year and two (2) optionals one (1) year extension period, in support of United Nations Mission to Support the Hudaydah Agreement (UNMHA)

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.unqm.org.**

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>.

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 responding should forward their information (as requested in the RFI) to the United Nations 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 planned 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>.

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Questionnaire:

In addition to submitting the Vendor Response Form (page 3 of the RFI document), kindly provide answers to the following question:

Q. 1: Can you mobilize the aircraft in the Mission effective date 1 April 2019 or soon thereafter (please indicate the mobilization effective date)?

Aircraft mobilization effective date : _____

