



United Nations Office at Geneva
Switzerland

REQUEST FOR INFORMATION (RFI)

This notice is placed on behalf of UNOG. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this RFI. You are therefore requested to direct all your queries to United Nations Office at Geneva using the fax number provided below.

Title of the RFI:

A Digital Solution for Mailroom Management and Mail Distribution at The United Nations Office at Geneva

Date of this RFI: 26 March 2019

Closing Date for Receipt of RFI at PD: 16 April 2019

RFI Number: RFIUNOG196

Address RFI response by fax or e-mail to the Attention of: Tarek Moussa

Fax Number:

E-mail Address: tarek.moussa@un.org

UNSPSC Code: 56101715,44102100,43233501,78102203,81112102,81161600

DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to provide the United Nations Office at Geneva (UNOG) with innovative solutions to mailroom management and mail distribution within an organization.

UNOG currently manages its internal mail distribution (about 1000-1500 letters and parcels per day) with little automation and relying on extensive manpower and in-house software for its operations.

UNOG is therefore interested in receiving information about the latest technology and available solutions for the management and distribution of internal mail with the objective of achieving process performance efficiency. The solutions proposed may cover part or the full mail management process, it may relate to equipment only or a fully comprehensive service including equipment and manpower.

The information gathered from this RFI will be used to determine the feasibility, scope, timeframes, costs, and resources required by UNOG to transform the mailroom operations. Respondents are therefore requested to cover all of the above-mentioned areas in their responses.

The solutions demonstrated in the response to this RFI should address the following areas:

-Ability to offer cost-effective and automated management of high volumes of incoming mail.

-Ability to offer effective and efficient management and storage of physical mail (letters and parcels).

-Ability to offer effective and efficient distribution of incoming mail within and outside of the premise.

Responses to this RFI should not exceed 15 pages.

Upon receipt of the response to this RFI, UNOG may request vendors to demonstrate their products/solutions.

A demonstration will be intended to provide information to UNOG and will not be subject to evaluation. UNOG will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities associated with preparing, conducting or traveling to or from the demonstration's location.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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: Tarek Moussa
Email: tarek.moussa@un.org

RFI Number:

FAX:

FROM:

SUBJECT: A Digital Solution for Mailroom Management and Mail Distribution at The United Nations Office at Geneva

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:
Postal Code*:	
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.ungm.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 United Nations Office at Geneva (UNOG) by the closing date set forth in this RFI. *Due to the high volume of communications, UNOG 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>.