



## United Nations Verification Mission in Colombia

**REQUEST FOR INFORMATION (RFI)**

This notice is placed by UNVMC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Verification Mission in Colombia. You are therefore requested to direct all queries regarding this RFI to United Nations Verification Mission in Colombia using the fax number or e-mail address provided below.

**Title of the RFI:**

Provision of Customs Clearance and Freight Forwarding Transportation and Related Services, in Support of UNVMC.

**Date of this RFI:** 3 May 2022

**Closing Date for Receipt of RFI:** 24 May 2022

**RFI Number:** RFIUNVMC19774

**Beneficiary Country/Territory:** Colombia

**Commodity/Service category:** Freight Forwarding ("FF") & Third-Party Logistics ("3PL")

**Address RFI response by fax or e-mail to the Attention of:** Shawn Chavez

**Fax Number:** N/A

**E-mail Address:** chavez@un.org

**UNSPSC Code:** 78141502, 78100000, 78140000, 78141501

**DESCRIPTION OF REQUIREMENTS**

The United Nations Verification Mission in Colombia (UNVMC) has a requirement for the provision of Customs Clearance and Freight Forwarding Transportation and Related Services for goods ordered from suppliers. The expected duration of the contract is for an initial term of one (1) year with the option, at the sole discretion of the United Nations (UN), to extend the term for four (4) additional one-year periods each. The services are required for both, air and seaports of entry and exit in Colombia.

Please see the 'Specific Requirements/Information' section below which includes a description of the services required, and questions for your responses.

La Misión de Verificación de las Naciones Unidas en Colombia (UNVMC) tiene un requerimiento para la provisión de Despacho de Aduana y Transporte de Carga y Servicios Relacionados para bienes ordenados a proveedores. La duración prevista del contrato es por un término inicial de un (1) año con la opción, a discreción exclusiva de las Naciones Unidas (ONU), de extender el término por cuatro (4) períodos adicionales de un año cada uno. Los servicios son requeridos tanto para puertos aéreos como marítimos de entrada y salida en Colombia.

Consulte la sección 'Specific Requirements/Information' a continuación que incluye una descripción de los



servicios requeridos y preguntas para sus respuestas.

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

#### **SERVICES REQUIRED**

1. Assistance in customs regulations for import and export processes.
2. Assistance with entities such as INVIMA, INDUMIL, etc.
3. Coordination and presentation with the DIAN of our customs transit operations (DTA).
4. Efficient previous inspection of documentation required and shipments prior to and upon arrival to Colombia.
5. In House, in-plant Service personnel is considered an advantage.
6. Constant and timely information on the status of the importation of our goods.
7. Customs brokerage (imports & exports).
8. Customs Transit Declarations.
9. Tailored customs clearance processes specifically for diplomatic entities in Colombia
10. Processing of formalities with the Foreign Trade authorities (Authorizations, Permits, Approvals)
11. Specialized advice regarding different negotiated Incoterms.
12. Customs clearance, in-land transportation, and warehousing services.
13. Expert advice regarding Dangerous Goods, Perishables, and temperature control consignments.

#### **QUESTIONS**

1. Do you have experience in procedures with authorities such as INVIMA, INDUMIL related to (Authorization, Permits, and Approvals)?
2. Do you have your own storage space (warehouses in Free Trade Zone, bonded warehouses)?
3. Can you provide on-site assistance for the handling and management of diplomatic shipments?
4. Do you have agreements with airlines and shipping lines for free storage of shipments upon arrival?
5. What additional services can you offer that could be of interest to our organization?

#### **SERVICIOS REQUERIDOS**

1. Asistencia en regulaciones aduaneras para procesos de importacion y Exportacion.
2. Asistencias para procesos de importacion ante entidades regulatorias como INDUMIL, INVIMA, etc.
3. Coordinacion y presentacion de documentos de transito aduanero DTA ante la DIAN.
4. Manejo eficiente en la inspeccion preliminar de documentacion para la importacion de cargas antes y despues de la llegada a Colombia.
5. Personal dedicado en sitio "In House Service", se considera como una ventaja.
6. Informacion constante y oportuna sobre el estado de importacion de nuestra mercancia.
7. Despacho de aduanas (importaciones y exportaciones)



8. Declaraciones de transito aduanero.
9. Procesos de despacho aduanero adaptados específicamente a entidades diplomáticas en Colombia.
10. Gestion eficiente en los trámites ante las autoridades de Comercio Exterior (Autorizaciones, Permisos, Homologaciones)
11. Asesoramiento especializado sobre los diferentes terminos de negociacion "Incoterms".
12. Servicios de despacho de aduanas, transporte terrestre y almacenamiento.
13. Asesoramiento experto en materia de mercancías peligrosas, envios perecederos y envios que requieran control de temperatura.

#### PREGUNTAS

1. ¿Tiene experiencia en trámites ante autoridades como INVIMA, INDUMIL relacionados con (Autorización, Permisos, Aprobaciones)?
2. ¿Dispone de su propio espacio de almacenamiento (almacenes en Zona Franca, almacenes aduaneros, bodegas, Depositos en Puerto)?
3. ¿Pueden proporcionar asistencia en sitio para la manipulación y gestión de envíos diplomáticos?
4. ¿Tienen acuerdos con las líneas aéreas y navieras para el almacenamiento gratuito de los envíos al momento de llegada al país?
5. ¿Qué servicios adicionales puede ofrecer que puedan ser de interés para nuestra organización?

#### 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](http://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](http://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=RFIUNVMC19774>

**In case you have difficulties submitting your response electronically, please contact [chavez@un.org](mailto:chavez@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](http://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 United Nations Verification Mission in Colombia (UNVMC) by the closing date set forth in this RFI. *Due to the high volume of communications UNVMC 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>.

