

**REQUEST FOR INFORMATION (RFI)**

This notice is placed on behalf of UNESCAP. 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 Economic and Social Commission for Asia and the Pacific (UNESCAP) using the fax number provided below.

Title of the RFI:

Request for Information for the Provision of Preventive Maintenance Services of Conference Room 3

Date of this RFI: 3 April 2019**Closing Date for Receipt of RFI at PD:** 9 April 2019**RFI Number:** RFIUNESCAP200**Address RFI response by fax or e-mail to the Attention of:** Nusra Kongsawasdiphaisarn**Fax Number:** +662 2881034**E-mail Address:** kongsawasdiphaisarn@un.org**UNSPSC Code:** 80161507,86141702,72151603,72151600**DESCRIPTION OF REQUIREMENTS**

1. The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) is undergoing major audio-visual renovation of its Conference Room 3 (CR3). Due to some contractual issues the principal vendor was unable to complete the project as planned and subsequently the contract has been terminated. In order to maintain continuity and complete the project smoothly UN is working with a new Vendor to complete remaining works on the project. The project is expected to be completed in May 2019.
2. In this regard, UNESCAP is exploring the local market in Bangkok Thailand, to assess availability of credible vendors who have the capability, experience and sound technical team to facilitate preventive maintenance services for equipment at Conference Room 3. In order to have a clear understanding of the requirement of this service, UNESCAP would like to make a presentation to the interested vendors at its premises in Bangkok office. The presentation/site-visit is scheduled for 10 April 2019 at 10:00 a.m. Should interested vendors wish to participate at this site-visit, please respond to this request for information (RFI) by 9 April 2019.
3. Following are the broad list of equipment to be serviced through a preventive maintenance contract. Comprehensive list on the functionality of the system etc. will be shared with vendors during the presentation:

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Sl. #	Equipment Details	Make	Remarks if any
1	CMSI System	Bosch	
2	Carbonite Switcher	Ross	
3	Router	Ross	
4	Robotic System	Ross	
5	Camera	Sony	
6	Lens	Fujinon	
7	Array Speakers	JBL	
8	Audio Mixers	Soundcraft	
9	Switch	Cisco	
10	LED Video Wall	UNIT LED (China)	
11	Monitor Display	Swit	
12	Converters	Black Magic	
13	Intercom System	Go Green	
14	Mics	AKG	
15	Blu Audio DSP	BSS Harman	
16	UPS	Riello	
17	Split A/C	Siemens	

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: Nusra Kongsawasdiphaisarn
Email: kongsawasdiphaisarn@un.org
FAX: +662 2881034

RFI Number:

FROM:

SUBJECT: Request for Information for the Provision of Preventive Maintenance Services of Conference Room 3

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 **Economic and Social Commission for Asia and the Pacific (UNESCAP)** (UNESCAP) by the closing date set forth in this RFI. *Due to the high volume of communications, UNESCAP 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>.

