



Entity Name

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

Title of the RFI:

Development of reverse logistics solutions applied to non-organic food waste (packaging and bulk-packaging material)

Date of this RFI: 19 August 2022**Closing Date for Receipt of RFI:** 9 September 2022**RFI Number:** RFIUNPD20131**Beneficiary Country/Territory:** Global**Commodity/Service category:** Rations**Address RFI response by fax or e-mail to the Attention of:** Ignacio Inestal Fernandez**Fax Number:** NA**E-mail Address:** ignacio.inestalfernandez@un.org**UNSPSC Code:** 57050200**DESCRIPTION OF REQUIREMENTS**

The purpose of this Request for Information (RFI) is to provide the United Nations (UN) with a solution and related costs for the implementation of a reverse logistics system for the collection and return to a central location of the non-organic food rations waste, mainly consisting of packaging materials used to pack food, and bulk packaging materials used to protect food items during transportation to the Mission Warehouse and to Contingents sites.

The implementation of a reverse logistics system is aimed to minimize the dispersion of the packaging and bulk packaging material on the Host Country's territory where UN Peacekeeping Missions are located. The packaging and bulk packaging material can either be made of eco-friendly and/or conventional material. Eco-friendly (bulk) packaging material is considered any packaging material that is reusable, recyclable and/or biodegradable, such as carton boxes, plastic containers/boxes, plastic pallets, eco-friendly shrink-wrapping film generated from the transport of food rations from the country of origin to the contingent sites. Since a decrease in waste can be translated into an environmental improvement and considering that an investment in the decreased wastage of (bulk) packaging represents an investment in the environment, bringing with it at the same time the value of corporate responsibility, the Procurement Division and the Rations Unit/Logistics Division would like to draw your experience for the most cost-effective logistics solution.



1. Use of Information

- 1.1. All costs for preparing a response for the RFI must be covered by the vendor.
- 1.2. The requested information will only be used by the UN for internal planning purposes and be kept strictly confidential and only authorized personnel will have access to it.
- 1.3. The response to this RFI will not be used to pre-qualify vendors.
- 1.4. The provided information will not be contractually binding to the vendor.

2. RFI Response Delivery

The primary objective of this RFI is to gather information on how vendors would implement the collection and return of packaging materials, and the related costs. Please email your response to the email provided above.

3. Experience / Capabilities

To ensure cost-effective and efficient implementation of a viable logistics solution for the collection and return to a central location of the (bulk) packaging materials used for transporting food rations to Contingent sites, please answer/elaborate on the questions listed below:

- 3.1. Please provide a detailed plan containing the general idea of how you are thinking to accomplish the task of the collection and return to a central location of packaging material used to pack the food, and bulk packaging materials used to protect food during transportation to the Mission Warehouse, and to Contingent sites.
- 3.2. Please provide cost estimation for the logistics solution you consider implementing using the proposed template.

4. Important – Registration as a United Nations Vendor

- 4.1. Please note that companies willing to participate in a potential solicitation exercise will have to be a registered vendor with the UN.
- 4.2. Please access the Vendor Registration Application Forms and follow instructions at the website: <http://www.un.org/Depts/ptd/register.htm>. Please submit applications as soon as possible



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Attachments (returnable forms) to this RFI include:

Annex A - Vendor Response Form (returnable)

Annex B - Scope of Work

Annex C - Scenarios for Associated Cost Calculation (returnable)

Your response to this RFP should include filled out and signed versions of Annex A and Annex C listed above, along with a technical document that details/describes how your company would provide the required reverse logistics service, to transport packaging and bulk-packaging waste, from the Mission's delivery points/warehouses to the central waste treatment location.

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=RFIUNPD20131>

In case you have difficulties submitting your response electronically, please contact ignacio.inestalfernandez@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 Entity Name (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>.



VENDOR RESPONSE FORM

TO: _____ RFI Number: _____
Email: _____
FAX: N/A
FROM: _____
SUBJECT: Service Delivery Management System Implementation and Maintenance

*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.ungm.org.**

Annex B

SCOPE OF WORK

Request for Information

**Implementation of a reverse logistics system
for the collection and return of the packaging
and bulk packaging materials
used for transporting food rations to Contingents sites**

**Rations Unit (RU)
Logistics Division (LD)
Office of Supply Chain Management (OSCM)
United Nations Secretariat**

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BACKGROUND

Packaging is ubiquitous in our daily lives and enables the minimization of food waste and overall product breakage with advanced convenience features at low costs. However, the widespread usage of single-use packaging containers has resulted in a heavy burden on the environment, and the management of packaging waste is facing a crisis due to this unresolved challenge.

The UN peacekeeping Missions are also facing this challenge and there is a growing need of finding solutions to reduce the packaging and bulk packaging materials used for the transportation and protection of food to minimize the impact on the environment.

In December 2020 the Office of Supply Chain Management (OSCM) in the Department of Operational Support (DOS), through its Category Management Steering Committee approved the Rations Category Management Strategy, defining a systematic approach to managing food rations and related services with a much greater understanding of client needs.

Among the approved initiatives of the Rations Category Management Strategy, there is a general focus on the environmental protection and reduction of the UN Peacekeeping Missions' footprint, especially through initiatives aimed at reducing food rations generated waste.

The purpose of this RFI is therefore to obtain technical information on logistics solutions for the collection of food packaging materials used to protect food, and bulk packaging material used to protect the rations shipments until their final destination.

This RFI is also intended to facilitate the understanding of the associated implementation costs.

SCOPE

The UN peacekeeping Missions rely on waste disposal by local service providers contracted by the Mission, and Host Country infrastructure, if and when available, while some others have already developed their Waste Management Yard system. These operations, in many cases, take place under adverse conditions in difficult assessable, and remote areas.

Since the food packaging material, as well as the bulk packaging materials used to protect the shipment during transportation, make up a significant part of total waste generated by UN Peacekeeping Missions, it is necessary to explore the possibility of implementing a reverse logistics system capable of collecting this material after its use and transport it to a central location that shall be designated by the Missions.

Ideally, an IT system could also be installed to track the return of (bulk) packaging materials, monitor the overall performance of the process, and provide data for further improvement.

In case Vendors do not have or don't want to install an internal reverse logistics system, they could also rely on a third party (subcontractor) to provide the required services.

An indicative list of steps involved in the delivery process of food rations to the Mission Warehouse and to Contingents sites is as below:

- a. Food Rations manufacturing by the Supplier and packaging for shipment/transportation to the Contractor's Warehouse outside of the Mission
- b. Transportation to the Contractor's Warehouse outside of the Mission
- c. Inbound shipment to the Mission's Warehouse
- d. Delivery to Mission's Warehouse (Packaging and Bulk-packaging materials are generated from the unpacked Food Rations and their repackaging – Point 1 of waste generation)
- e. Outbound transportation to Contingent's Sites (Final Delivery Locations) by the rations Contractor
- f. Delivery to Contingent's Sites (Packaging and Bulk-packaging materials are generated from the unpacked Food Rations – Point 2 of waste generation)
- g. In some cases, Contingents pick up their rations directly from the Mission's Warehouse through their own trucks

- h. [Reverse logistics](#): return of packaging and bulk-packaging materials to a central waste location.

PACKAGING MATERIALS

For clarity, packaging material is the primary packaging in direct contact with the food, and normally consisting of plastic containers/boxes, tins, tissue bags, carton boxes, glass jars, etc.

Bulk packaging material is the vast array of items used to protect the shipment during its transportation, such as insulated boxes, wood/plastic crates, wood/plastic pallets, cushioning, peanuts and foam, bubble wrap, shrink wrap, edge protectors, pallet covers, straps, and similar items.

VOLUME OF OPERATIONS

The configuration of the typical UN Peacekeeping Mission consists of one or more than one Headquarters, where both Civilian and Uniformed Personnel work, and sometimes also live. Usually, the rations warehouse(s) is/are located in or in the vicinity of the Headquarters. As a satellite formation, Regional Forward Locations are dislocated in the rest of the Host Country, even at a considerable distance from the nearest Headquarter. The Forward Locations are mostly populated by Military Personnel.

Currently, there are 10 UN Peacekeeping Operations that provide support to approximately 75,000 personnel. Indicatively is referring that for Fiscal Year (FY) 2020 – 2021, the total volume of Food Rations received by Missions was about 162,000,000 Kg and the volume of business for Food Rations outbound deliveries (from Missions' Warehouse to the Contingents' Sites) was about 30 M USD.

Rations to feed the Military Personnel are transported from the Warehouse(s) to the Regional Forward Locations, i.e. Delivery Points, where troops are located.

Since non-food waste can be generated both at the Warehouses, and mostly at the Delivery Locations, the UN is interested in exploring available options for reverse logistics from the rations Warehouse to the waste treatment location, and from the Delivery Locations to the waste treatment location.

Depending on the Peacekeeping Mission, waste treatment locations can either be offered by the local Government or by the Mission itself. Mission waste treatment locations are either outsourced to UN Contractors or built by the UN (Waste Treatment Yards).

In order to provide the full scenario, based on the different typology of Field Missions, the UN hereby requests to develop a reverse logistics solution based on two UN Missions with different characteristics and volumes of requirements, as per the attached Annex C.

ANNEX C

SCENARIO 1				
MISSION : MONUSCO				
CURRENT STRENGTH: 14,000				
WH LOCATION: 6 different WH locations				
DELIVERY LOCATIONS: All delivery locations are accessible by road				
OUTBOUND DELIVERY: Contractor is responsible for the delivery of food rations to the Contingents' Sites (delivery points)				
ASSUMPTIONS FOR REVERSE LOGISTICS:				
1. Vendor is expected to pick up packing and bulk-packaging waste in the delivery points and return it to the central waste location which is located in the main WH (or nearby).				
2. The quantities of food/waste are referring to the FY 2020-2021 only.				
Mission	WH Location	Delivery Points		Yearly Total Waste (Kg) generated from Packaging and Bulk Packaging Materials
		Name	Distance from WH (Km)	
MONUSCO	Beni	Beni	4	63,592.42
		Boikine	10	
		Butembo	85	
		Butembo	85	
		Lubero	125	
		Mavivi	3	
		Mavivi	2	
		Mayimoya	45	
	Bukavu	Bukavu	26	57,531.61
		Bunyakiri	85	
		Kamanyola	135	
		Kavumu	2	
		Peninsula	17	
		Sange	150	
		Walungu	65	
	Bunia	Amee	174	64,387.64
		Aveba	75	
		Bayo	96	
		Bogoro	30	
		Bunia	5	
		Bunia Airport	8	
		Bunia Logbase	5	
		Fataki	90	
		Komanda	80	
		Ndoromo	3	
		Roe	90	
		Tchabi	140	
		Amee	174	
		Aveba	75	
		Bayo	96	
	Goma	Bogoro	30	124,436.10
		Focolary	6	
		Goma	7	
Goma		1.3		
Himbi		12.5		
Kanabayonga		160		
Kitchanga		100		
Kiwanja		75		
Muningi		15		
Nyamilima		125		
Nyanzale		160		
Rwindi	125			
Sake	30			
Kinshasa	Incal	5	11,086.98	

	Uvira	Baraka	100	31,464.15
		Bendera	290	
		Kalemi	400	
		Uvira	3	

*The table below indicates the source of waste (by food category) for the packaging and bulk-packaging waste produced at each WH location

WH Location	Food Order Volume (FY 2020 - 2021)		Waste (Kg)	Yearly Total Waste (Kg) generated from Packaging and Bulk Packaging Materials
	Food Item	Quantity (Kg)		
BENI	Cereals based dry food	423519	4235	63,592.42
	Meat including chicken	170026	17003	
	Leafy Vegetables	22604	2260	
	Roots vegetables	161526	16153	
	All Fruits	51172	5117	
	All Dairy	107559	10756	
	All fishes	70147	3507	
	Eggs	445391	4454	
	All pasta	10720	107	
BUKAVU	Cereals based dry food	345935	3459	57,531.61
	Meat including chicken	100684	10068	
	Leafy Vegetables	29608	2961	
	Roots vegetables	162243	16224	
	All Fruits	71642	7164	
	All Dairy	129151	12915	
	All fishes	21104	1055	
	Eggs	359414	3594	
	All Pasta	7890	79	
All Spices and Condiments	11238	11		
BUNIA	Cereals based dry food	392144	3921	64,387.64
	Meat including chicken	108345	10834	
	Leafy Vegetables	29020	2902	
	Roots vegetables	219561	21956	
	All Fruits	102945	10295	
	All Dairy	73761	7376	
	All fishes	38517	1926	
	Eggs	511462	5115	
	All Pasta	6243	62	
GOMA	Cereals based dry food	738158	7382	124,436.10
	Meat including chicken	185017	18502	
	Leafy Vegetables	68136	6814	
	Roots vegetables	405681	40568	
	All Fruits	117178	11718	
	All Dairy	291435	29143	
	All fishes	52652	2633	
	Eggs	744726	7447	
	All Pasta	19616	196	
All Spices and Condiments	33761	34		
KINSHASA	Cereals based dry food	64640	646	11,086.98
	Meat including chicken	25263	2526	
	Leafy Vegetables	3921	392	
	Roots vegetables	33971	3397	
	All Fruits	14130	1413	
	All Dairy	16570	1657	
	All fishes	3812	191	
	Eggs	83554	836	
	All Pasta	2676	27	
All Spices and Condiments	2051	2		
UVIRA	Cereals based dry food	205908	2059	31,464.15
	Meat including chicken	64532	6453	
	Leafy Vegetables	12700	1270	
	Roots vegetables	82806	8281	
	All Fruits	23607	2361	
	All Dairy	75158	7516	
	All fishes	20028	1001	
	Eggs	247996	2480	
	All Pasta	3608	36	
All Spices and Condiments	7260	7		

SCENARIO 2				
MISSION : UNFICYP				
CURRENT STRENGTH: 830				
WH LOCATION: Nicosia, UN Protected Area (UNPA)				
DELIVERY LOCATIONS: All 4 delivery locations are accessible by road but No-Outbound delivery takes place since Contingents are responsible to receive food rations from Mission's WH				
OUTBOUND DELIVERY: Contingents are responsible for the pick-up of food rations from Mission's WH (Nicosia, UN Protected Area)				
ASSUMPTIONS FOR REVERSE LOGISTICS:				
1. The quantities of food/waste are referring to the FY 2020-2021				
2. Since the vendor is not expected to support with the outbound delivery to the different Delivery Points, the reserve logistic requirement for the Mission is limited to picking up the packaging and bulk-packaging waste in the main warehouse and transporting it to the central waste location (which would be within the main warehouse premises or nearby).				
Mission	WH Location	Delivery Points		Yearly Total Waste (Kg) generated from Packaging and Bulk Packaging Materials
		Name	Distance from WH	
UNFICYP	Nicosia, UN Protected Area (UNPA)	CSM ARGCON	No Outbound Delivery from Vendor required	38,014.00
		CGS SVKCON		
		LPH GBRCON		
		BBC UNOCON		

*The table below indicates the source of waste (by food category) for the packaging and bulk-packaging waste produced at each WH location				
WH Location	Food Order Volume (FY 2020 - 2021)		Waste (Kg)	Yearly Total Waste (Kg) generated from Packaging and Bulk Packaging
	Food Item	Quantity (Kg)		
Nicosia	Cereals based dry food (flour, rice, corn r	49192	491.92	38,014.00
	Meat including chicken	104000	10400	
	Leafy Vegetables	11492	1149.2	
	Roots vegetables	107640	10764	
	All Fruits	62920	6292	
	All Dairy	81796	8179.6	
	All fishes	8632	431.6	
	Eggs	24336	243.36	
	All Pasta	6084	60.84	
	All Spices and Condiments	1716	1.716	

ASSOCIATED COSTS FOR REVERSE LOGISTICS

Please fill out the below tables for Scenario No. 1 (MONUSCO) and Scenario No. 2 (UNFICYP) based on your Company's projected annual expenses to implement the required reverse logistics solution.

SCENARIO 1

Warehouse	Annual Waste Quantity (kg)	Total Associated Cost per year (IN USD)	Total Cost Breakdown by category	% of total associated cost
Beni	63,592.42	\$ -	Transportation	
			Other...	
			Other...	
			Other...	
Bukavu	57,531.61	\$ -	Transportation	
			Other...	
			Other...	
			Other...	
Bunia	64,387.64	\$ -	Transportation	
			Other...	
			Other...	
			Other...	
Goma	124,436.10	\$ -	Transportation	
			Other...	
			Other...	
			Other...	
Kinshasa	11,086.98	\$ -	Transportation	
			Other...	
			Other...	
			Other...	
Uvira	31,464.15	\$ -	Transportation	
			Other...	
			Other...	
			Other...	

SCENARIO 2

Warehouse	Annual Waste Quantity (kg)	Total Associated Cost per year (IN USD)	Total Cost Breakdown by category	% of total associated cost
Nicosia WH	38,014.00	\$ -	Transportation	
			Other...	
			Other...	
			Other...	