



UNGSC

REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

After-School Day Care Centre

Date of this RFI: 26 August 2022**Closing Date for Receipt of RFI:** 26 September 2022**RFI Number:** RFIUNGSC20168**Beneficiary Country/Territory:** Italy**Commodity/Service category:** Professional Services**Address RFI response by fax or e-mail to the Attention of:** Sasa Murganic**Fax Number:** N/A**E-mail Address:** unlb-procurement@un.org**UNSPSC Code:** 86120000, 86132200**DESCRIPTION OF REQUIREMENTS**

1. Introduction

The purpose of this Request for Information (RFI) is to provide the United Nations Global Service Centre (UNGSC) with up-to-date knowledge and information of available market options and potential vendors for Day Care services for children aged 3 years to 12 years. The gathered information will be used to determine the feasibility, scope, cost estimate, timeframe and resources required by the UN.

The UN expects to follow this RFI with a Request for Proposal (RFP) for Child Care Services for an After-School Day Care Centre based within the UNGSC premises in Brindisi, Italy.

2. Use of information

- a. All costs for preparing a response for the RFI must be covered by the vendor.
- b. The requested information will only be used by the UN for internal planning purposes, be kept strictly confidential and only authorized personnel will have access to it.



- c. The response to this RFI will not be used to prequalify vendors.
- d. The provided information will not be contractually binding to the vendor.

3. RFI response delivery

As the objectives of this RFI is to both gather information on the services available and identify potential vendors, your willingness and ability to reply will be of mutual benefit. Please email your response to unlb-procurement@un.org, additional material can be delivered and addressed to :

UNGSC Procurement
Piazza Del Vento, 1
Brindisi 72100, Italy

Marked:
RFI for Day Care Service.

4. Background Information:

The United Nations Global Service Center is comprised of 500 staff members with approximately 150 international staff - many of whom have young families. The timing of the schools and nurseries available in Brindisi do not extend to the meet the offices hours of the UN. This creates challenges for staff members, even more so during the summer and winter holidays. In addition, these instituions are often not conducted in English, which can be difficult for younger children who are native English speakers. To provide an option for the staff members to be able to work unhindered throughout the year and ensure a safe and enjoyable environment for staff families, the UNGSC is seeking to establish an After-School Day Care Centre.

5. The Objective:

The objective of the After-School Day Care Centre is to provide a safe, creative and fun environment for approximately 80 children, between the ages of 3 to 12 years of age to bridge the gap between normal school hours and office hours. The operating hours of the centre should be 12:00 pm to 7:00pm with flexibility to remain open during summer, winter holidays and other public holidays as required.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

6. Your organization

Vendors responding to this RFI are kindly requested to address the following points in a clear manner:

- 1) Describe their services and how it addresses the scenario above.
- 2) List necessary licenses and certifications required.
- 3) Describe in detail the number of teachers, space and equipment required for such services.
- 4) Provide details on the qualifications, language certifications, police verification and years of experience of the teachers and the management required to manage the operations.
- 5) List trainings and standards, including for first aid, hygiene and saftey, special needs children, early childhood development, montessori training etc. that are mandatory and/or industry standard for this service.
- 6) Detail the standard age-wise number of children per class and the recommended student:teacher ratio.



- 7) Provide details of outdoor/indoor activities and allocated times that are industry standard.
- 8) Indicate whether services are able to be customized to meet needs and requirements of the UN.
- 9) What would be the minimum required time to submit a comprehensive proposal?
- 10) Which information would you need to formulate a proposal?
- 11) Please indicate cost structure mechanism, if feasible, a detailed breakdown of the cost for full operations and management of such service including furnishings, equipment other costs.

Responders should state their availability for a one on one (responder team with UN team) service focused meeting. During this meeting vendors may further explain their proposed services and will give parties an opportunity for questions and answers. The date and time of such will be mutually agreed at a later stage. Responders may be requested to deliver a presentation of their services to a wider UN audience. Please note that invitations issued to responders to present their services to the UN do not represent any commitment for a future contract.

Risk Management/Mitigation

Having reviewed and answered the above listed questions, what do you think to be the highest risk factors?

- a. How are these risk factors mitigated?
- b. In your experience what have been the biggest issues/challenges faced on similar services you have provided? How did you resolve them?

As a result of this RFI UNGSC might need to contact you to obtain additional clarifications. In addition, the UNGSC might appreciate your willingness to provide a presentation online or on site of your experience and eventually services that your company already provides. Please confirm your willingness to be contacted and present such services. Please note that UNGSC will not be responsible for any associated costs related to the above. Please ensure full contact details are enclosed in your response.

8. Important - Registration as a United Nations Vendor

- a. Please note that companies willing to participate in a potential RFP solicitation will have to be a registered vendor with the UN.
- b. 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.

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=RFIUNGSC20168>

In case you have difficulties submitting your response electronically, please contact unlb-procurement@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 UNGSC (UNGSC) by the closing date set forth in this RFI. *Due to the high volume of communications UNGSC 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>.

