



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

Price request for temporary prefabricated structures(s) for the UNHQ in New York City (USA)

Date of this RFI: 18 April 2019

Closing Date for Receipt of RFI at PD: 25 April 2019

RFI Number: RFIES205

Address RFI response by fax or e-mail to the Attention of: Eric Schneider

Fax Number:

E-mail Address: elena.sidorkina@un.org

UNSPSC Code: 95131700

DESCRIPTION OF REQUIREMENTS

1. The United Nations (UN) is expected to seek in the future a vendor to provide and install temporary prefabricated structure(s) to be used as a media center, for UN delegate lounge and events and civil society events and additional catering services at the UN New York Headquarters complex during the General Assembly's high-level week in September 2019. The structures should include; all necessary Heating Cooling and Air Conditioning (HVAC) equipment; Electrical Distribution Panels for 2000 amps; Lighting; Power outlets; furniture; floor finishes (carpet tiles); electrical and data service feeds to the structure will be provided by the UN. The structure(s) will be required to be erected and dismantled as necessary and are not intended to be permanent installations.
2. There are five individual locations potentially available for use for the structure(s) identified by zones (Zones 1 through 6), see site layout attached here, along with relative area dimensions for each zone.
3. This is a Request for Information so that United Nations can be informed about the prices of the different alternatives available in the market, both for leasing as well as purchasing these temporary structures. The United Nations would also like to know prices for both tent type and hard wall/roof type.
4. PRICING SHOULD BE PROVIDED FOR EACH STRUCTURE PER ZONE and must be all-inclusive (except taxes) including external storage.
3. VENDOR TO INDICATE NOMINAL STRUCTURE SIZE THAT WOULD FIT IN EACH ZONE AND ALLOWABLE OCCUPANCY BY STRUCTURE.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. PRICING SHOULD BE PROVIDED FOR EACH STRUCTURE PER ZONE.
2. VENDOR TO INDICATE NOMINAL STRUCTURE SIZE THAT WOULD FIT IN EACH ZONE AND ALLOWABLE OCCUPANCY BY STRUCTURE.

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: Es

RFI Number:

Email: elena.sidorkina@un.org

FAX:

FROM:

SUBJECT: Price request for temporary prefabricated structures(s) for the UNHQ in New York City (USA)

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.**

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 the United Nations Procurement Division (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 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>.

SCOPE OF WORK
Purchase and Installation of Pre-fabricated Temporary Structures

This is a Request for Information in order for the United Nations to know market prices.

The United Nations (UN) seeks a vendor to provide and install temporary prefabricated structure(s) to be used as a media center, for UN delegate lounge and events and civil society events and additional catering services at the UN New York Headquarters complex during the General Assembly’s high-level week in September 2019. The structures should include; all necessary Heating Cooling and Air Conditioning (HVAC) equipment; Electrical Distribution Panels for 2000 amps; Lighting; Power outlets; furniture; floor finishes (carpet tiles); electrical and data service feeds to the structure will be provided by the UN. The structure(s) will be required to be erected and dismantled as necessary and are not intended to be permanent installations.

There are five individual locations potentially available for use for the structure(s) identified by zones (Zones 1 through 6), see site layout below, along with relative area dimensions for each zone. Pricing should be provided for each structure per zone.

Vendor to indicate nominal structure size that would fit in each zone and allowable occupancy by structure.

UNITED NATIONS HEADQUARTERS COMPLEX

Two Attachments:

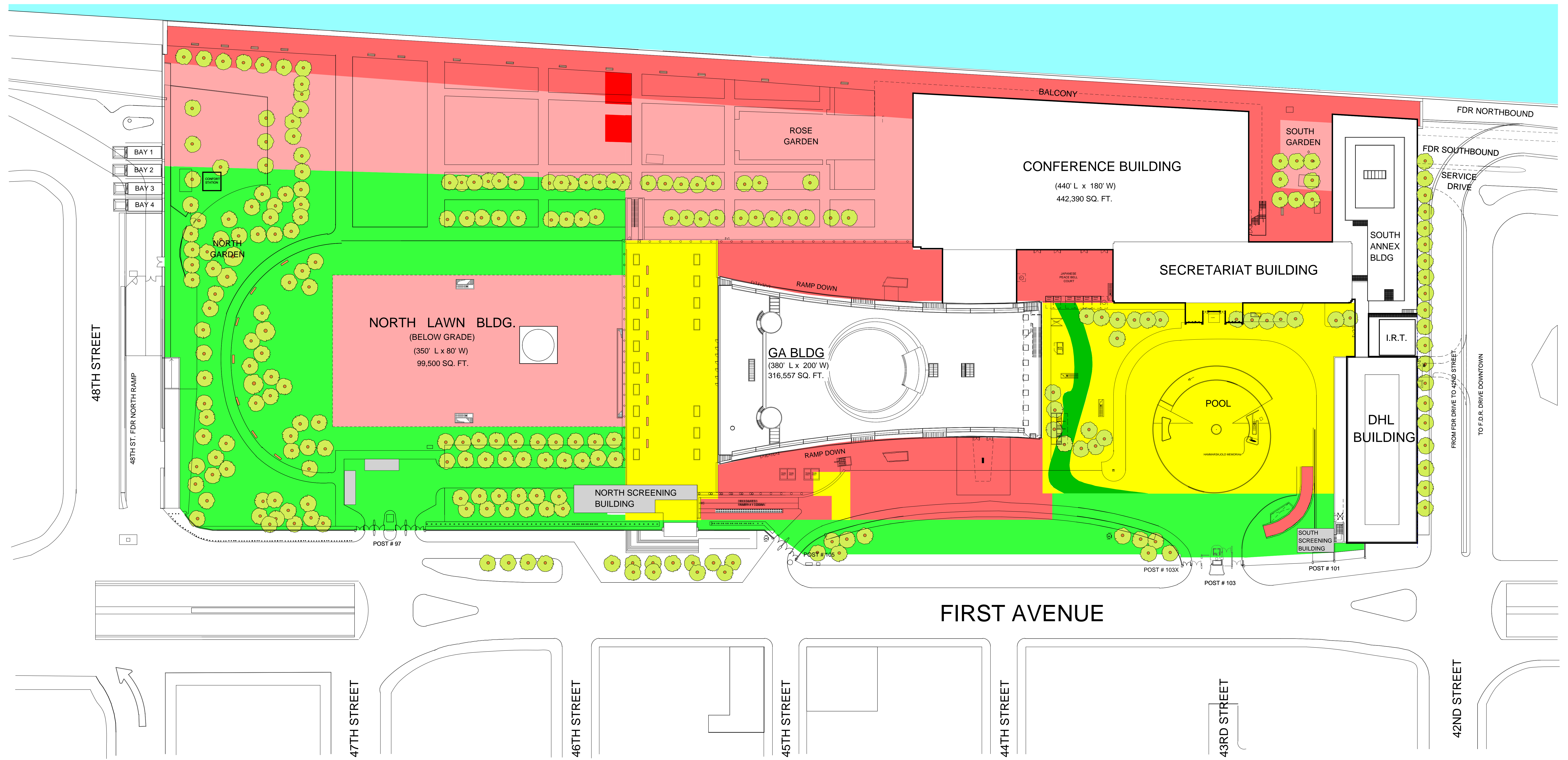
Complex wide site map

North Lawn site with proposed structure locations

Details

Zone	Use	Available Space Dimensions	Area (sq ft)	Nominal Structure Size (vendor to provide)	Occupancy Requirements	Space Set Up	All-inclusive price INCLUDING installation (except taxes) (vendor to provide -please provide breakdown of all prices-)	All-inclusive price EXCLUDING installation (except taxes) (vendor to provide -please provide breakdown of all prices-)
1	Multi-use	79ft x 32ft	2,528		100 - 200	Tables and chairs		
2	Catering	30ft x 60ft	1,800		100	Prepared food stands with seating for approx 40 to 60		
3	Media Center/Social Media/Webcast	161ft x 68ft	14,784		400	Classroom style benching set up for lap tops use by journalists; infrastructure support lap tops, six large wall mounted screens		
4	Multi-use	92ft x 64ft	5,888		400	multiuse		
5	Multi-use	65ft x 42ft	2,730		200	multiuse		

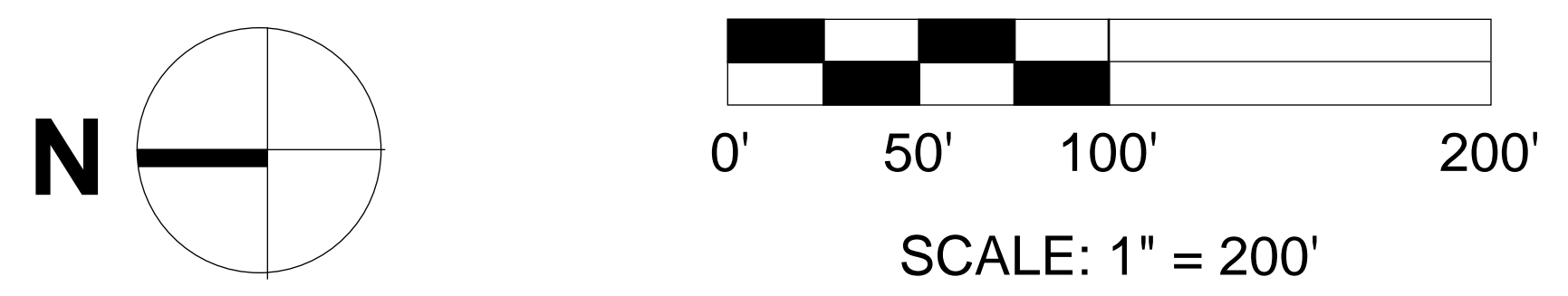
EAST RIVER



LEGEND:

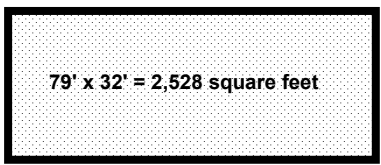
■	LIMITED	■	300 POUNDS PER SQUARE FEET
■	100 POUNDS PER SQUARE FEET	■	390 POUNDS PER SQUARE FEET
■	150 POUNDS PER SQUARE FEET	■	UNLIMITED

SITE PLAN SHOWING ALLOWABLE LOADS AND STRUCTURALLY PERMISSIBLE AREAS FOR GIFTS

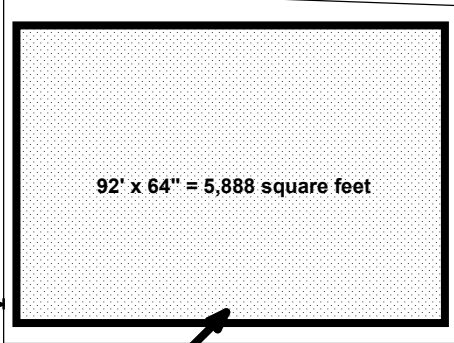
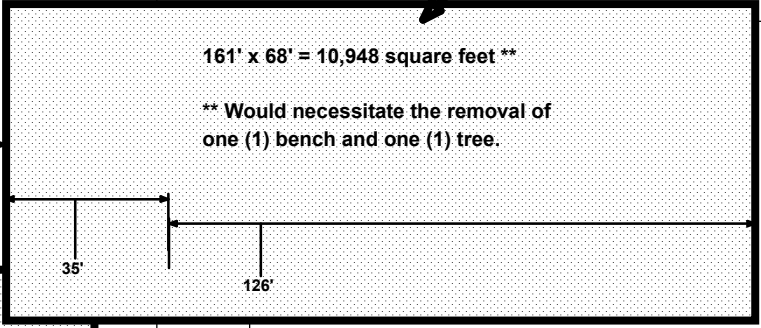
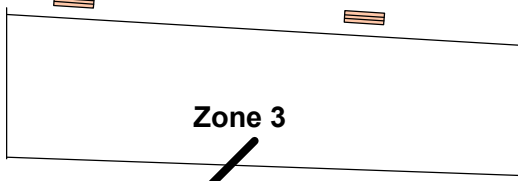


DATE PRINTED
28/06/2018

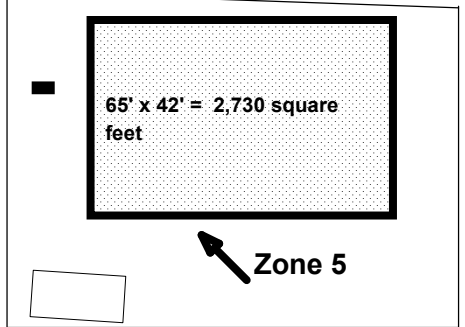




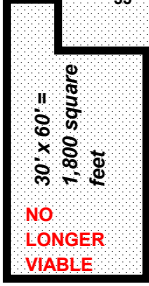
Zone 1



Zone 4



Zone 5



Zone 2

