



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

Inspection, Maintenance and Repairs of Generators at UNHQ New York

Date of this RFI: 16 May 2019

Closing Date for Receipt of RFI at PD: 6 June 2019

RFI Number: RFIJS6211

Address RFI response by fax or e-mail to the Attention of: Julia Schellhaas

Fax Number: n/a

E-mail Address: julia.schellhaas@un.org

UNSPSC Code: 81101700,81112300

DESCRIPTION OF REQUIREMENTS

This vendor is to furnish labor, tools, hardware, materials and equipment together with all incidentals necessary or required to inspect and maintain the generators throughout the United Nations Headquarters (UNHQ) Complex.

The requirement comprises of at least 10 generators from brands including Caterpillar, Cummins and Kohler.

The area of concern is the entire UNHQ Complex with approximately 2.8 million square feet.

The vendor is expected to work within current guidelines and standards of the trade, including any required EPA and CDC licensure.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responding to this Request

1. Interested firms must complete the attached RFI Response Form and the information required in item 2 and return it to the attention of the officer named below no later than 6 June 2019. Response Forms must be completed in full.

2. List at least three but no more than ten similar projects, preferably for similar clients, that demonstrate the expertise, capacity, and resources—including technical, administrative, and financial—to perform and complete this project:

- a. Title and address of project
- b. Description of project
- c. Size of project
- d. Services rendered
- e. Budget
- f. Completion date or status

3. The UN reserves the right to reject Requests for Information that are incomplete, or are received after the stated deadline.

NOTE : Your response must not exceed 30 pages in length (not including attached financial statements). It must be submitted not later than on the stated deadline date, via email as a PDF attachment to julia.schellhaas@un.org.

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: Julia Schellhaas
Email: julia.schellhaas@un.org
FAX: n/a

RFI Number:

FROM:

SUBJECT: Inspection, Maintenance and Repairs of Generators at UNHQ New York

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>.