



United Nations Office at Nairobi

REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

SUPPLY AND DELIVERY OF SHURE AUDIO/VISUAL EQUIPMENT FOR UNITED NATIONS OFFICE AT NAIROBI CONFERENCE SERVICES.

Date of this RFI: 21 July 2023

Closing Date for Receipt of RFI: 28 July 2023

RFI Number: RFIUNON21618

Beneficiary Country/Territory: Kenya

Commodity/Service category: Conference & Office Support Services

Address RFI response by fax or e-mail to the Attention of: Jacqueline Maina

Fax Number: Not Applicable

E-mail Address: jacqueline.maina@un.org; unon-procurement-rfx@un.org

UNSPSC Code:

45111900 - Phone and video conference equipment and hardware and controllers

45111800 - Video and combination video and audio presentation equipment and hardware and controllers

45111700 - Audio presentation and composing equipment and hardware and controllers

45110000 - Audio and visual presentation and composing equipment

45000000 - Printing and Photographic and Audio and Visual Equipment and Supplies



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) is seeking information related to Supply and Delivery of Shure Audio/Visual Equipment for Conference Services to United Nations Office at Nairobi

UNON Division Conference Services is undertaking a fact finding exercise to establish sources of supply and delivery of the below Shure Equipment :-

- a) 500 pcs - Shure Gooseneck Microphone Model MXC416/C
- b) 500 pcs - Shure Stereo Headphones Model DH 6021
- c) 12 pcs - Shure Multi Interface Unit Model MXCMIU
- d) 4 pcs - Shure Audio Network Interface Model ANI4IN
- e) 4 pcs - Shure Audio Network Interface Model ANI4OUT

Additionally, we would like to seek your support in providing information on the following:

- 1) Product specifications/data sheets.
2. Estimated price of the specified list of equipment mentioned above. Please note the prices requested are for internal planning and cost estimations purposes only.
3. Estimated Delivery timelines of the equipment to United Nations Office at Nairobi should the RFI result into an order.
4. Confirmation whether your company has Manufacturer's Authorization Partnership Form/Agreement/certificate/license/Letter authorizing resale or distribution of products/equipment to supply Shure equipment and if so please share such authorization and any pertinent details.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

IMPORTANT:

Kindly note that this Request for Information does not constitute a solicitation process/bidding exercise as it is an information gathering exercise. The information provided by your company shall be only be used by the United Nations for validating our assumptions regarding market pricing and trends to facilitate further planning and remodelling of our procurement strategy.

Furthermore, please note:

- All costs for preparing a response for the RFI must be covered by the vendor.
- The requested information will only be used by the UN for internal planning purposes and will be kept strictly confidential and only authorized personnel will have access to it.
- The response to this RFI will not be used to pre-qualify vendors.
- The information provided will not be contractually binding to the vendor.
- Please email your responses to unon-procurement-rfx@un.org cc: jacqueline.maina@un.org by the deadline date 28 July 2023..

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.unqm.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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per ST/SGB/2006/15, including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should submit your response to this RFI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNON21618>

In case you have difficulties submitting your response electronically, please contact jacqueline.maina@un.org; unon-procurement-rfx@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/securitycouncil/content/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 United Nations Office at Nairobi (UNON) by the closing date set forth in this RFI. *Due to the high volume of communications UNON 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>.



