



## United Nations Procurement Division

**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 United Nations Procurement Division. You are therefore requested to direct all queries regarding this RFI to United Nations Procurement Division using the fax number or e-mail address provided below.

**Title of the RFI:**

Provision of Design, Installation, and Operation of UN Pavilion at Expo 2025 Osaka, Kansai, Japan

**Date of this RFI:** 30 November 2023**Closing Date for Receipt of RFI:** 29 December 2023**RFI Number:** RFIUNPD22150**Beneficiary Country/Territory:** Japan**Commodity/Service category:** Conference & Office Support Services**Address RFI response by fax or e-mail to the Attention of:** Minako Mochizuki, Geneva Sissoho**Fax Number:****E-mail Address:** mochizuki@un.org; genava.sissoho@un.org**UNSPSC Code:**

80141900 - Trade shows and exhibits

80170000 - Public relations and professional communications services



## DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to gather information from potential vendors on a potential requirement for the provision of design, installation, and maintenance services for the United Nations(UN) Pavilion at Expo 2025 to be held in Osaka, Kansai, Japan, from 13 April 2025 to 13 October 2025 (184 days). The UN aims to showcase the importance of multilateralism in achieving the Sustainable Development Goals (SDGs) and fostering collaboration among nations to address global challenges. This project seeks to underscore the significance of the relationship between the UN and Japan and involve multiple UN entities to present a unified front in promoting the UN's missions and agenda at Expo 2025 Osaka.

This RFI is issued solely for information and planning purposes. It should not be considered an official procurement procedure in any shape or form and will not in any way bind the UN. It should also be noted that, at this stage, the UN is simply seeking to be well-informed of potential design, installation, and maintenance services as broadly as possible. This RFI does not commit the UN to pay any cost incurred in the preparation or submission of any response to the RFI.

You are kindly requested to review the overview of specific requirements on the following page and to provide information as to whether your company could potentially fulfill the requirements.

### Specific Requirements / Information (if any):

The selected contractor will be responsible for the comprehensive planning, engineering, design, installation of the interior and facade, maintenance, and dismantling of the UN Pavilion, in close coordination with the UN Expo 2025 team from the Outreach Division, Department of Global Communications ("DGC"). Key responsibilities are indicated as below. In case vendors are unable to complete the entire scope outlined below but can undertake a portion of the work, the UN would still like to receive the relevant information, specifying to what extent the vendor can carry out the responsibilities listed below. The total estimated Floor Area is expected to be 300 square meters among which 180 square meters would be Exhibition Area. Further information could be provided upon request to Ms. Minako Mochizuki with a copy to Ms. Genava Sissoho.

#### 1. Conceptualization and Planning:

- a) Consultation with the UN Expo 2025 team and other UN entities on the overall concept of the UN participation in the Expo 2025.
- b) Planning of events and activities to be held inside the UN Pavilion at Expo 2025.

#### 2. Design and Engineering:

- a) Development of a concept for both the interior and exterior (front wall) of the pavilion. NB: The pavilion building will be constructed by the Expo organizer, equipped with utility lines and wirings (water, electricity, etc.), but the contractor must install panel wiring, secondary-side wiring (electricity outlets will be installed by the Expo Association), HUB, piping and wiring and equipment for connecting branch circuits to the telecommunication equipment (lead-in cables, one unit of IP telephone and piping/wiring connections to equipment storage boxes, and one information connection port is installed by the Expo Association). Note that the space for exhibition will have heat exchanges, various ducts, and other equipment as well as duct access chambers already installed. See attached annex on additional building and interior specifications.
- b) Creation of the pavilion layout and design of the stage. The space should be multi-functional that would allow for permanent exhibits, a temporary exhibit area, and a modular/flexible stage area for events/seminars.
- c) Design of meeting rooms and office space.
- d) Proposal and design of innovative and interactive contents for exhibits.

#### 3. Production and Installation:

- e) Supervision of the design process to ensure compliance with the requirements set forth by the Japan



Expo Association and the local building codes.

- f) Timely production and installation of the exterior façade and interior of the pavilion, stage, event facilities, exhibition space.
- g) Provision of necessary equipment for exhibition and events, such as screens, projectors, TV monitors, lights, sound system, etc.
- h) Technical direction for exhibits and multimedia spaces.
- i) Provision of essential utilities, including wireless internet service, electricity etc. NB: The Expo organizer will provide pipes and wiring, but the contractor must work with the providers to set-up those services inside the UN Pavilions. The United Nations will pay for the usage of the electricity, Internet service, and water. including electricity and communication wiring.
- j) Provision of necessary insurances for the UN presence at the Expo
- k) Provision of necessary furniture and equipment inside the Pavilion, including the office and meeting room in the pavilion, such as office furniture, stationary, and kitchenette etc.
- l) Obtaining, at its own cost, all licenses, permits and authorizations from governmental or other authorities necessary for the performance of services associated with this project.

4. Operation and Maintenance before/during the period of Expo 2025 (The opening hours of the pavilion will be from 9:00 am to 10:00 pm. The pavilion will be open to the public every day during the entire period of the Expo from 13 April 2025 to 13 October 2025)

- a) Operational planning and maintenance of the pavilion and its equipment. NB: The Pavilion staff will be recruited by the United Nations.
- b) Daily cleaning and sanitation services.
- c) Security provision (to be confirmed).
- d) Promotional planning and merchandise management (to be confirmed).
- e) Assessment, inspection, and measurement of the pavilion's effectiveness.
- f) Restoration to Original State after the Expo 2025:
  - i. Efficient dismantling of all installation and production
  - ii. Completion and closure of all sub-contracts associated with equipment and furniture rental, internet, electricity, and other related services.
  - iii. Return of rented items in compliance with the agreed terms.

Outputs/Deliverables: The expected outcomes of this project include the successful delivery of the UN Pavilion for the Expo 2025 Osaka and provision of day-to-day maintenance services. Specific deliverables encompasses:

- Comprehensive concept paper for the UN pavilion by end of April 2024
- In-depth design of the exterior facade, interior, layout as well as exhibit contents by end of July 2024
- Operational plans, promotional materials by end of December 2024
- Actual installation of the exterior facade, interior and layout of the pavilion including necessary furniture and equipment, production of exhibit contents, by middle of March 2025
- Efficient dismantling of all construction (Schedule: Dismantling and return of the pavilion completed between one week after the end of Expo and 30 November 2025)
- Final Report on activities, events etc. carried out in the pavilion incl. assessments of visitor engagement by end of November 2025

Locations: The project will take place at Yumeshima Island in Osaka, Expo 2025 main premises, with the UN Pavilion located at BE11. Coordination for any additional locations or activities will be managed by the UN Expo 2025 team.

Supervision of Work: The UN Expo 2025 team within the Outreach Division, DGC, will oversee and monitor the contractor's work. Regular meetings (virtual or in-person) will be conducted to discuss progress, receive feedback, and reach agreements on content and design. Evaluation and certification of work completion will be carried out by the UN Expo 2025 Team.



**Likely Qualifications and Specialized Experience Required of the Contractor:**

The selected Contractor should possess the following qualifications and experience:

- Extensive experience in designing, installing, and operating exhibition pavilions, especially for international events.
- Proven expertise in delivering high-quality, impactful exhibitions that promote global collaboration and sustainable development.
- Firm's set-up, organization and team structure.
- Proven experience of key personnel in managing similar projects.
- Demonstrated ability to meet project timelines and deliver under pressure.
- Familiarity with the mandates of the UN and a strong commitment to leveraging the UN Pavilion as a platform for engaging and visitors on global challenges, multilateralism, and the UN's missions.
- Prior experience with international exhibitions in Japan. The Contractor should have the capacity to communicate both in English and Japanese. The contractor must have the ability to engage directly with the concerned local government authorities and suppliers on the ground in Osaka, Japan.

**SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Special note: As this is an RFI to assess market availability for commercial vendors for the purpose of developing a procurement strategy, interested vendors are highly encouraged to respond even if they can only meet some of the operational requirements.

**A: General**

1. A general description of your organization, its structure, years in business and the line of business dealing with similar services.
2. Brochures and/or methodologies of the related services.
3. Information on compliance with the Likely Qualifications and Specialized Experience Required as well as the general approach to the UN requirements.
4. List of recent experiences providing similar services in relation to international events.
5. List of recent experiences working in Japan on similar events
6. List of your company's main subcontractors, if any, for the provision of similar services. Information on how your company would ensure all services could be effectively managed through these subcontractors

**B. Estimated cost modalities/pricing:**

1. What is a typical engagement modality with public sector or international organization such as the United Nations e.g., commercial pricing, public sector pricing?
2. What is your available pricing models and rate range for different level of expertise.
3. If any, information on any Long-Term Agreement with entities with your clients, including international organization/corporation.

**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](http://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](http://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=RFIUNPD22150>

**In case you have difficulties submitting your response electronically, please contact [mochizuki@un.org](mailto:mochizuki@un.org); [genava.sissoho@un.org](mailto:genava.sissoho@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](http://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 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 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>.



