



## 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 printing services of parking permit requirements for the United Nations Garage Administration office

**Date of this RFI:** 2 January 2024

**Closing Date for Receipt of RFI:** 23 January 2024

**RFI Number:** RFIUNPD22227

**Beneficiary Country/Territory:** United States of America

**Commodity/Service category:** Conference & Office Support Services

**Address RFI response by fax or e-mail to the Attention of:** Jason Paek

**Fax Number:**

**E-mail Address:** jason.paek@un.org

**UNSPSC Code:**

73151900 - Industrial printing services  
82121500 - Printing  
82121503 - Digital printing  
82121505 - Promotional or advertising printing  
82121506 - Publication printing  
82121507 - Stationery or business form printing



## DESCRIPTION OF REQUIREMENTS

The United Nations Garage Administration office is seeking to identify potential companies that offer printing services to be utilized in the annual printing of parking permits/placards and stickers. The current design and requirements are outlined as follows:

### 1. Printing of Mission/Delegate Parking Permit Placards:

Delegate Parking Passes 11.5" x 5.5", 2 types, background colours change for each type and each order, fade resistant colour, 1 design, 2 sides, black ink both sides, 22 pt. proprint card stock, partial laminate applied to front, textured security foil used in design, scannable security feature/tracer to ensure authenticity and prevent duplication.

### 2. Staff Operational Parking Placards:

Size 11" x 5", 12 pt. Carolina Covers or similar coated, 2 types of permits (day and evening), each with a different number to reflect the period; 1, 2 and 3 for a total of 6 (2 per period), colour changes for each period and each type of permit, 2 sides, black ink both sides, partial laminate applied to front, textured security foil used in design, scannable security feature/tracer to ensure authenticity and prevent duplication,

### 3. Vinyl stickers; 2 types:

a) Number stickers: single strip size 1.75" x 1", .25 mil vinyl sheeting, strips of 10, white background, print on one side, black ink, consecutively numbered, print size as large as the strip size, 2 sets of 4-digit numbers, and 2 sets of 3-digit numbers.

b) Date stickers: single strip size 2.50" x 1/2", .25 mil vinyl sheet, strips of 10, white background, print in black ink on one side, print size as large as the strip size, 3 sets of specified dates.

4. Quantity varies depending on need per session. There are currently three staff permit sessions and permanent missions that obtain new permits at the start of the General Assembly in September. Approximate delegation placards are 2,000 per year. Approximate for staff placards are 1,700 per year. Approximate stickers are 5,000 per year. Printing services are required through an average of one order request per year between April and June, to be delivered by 1 August.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. Can you provide a brief description of your company, its structure, and years in business?
2. Can you share details about your company's experience in providing similar printing services?
3. Can you provide information on typical sizes of prints your company has experiences in the past for similar printing services?
4. Can you provide information on how your company could support in updating of printing design?
5. Can you provide information on what security features your company could offer for similar printing services as well as their cost implications?
6. What would be the typical production and shipping lead time to United Nations Headquarters for the printing services?
7. What are your company's pricing model for similar services and unit cost range for similar products (please provide unit cost range segregated by volume of production order as necessary)?



8. Does your company have any existing Long-Term Agreement within the UN system or other public sector entities for similar services?

#### 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](http://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=RFIUNPD22227>

**In case you have difficulties submitting your response electronically, please contact [jason.paek@un.org](mailto:jason.paek@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>.



