



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 Inscribed Lead-Free Crystal Glass Award (United Nations Dag Hammarskjold Medal)

Date of this RFI: 19 January 2024**Closing Date for Receipt of RFI:** 23 February 2024**RFI Number:** RFIUNPD22272**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Staff Security & Safety**Address RFI response by fax or e-mail to the Attention of:** Xin Yuan**Fax Number:****E-mail Address:** xin.yuan@un.org**UNSPSC Code:**

49100000 - Collectibles and awards

49101701 - Medals



DESCRIPTION OF REQUIREMENTS

The United Nations (UN) has an annual requirement for the production and provision of UN Dag Hammarskjold Medals, composed of a clear colourless non-lead glass crystal ellipsoid with a grit-blasted inscription contained in a presentation package.

UN Dag Hammarskjold Medals are a posthumous award for members of UN peacekeeping operations who have lost their lives during service with the UN. The medals are issued annually on 29 May, during a ceremony held at UN Headquarters (UNHQ, New York) for International Day of UN Peacekeepers Day, to the surviving family members or designated recipients of military, police and civilian personnel who lost their lives for the cause of peace during the preceding year.

The UN intends to issue an Invitation to Bid (ITB) to establish a Long-Term Contract with a vendor for the provision of the Dag Hammarskjold Medals, effective for an initial period of five (5) years, with the option to extend for an additional five (5) years. It is envisaged that one (1) purchase order will be issued each year (during Q1) for approximately 100-200 (qty) of medals.

This RFI is issued to obtain information from market suppliers on their interest and capability to produce the bespoke Dag Hammarskjold Medals according to the technical specifications below. Responses will be taken into consideration for defining the ITB requirements to ensure technical, design, and production specifications align with standard market practices.

The technical specifications of the UN Dag Hammarskjold Medal are subject to the regulations of the UN Secretary-General's bulletin ST/SGB/2000/15 and ST/SGB/2000/15/Amend1. A photo of the required medal may be referenced at <https://peacekeeping.un.org/en/united-nations-medals>.

The Dag Hammarskjold Medals must comply with the following technical specifications:

- a. The medal must be manufactured of a clear colorless lead-free glass crystal, ellipsoid in shape, approximately 2 7/8" x 2 1/4" x 1 11/16" inches. (Slight size deviation acceptable.)
- b. The glass crystal must comply with the standards under EU Directive 69/493/EEC for the regulation of Lead-Free Crystal, or equivalent.
- c. The properties of the lead-free glass crystal shall be at least 2.45 g/cm³ for the density and at least 1.520 for the refractive index.
- d. The medal shall be annealed and treated to a high standard and be free from any surface or internal blemishes and visible imperfections.
- e. The non lead glass crystal medal must be grit-blasted (monaired) with the name and date of death of the recipient, the United Nations logo, and the inscription "The Dag Hammarskjold Medal, In the Service of Peace" in English and French, as shown in the reference photo.
- f. The inscriptions and graphic impressions must be grit-blasted and use 0.27 grit or finer.
- g. The medal must be designed to ensure shelf-life of at least 10 years without any visible signs of deterioration.
- h. The medal must be contained in a presentation package made of durable luxury cardboard (UN Blue; Pantone 279U) comprised of a base and a cover approximately 4" x 4", suitable for presentation and display of the medal. The title of the medal inscribed in English and French, as well as the UN logo, must be imprinted on the top of the package with a high quality process such as white foil stamping, embossing, or similar. The non lead crystal medal shall rest on an inset polyurethane foam base, or similar cushioned



base, covered with a black velvet covering and overlaid with a blue UN ribbon (Pantone 279U) affixed.

Additional Requirements:

- a. The contractor(s) must be either a manufacturer or an authorized dealer for the offered product.
- b. The manufacturer shall have at least five (5) years of experience in the design, production, and supply of customized non lead crystal glass objects. An authorized dealer must have five (5) years demonstratable experience in supplying similar non lead crystal glass objects.
- c. Manufacturers must adhere to a quality management system
- d. The contractor will be required to deliver the annual order of medals within 60 calendar days under FCA delivery terms (Incoterms 2020) to the contractor's selected Port-of-Exit. The UN may optionally request the contractor to quote the cost and arrange delivery of the order within 90 days to UN Headquarters in New York (DAP Incoterms).

If your company is a manufacturer or supplier of bespoke crystal objects similar to the above specified item, you are kindly requested to complete the attached Questionnaire (link below) on the capabilities and practices employed by your company and its subcontractors (if any). If your company is an authorized dealer or partners with a manufacturer(s) of crystal goods, we kindly encourage you to share this RFI with such companies in your supply chains.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please indicated whether products are provided directly to UN or only through VAR's.

Full and final details, including technical specifications and estimated volume of requirements, will be provided to vendors under the bid solicitation document.

This RFI does not constitute a solicitation.

The UN reserves the right to change or cancel the requirements.

[Please download the questionnaire to the RFI](#), kindly complete and send it to xin.yuan@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>

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=RFIUNPD22272>

In case you have difficulties submitting your response electronically, please contact xin.yuan@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 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>.



