



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:

Accommodation Services for Participants and Trainers of the SSAFE training

Date of this RFI: 14 February 2024**Closing Date for Receipt of RFI:** 27 February 2024**RFI Number:** RFIUNPD22378**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Accommodation**Address RFI response by fax or e-mail to the Attention of:** Szilvia Brezvai**Fax Number:** Not Applicable**E-mail Address:** szilvia.brezvai@un.org**UNSPSC Code:**

90110000 - Hotels and lodging and meeting facilities

90120000 - Travel facilitation



DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to assess market availability for commercial vendors to provide accommodation services to United Nations personnel participating in the SSAFE training. The responses to the RFI will be used by the United Nations as the basis to develop a procurement strategy.

UN personnel based in New York do their Security Training (SSAFE) in order to deploy to higher risk environments. The nature of that training requires learners to lodge near to the training venue at the Bergen County Law and Public Safety Institute of the State of New Jersey, 281 Campgaw Road, Mahwah, NJ 07430.

Therefore, accommodation and restauration are required for two nights during the training.

I. REQUIREMENTS

The service provider shall meet the following mandatory requirements:

a. General

- Be located no more than 10 miles and no more than 25 minutes in a vehicle between the hotel and training facility, including consideration of any ongoing road and other constructions in the area.
- Have availability for 7 courses with the option to add two further courses depending on requirements, to 9 courses until November 2024.

b. Accommodation

- Availability of at least 23 rooms to accommodate 23 people for two consecutive nights.
- Private bathroom in every room.
- Complimentary wireless access to the internet in the room.
- Free coffee/tea making facility in each room with a complimentary free bottle of water.
- Have general/individual cooling/heating in each room.

c. Catering

- Provision of a healthy breakfast and dinner in the hotel (two breakfast and one dinner).
- One hot dinner is to be catered by an external vendor at the training venue between 5:30 PM and 6:00 PM on the second night of the stay.
- The hotel must have a full restaurant service (Kitchen, professional chefs and dedicated serving staff).

• Breakfast

- o Be available from 6:00 AM to 7:30 AM.
- o Ability to accommodate religious/dietary restrictions (Halal, vegan, gluten-free, vegetarian).
- o Fresh fruit to be available.

• Dinner

- o Be available from 6:30 PM to 7:30 PM.
- o Provide at least three menu choices for each course including one salad option.
- o Ability to accommodate religious/dietary restrictions (Halal, vegan, gluten-free, vegetarian).
- o Menu to include fresh vegetables and fruit.

II. DELIVERY TIMELINE

The schedule of courses for 2024 is scheduled to start in March (which is currently under contract). However, the next of the eight-course schedule will be April 16th, 2024, until November 2024. The dates are



for check-in and check-out as follows;

1. March, 12th - 14th – (under contract)
2. April, 16th - 18th
3. May, 21st - 23rd
4. June, 25th - 27th
5. July, 30th - 1st August
6. September, 17th - 19th
7. October, 29th - 31st
8. November, 19th - 21st

A similar schedule of courses from March to November is anticipated for 2025.

The service provider will be notified of the course date and the number of participants and teaching staff 30 days before the start of the course. The schedule of subsequent courses in 2025 will follow the same advance notice.

IV. MISCELLANEOUS

The hotel will charge participants for any additional requirements above and beyond accommodations and meals. (E.g., alcohol, extra snack).

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. Please provide as much information as possible addressing the above requirements, including pricing information.
2. Please also provide some general information about your company, such as but not limited to:
 - a. brief description of the company, its structure, and years in business; and
 - b. a short summary of why your company would be in a good position to deliver such services (including past experiences for similar assignments to international organizations such as the United Nations).

INSTRUCTIONS TO RESPOND TO THIS RFI:

1. Send your response addressing the above requirements with any supporting documents by email directly to Ms. Szilvia Brezvai at szilvia.brezvai@un.org, no later than the indicated deadline.
2. In addition, please register your Expression of Interest via the link provided in the section "Vendor Response".

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=RFIUNPD22378>

In case you have difficulties submitting your response electronically, please contact szilvia.brezvai@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>.



