



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 Aviation Fuel Inspector Training

Date of this RFI: 29 April 2024**Closing Date for Receipt of RFI:** 20 May 2024**RFI Number:** RFIUNPD22609**Beneficiary Country/Territory:** Uganda**Commodity/Service category:** Recruitment & Training Services**Address RFI response by fax or e-mail to the Attention of:** Ms. Szilvia Brezvai**Fax Number:****E-mail Address:** szilvia.brezvai@un.org**UNSPSC Code:**

86000000 - Education and Training Services

86101400 - Aviation Specific Training

78204000 - Aviation-Specific Services

15101504 - Aviation fuel



DESCRIPTION OF REQUIREMENTS

The UN intends to facilitate training on 'Aviation Fuel Facility & Into-plane Operation Inspection' to Fuel practitioners of field Missions. The purpose of the training program is to enhance the knowledge and skills of Missions' Fuel Unit staff in order to better understand JIG/ IATA inspection reports produced by certified independent inspectors and conduct better in-house quality quarterly inspections.

In this Request for Information (RFI), the UN seeks to identify potential companies and organisations that offer an off-the-shelf training programme that meets the requirements outlined in the RFI.

The purpose of the training is not to obtain a JIG or IATA Inspector certification. However, trainees with a minimum score of 70% shall be awarded with attendance certificates.

Course Requirements:

The training shall follow JIG's 'Training to Inspect to JIG Standards' and shall cover at least the following aspects:

- a. Aviation Fuel Specification, Test Methods & Interpretation of Test Reports.
- b. Fuel Contamination & Testing Requirement.
- c. Key Facility & Equipment (accessory) Standards/ Specifications.
- d. Inspection, testing and maintenance requirements both for fixed facility and mobile equipment.
- e. Operating Procedures – Sourcing, distribution, receipt, storage and ITP operation and QC requirements.
- f. Health, Safety and Environment Management Systems.
- g. Inspection Procedure – Checklist, Best Practices, Reporting & Management of Recommendations.
- h. Inspection Procedure – Practical Exercise (In an airport storage facility. Visit organized by UN).
- i. Written Assessment: The program shall include a written assessment in order to measure the level of understanding of the trainees.

Trainer:

The training must be provided by qualified IATA, JIG or Equivalent Certified Aviation Fuel Facility and ITP Operation Inspector.

Trainees/Participants:

The participants of the training will be UN Staff Members working as Fuel Officers/Assistants in various Peacekeeping Missions and Special Political Missions. They have basic knowledge and experience in aviation fuel specifications, handling, quality control, storage facility and aircraft refueling operations. Estimated class size is 20 trainees.

Language:

The training and reference material used shall be in English. The trainer must be fluent in English language.

Course dates and duration:

The training is planned to be held, in-person, in Entebbe, Uganda tentatively from 21 to 25 October 2024 (a.i.) with a total of 35 hours (5 days from Monday to Friday).



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The RFI is intended to identify potential vendors with verified experience to supply the requested services.

1. Please submit the following technical information on the training programme:

- High level description of the proposed 'Training Program';
- Reference standard(s) used;
- Training Methodology;
- Scope for a practical session of the training in an airport;
- Sample of the course and other training materials that would be provided; and
- Commitment with desirable dates and flexibility for alternative dates until 24 November 2024.

2. Please provide commercial information including pricing related to the training programme and logistics (travel and accommodation).

3. Please also provide some general information about your company/organisation such as but not limited to:

- a. Brief description of the company/organisation, its structure, and years in business;
- b. A short summary of why your company/organisation would be able to deliver such services (including past experiences for similar assignments to international organizations such as the United Nations).

SUBMISSION: Interested vendors are requested to electronically express their interest via the link in Vendor Response section AND send their detailed responses along with any supporting documents by email to Ms. Szilvia Brezvai (szilvia.brezvai@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=RFIUNPD22609>

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>.



