



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 Products and Giftshop Operation inside the UN Pavilion at Expo 2025 Osaka, Kansai, Japan

Date of this RFI: 9 May 2024**Closing Date for Receipt of RFI:** 31 May 2024**RFI Number:** RFIUNPD22634**Beneficiary Country/Territory:** Japan**Commodity/Service category:** Professional Services**Address RFI response by fax or e-mail to the Attention of:** Ms.Minako Mochizuki**Fax Number:****E-mail Address:** mochizuki@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 the potential vendors on qualified vendors to provide UN-related novelty products, operate the giftshop inside the United Nations (UN) Pavilion at Expo 2025 Osaka, Kansai, Japan and manage its sales in support of Department of Global Communication (DGC). The Expo is scheduled to take place from 13 April 2025 to 13 October 2025.

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:

The UN DGC is expecting - Design and manufacture novelty products and souvenir items related to the UN and other UN agencies, SDGs, UN Pavilion and other items related to the work and ideals of the United Nations;

- Procure existing novelty products, including publications, from the UN and other UN agencies, and other sources;
- Operate the UN Pavilion Giftshop inside the UN Pavilion at the Expo 2025 from 13 April 2025 through 13 October 2025, open everyday from 9:30 AM to 9:00 PM;
- The size of the giftshop will be approximately 25 sqm in size, located inside the UN Pavilion on the Expo grounds (lot B18, the total size of the UN Pavilion will be approximately 300 sqm);
- Manage all aspects of sales transactions and the relevant management activities, including personnel management of the giftshop (including recruitment, salary payment, etc.), customer relations, accounts, banking, bookkeeping, sales tax management, credit card operations, reporting, ordering, import and customs clearance procedures, inventory control, storage, freight and shipment of goods, rental and return of rented items including payment terminals and POS system, and remove unsold goods after the Expo period;
- Management of online sales through the official Expo website, which will be operated by the Expo Association.
- Regular reporting of sales to the UN and the Expo Association, and royalty payment to the Expo Association;
- Pay a commission to the UN from the sales at the UN Pavilion Giftshop (vendor to propose a rate);
- Pay necessary license fees for the use of official logos and other intellectual properties as required;
- The giftshop space will be designed and installed by the UN. The selected vendor is not responsible for the design and installation of the giftshop, but will be given an opportunity to provide inputs and advice on the design and installation of the giftshop.
- The selected vendor is not responsible for the rental cost of the pavilion space, utility cost (including electricity, water and internet connection) of the giftshop, or dismantling the giftshop space after the closure of the Expo.
- The contractor shall use its best efforts to ensure that products sold in the UN Pavilion Giftshop are manufactured in environmentally sustainable and socially ethical conditions and do not include child labour, or violate human rights norms and standards.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

RFIUNPD22634 The RFI is intended to identify potential vendors with verified experience to provide the requested services.

1. Please submit the following technical information on the :

- experience of producing giftshop items and managing shops in large events such as other World Expositions or large events, major museums and other popular venues. The experience in producing UN novelty items and managing giftshops for UN or related entities is highly desirable.;
- Capacity to design, manufacture and procure merchandizes in a timely manner.;
- Capacity to professionally operate the giftshop without any interruptions and issues throughout the duration of the Expo 2025;
- Understanding the work and ideals of the United Nations and the concept of the UN Pavilion, and is able to design and produce merchandizes linked to those ideas and concept;
- Ability to provide attractive and high quality products that are suitable for the UN Pavilion, and meet the visitors' expectation in terms of cost and quality; and
- Fluency in Japanese, and demonstrate the ability to engage directly with the Japan Expo Association, suppliers, visitors, and other stakeholders in Japan. The vendor must also be able to use English as the official language to communicate with the UN for matters related to solicitation and contracting. The giftshop staff must also be able to understand and speak basic English to communicate with non-Japanese speaking visitors.

2. Please provide commercial information related to the service, i.e. proposed commission rate to be paid to the United Nations (i.e. percentage of net income* from the UN Pavilion Giftshop that the vendor will pay to the United Nations, which is $\text{Total Net Income} \times \text{Commission Rate (\%)} = \text{Amount to be paid to the UN}$). (*: Total net income is the total amount after deducting expenses including manufacturing, procurement, shipment, personnel and other cost, taxes, royalty to Expo Association, and any other expenses.)

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. Minako Mochizuki (mochizuki@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=RFIUNPD22634>

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



