



## United Nations Office at Nairobi

**REQUEST FOR INFORMATION (RFI)**

This notice is placed by UNON. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Office at Nairobi. You are therefore requested to direct all queries regarding this RFI to United Nations Office at Nairobi using the fax number or e-mail address provided below.

**Title of the RFI:**

Request for Information (RFI) for grease extraction from waste water system and using it for biodiesel/biogas production at UN Complex, Gigiri, Nairobi, Kenya.

**Date of this RFI:** 12 June 2025

**Closing Date for Receipt of RFI:** 01 July 2025

**RFI Number:** RFIUNON23697

**Beneficiary Country/Territory:** Kenya

**Commodity/Service category:** Water & Waste Water Treatment

**Address RFI response by fax or e-mail to the Attention of:** Benson Kangangi

**Fax Number:** N/A

**E-mail Address:** benson.kangangi@un.org; unon-procurement-rfx@un.org

**UNSPSC Code:**

76121603 - Sludge disposal

76122300 - Recycling services

15101801 - Biodiesel

76131700 - Oil spill cleanup



## DESCRIPTION OF REQUIREMENTS

### BACKGROUND

Four major companies provide catering services across the UN complex in Gigiri, Nairobi, Kenya. These catering services include preparing and serving food to staff, visitors, and participants in key conferences and meetings.

The caterers operate in kitchens and utilize wastewater disposal infrastructure provided by the UN. The UN monitors catering activities to ensure optimal use of these facilities.

### CURRENT SITUATION

Significant quantities of cooking oil are used in food preparation. These oils are typically discharged into the wastewater system along with dishwashing water. To separate grease and oil, the larger kitchens are equipped with grease traps, devices that retain floating substances such as fats and oils. These substances accumulate in the traps and can be removed using a vacuum truck.

In Nairobi, wastewater (including fats and oils) is commonly collected from various locations using vacuum trucks and transported to Dandora, where it is discharged into wastewater treatment ponds.

This practice is unsustainable, as the anaerobic treatment process in the ponds results in greenhouse gas emissions that are approximately 21 times more potent than carbon dioxide (CO<sub>2</sub>).

However, fats and oils can be relatively easily converted into biogas or biodiesel, a significantly more sustainable solution. In this process, fats are transformed and reused as fuel, producing primarily CO<sub>2</sub>, which has a much lower environmental impact.

This method is already standard practice for relatively “clean” fats from commercial kitchens. However, it is less commonly used for fats directly extracted from the sewage system, referred to as grey fats.

Some companies are beginning to adopt this approach, and doing so at the UN complex would significantly enhance wastewater treatment capacity and reduce the environmental impact of UNON operations.

### OBJECTIVE OF THE REQUEST FOR INFORMATION (RFI)

The objective of this Request for Information (RFI) is to determine whether there are companies operating in Kenya that collect fat from the sewage network and utilize it for the production of biogas or biodiesel.

Methods involving disposal or treatment through animal feed, production of fat for kitchen or industrial applications, or delivery to sewage treatment plants are explicitly excluded.

### SCOPE

UNON is seeking responses from suppliers who operate locally in Nairobi, specifically those involved in the local collection of fats/oils and subsequent processing into biogas or biodiesel. This RFI aims to gather comprehensive information on the following:

- General description of the company
- Equipment used for grease collection from wastewater systems (e.g., grease traps), including a brief explanation of the collection process
- Processing activities within Nairobi or, if applicable, outside the city, including any intermediate steps such as temporary storage
- Collection and disposal costs, including cost structure per unit (e.g., per kilogram or cubic meter)
- Any applicable terms and conditions for providing the service

### DOCUMENTS TO BE SUBMITTED

1. Cover Letter:

The cover letter must include:



- o Legal name of the respondent
- o Address of the respondent, with specific reference to the supplier's address in Kenya
- o Name, title, email address, and telephone number of the individual authorized to submit the response
- o A statement confirming that the respondent has read, understood, and agrees to all provisions of the RFI

2. Detailed Responses:

Responses should directly address each element outlined in the scope above.

3. Case Studies or References

Please include any relevant case studies or references from similar projects.

Note:

Kindly submit the documents via email to [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org) with a copy to [benson.kangangi@un.org](mailto:benson.kangangi@un.org) by the RFI closing date of 01 July 2025.

Kindly also ensure to submit your application electronically via the link provided on page 4 of 5 of this RFI document. In case of any questions, send the questions via email [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org) with a copy to [benson.kangangi@un.org](mailto:benson.kangangi@un.org), by the RFI closing date.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

### IMPORTANT

This Request for Information (RFI) does not constitute a solicitation process or bidding exercise. It is solely an information-gathering initiative. The information provided by your company will be used by the United Nations to validate assumptions related to the availability of service, market pricing, and trends, supporting the development and refinement of our procurement strategy.

Please also note the following:

- All costs associated with preparing and submitting a response to this RFI shall be borne by the vendor.
- The information provided will be used exclusively for internal UN planning purposes. It will be treated as strictly confidential and accessed only by authorized personnel.
- Participation in this RFI process does not serve as a pre-qualification of vendors for future procurement opportunities.

## 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](#), 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.ungm.org/Public/Notice/269481>

**In case you have difficulties submitting your response electronically, please contact [benson.kangangi@un.org](mailto:benson.kangangi@un.org); [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@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 Office at Nairobi (UNON) by the closing date set forth in this RFI. *Due to the high volume of communications UNON 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>.



