

**REQUEST FOR INFORMATION (RFI)****Title of the RFI:**

Digital Inventory Management - Product Identification and Tracking

Date of this RFI: 12 December 2019**Closing Date for Receipt of RFI at PD:** 22 January 2020**RFI Number:** RFIJK7257**Address RFI response by fax or e-mail to the Attention of:** Joniolavi Kaerpijoki**Fax Number:****E-mail Address:** joni.kaerpijoki@un.org**UNSPSC Code:** 43211710,43231508**DESCRIPTION OF REQUIREMENTS**

The purpose of this Request for Information (RFI) is to provide the United Nations (UN) with the latest knowledge and information from the market with respect to potential vendors and their capabilities to provide an inventory management solution to be able to globally manage/track/monitor materials and equipment.

The United Nations (UN) operates in many dispersed and geographically challenging locations (i.e. limited connectivity). This means that in order for the UN to operate successfully there is a need to have significant quantities and value of materials and equipment at all these locations, which need to be monitored, tracked and managed.

There are operational materials (approximately 121K SKUs per location) and equipment in use (approximately 300K items) across around 60 key locations that need to be accurately controlled and validated to ensure no disruption to critical operations. This currently being undertaken via periodic review, physically verifying quantities and bin locations of materials and the physical location of equipment in use.

This RFI has two components.

1. Tracking of Equipment items in use (items not within the warehouse)
2. Tracking of materials within the warehouse.

It is envisaged that the solutions proposed as part of the RFI will accommodate the tracking of both components.

1. Tracking of Equipment.

Equipment records are automatically created upon receipt of material in "key" commodity groups (e.g. Vehicles, Generators, Servers, etc). These records are tracked beyond the point of goods issues, to the

eventual retirement of the equipment item (full lifecycle management). A review of the equipment records, their location (physically location within the Mission/Office) and assignees are undertaken periodically. This is both a challenging and labour intensive process as many of the equipment items are mobile.

It is also necessary to understand the the actual location of equipment records to allow for maximum utilisation.

The current review process is predominantly "manually" driven from equipment/location list within a Mission/Office from the UN. SAP ERP system)

As such there is a requirement to leverage a tool that will be able to "automatically" identify equipment within a location, periodically synchronising this with the UN SAP ERP platform for reporting and evaluation purposes.

2. Tracking of materials

Upon receipt of materials into a location/sub location they are moved to a storage location ("warehouse bins"). Warehousing varies from location to location, from a purpose built structure to a sea container farm, with each sea container representing a storage bin. Many of these materials are critical to mission support and as such need to be carefully tracked and monitored. Currently this process is conducted via a periodic physical inventory counts of materials (the bin count report being generated from the SAP ERP system). This process is timely and labour intensive

As such the requirement is to leverage a tool that will continually/periodically review the bin content and allow this data to be synchronised periodically with the the UN SAP ERP Platform.

The information gathered from this RFI will be used to determine solution feasibility and design, scope, limits, planning and implementation, and resources required by the UN that address this technology need, for UN in both Peacekeeping Missions and other offices worldwide.

Responses - General:

1. We invite you to provide detailed responses that accurately reflects your companys capabilities to provide points 1 and 2 above.
2. All costs for preparing a response for the RFI must be covered by the vendor.
3. This RFI is a separate and independent process.
4. The requested information will only be used by the UN for internal planning purposes. All responses will be kept strictly confidential and only authorized personnel will have access to it.
5. The response to this RFI will not be used to pre-qualify vendors.
6. The provided information will not be contractually binding to the vendor.
7. You may provide information via electronic submission to joni.kaerpijoki@un.org - email with PDF format preferred.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responses to include:

1. The technology for identifying and tracking/locating equipment/material records that your company can provide
2. Approximate costs for the solution(s) described
3. A description of any staging software, if required confirm, and whether this is "off-the-shelf" or bespoke, based on the needs of the client.
4. A hi-level integration map/flow chart of all the separate components.
5. The ability to integretate with SAP ERP within both the area of Equipment Management and Inventory/Warehouse management.
6. Please include the level of experience/number of projects where your organisation has deployed such functionality. If any of these involved a UN organisation please specify. This may lead to a request for a product demonstration.
7. Your deployment approach.
8. Any assumptions

9. To determine experience level of the provider, please provide reference of at least three successful similar projects with clients of a similar size or larger.

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>

VENDOR RESPONSE FORM

TO: Jk7
Email: joni.kaerpijoki@un.org
FAX:

RFI Number:

FROM:

SUBJECT: Digital Inventory Management - Product Identification and Tracking

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org.**

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/sc/suborg/en/sanctions/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>.

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 responding should forward their information (as requested in the RFI) to the 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 planned 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>.