



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

Dedicated/Guaranteed Availability and/or Standby Air Charter Services for Passenger Transport, Air Ambulance Service or Medical Evacuation Capabilities in Support of United Nations Operations in the West Africa Region

Date of this RFI: 2 July 2020

Closing Date for Receipt of RFI at PD: 17 July 2020

RFI Number: RFIKN315

Address RFI response by fax or e-mail to the Attention of: Kristin Newman

Fax Number:

E-mail Address: newman1@un.org

UNSPSC Code: 25131400,78111500,78101500

DESCRIPTION OF REQUIREMENTS

The UN is seeking information regarding the provision of a Long Term Charter Service (6 months + optional 6 months) on either a Stand-By (non-exclusive) basis or a Dedicated/Guaranteed Availability Basis, for Passenger transport, Air Ambulance service or Medevac capabilities, to be used in support of United Nations in the West Africa region. Air Operators are requested to provide information on both options for a Stand-by and Dedicated/Guaranteed Availability arrangement, or just one option - based on its capacity.

Should the UN proceed with a Dedicated/Guaranteed Availability arrangement, the proposed Main Operations Base (MOB) for the proposed aircraft is expected to be in Accra, Ghana. However, the Operator may propose one or multiple MOB's for additional aircraft (as back up). The proposed aircraft should be dedicated exclusively for the United Nations tasks and should be able to fly, with short notices, within and in/out of all the countries as and when required.

Should the UN proceed a Standby/On-Call arrangement, interested operators may decide on the Main Operations Bases (MOB) for their proposed aircraft, the operator should, on a short notice, be able to fly within and in/out of the following Countries and countries en-route.

- 1.
- 2.
- 3.
- 4.
- 5.
- n.

The Operator must be able to provide the following services:

- Passenger Carriage, Air Ambulance services, Medevac in support of the United Nations. The Aircraft must be appropriately equipped with Air ambulance operations (medical equipment and personnel). The operator will perform Air ambulance services for the United Nations to medical facilities in near by locations as designated by the UN.
- Pax/VIP or Medevac services, or the combination of both services, supporting the above on behalf of the United Nations.

Technical Specifications:

- Aircraft should have full lavatory facilities.
- Aircraft and crew must be certified for RVSM operations, if applicable.
- Multi Engine Jet or high speed Turbo Prop.
- High altitude, Hot weather and Heavy operations capable.
- Aircraft capable of day/night VFR and IFR (all weather operations).
- All dangerous goods transported by air must be carried in compliance with ICAO Doc 9284. Typical Dangerous Goods include fuel, compressed gases, medical supplies, batteries and ammunition.
- The Carrier is required to be self-sufficient when tasked outside of the Mission area. Carriers are required to have the back office capability to secure and pay for their own over-flight and landing permits, ground handling, Jet-A1 fuel and crew accommodation in/out of mission area flights.
- When required, Field self-start capability (APU or Portable GPU) and capability to independently operate all systems and subsystems of the aircraft (i.e. cargo door, ramp, stairs etc.), if applicable.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Participation Requirement for non-registered vendors:

For companies that are not yet fully registered as Air Operators with the UN Secretariat, eligibility criteria for participation in this exercise are as follows:

- i. Registration at Level 1. For more information please visit <https://www.un.org/Depts/ptd/vendors/vendor-registration-0>
- ii. Submit a copy of a valid Air Operator Certificate (including Operations Specifications) to be provided by email attached to this RFI Response
- iii. If you can provide Air Ambulance, Medevac services submit the relevant approvals/certificates.
- iv. Submit Level 2 registration application and all documents required to register as an Air Operator to the UN Procurement Division as soon as possible, and prior to any contract award. For more information on the registration process, please visit our website at <https://www.un.org/Depts/ptd/aviation>, or contact the Vendor Registration and Management Team at register@un.org.

New vendors will need to complete their registration at Level 2 and as Air Operators with the UN in order to be considered for a contract award.

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: Kristin Newman
Email: newman1@un.org
FAX:

RFI Number: RFIKN

FROM:

SUBJECT: Dedicated/Guaranteed Availability and/or Standby Air Charter Services for Passenger Transport, Air Ambulance Service or Medical Evacuation Capabilities in Support of United Nations Operations in the West Africa Region

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.unqm.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>.

RFI – Provision of Long Term Air Charter Services on a Dedicated/Guaranteed Availability or Stand-By (non-exclusive) basis, for Passenger transport, Air Ambulance service or Medevac capabilities, in support of United Nations Missions in West Africa.

QUESTIONNAIRE:

In addition to submitting the Vendor Response Form (page 3 of the RFI document), kindly provide answers to the following questions:

SECTION 1

Please indicate if your company can provide:

- Dedicated/Guaranteed Availability Air Ambulance Services only
(please complete Section 2 & 4)
- Standby/On-Call Air Ambulance Services only (please complete Section 3 & 4 below)
- Both Options (please complete Sections 2, 3 & 4 below)

Comments: _____

SECTION 2: For Dedicated/Guaranteed Availability Services

1. Please indicate which service/s your company can provide from the options below:

- Option 1: Aircraft can provide Passenger, Air Ambulance and MEDEVAC Service
- Option 2: Aircraft can provide Air Ambulance and MEDEVAC Service
- Option 3: Aircraft can ONLY provide PAX transportation
- Option 4: Aircraft can ONLY provide MEDEVAC Services

Comments: _____

2. Please indicate the proposed aircraft type/model:

3. Please specify any guarantees or assurances required from the UN to ensure your commitment and availability, if contracted.

4. For the Main Operations Base in Accra, Ghana how many hours in advance (response time) do you require before the aircraft can be operationally available for tasking.

5. For any additional proposed Main Operations Bases for back up aircraft, please confirm the additional MOB locations and indicate the number of hours in advance (response time) you require before the aircraft can be operationally available for tasking:

a. Aircraft Type: _____

b. Main Operations Base(s): _____

c. Notification time for tasking (hours): _____

6. What is the minimum and maximum period of time (years) that you require for contract duration?

7. Please provide indicative pricing in the table below for the service(s) indicated in Question 1 above, with the Main Operations Base located in Accra, Ghana. Please note that pricing should be **all-inclusive of all fees, expenses, and costs associated with performing the services (including crew, equipment, landing/overhead clearances and fees, permits, ground handling, etc) except for fuel and premiums associated with additional war risk insurance, which are reimbursable at actual cost.**

Service Option	Aircraft Type	Price Point	Quote (US Dollars)
Option 1 Aircraft can provide PAX transportation, Air Ambulance Service and MEDEVAC Capabilities		Fixed Monthly Fee for Aircraft Availability	
		Fixed Monthly Fee for Operational Cost	
		Fixed Monthly Fee Crew Costs <i>Including rotation, local travel, accommodation and meals</i>	
		Flight Hour Cost (\$/Hour)	
Option 2: Aircraft can provide Air Ambulance and MEDEVAC Service		Fixed Monthly Fee for Aircraft Availability	
		Fixed Monthly Fee for Operational Cost	

		Fixed Monthly Fee Crew Costs <i>Including rotation, local travel, accommodation and meals</i>	
		Flight Hour Cost (\$/Hour)	
Option 3: Aircraft can ONLY provide PAX transportation		Fixed Monthly Fee for Aircraft Availability	
		Fixed Monthly Fee for Operational Cost	
		Fixed Monthly Fee Crew Costs <i>Including rotation, local travel, accommodation and meals</i>	
		Flight Hour Cost (\$/Hour)	
Option 4: Aircraft can ONLY provide MEDEVAC Service		Fixed Monthly Fee for Aircraft Availability	
		Fixed Monthly Fee for Operational Cost	
		Fixed Monthly Fee Crew Costs <i>Including rotation, local travel, accommodation and meals</i>	
		Flight Hour Cost (\$/Hour)	

SECTION 2: For Standby/On-Call Services

8. Please indicate which service/s your company can provide from the options below:

- Option 1: Aircraft can provide Passenger, Air Ambulance and MEDEVAC Service
- Option 2: Aircraft can provide Air Ambulance and MEDEVAC Service
- Option 3: Aircraft can ONLY provide PAX transportation
- Option 4: Aircraft can ONLY provide MEDEVAC Services

Comments: _____

9. Please specify any guarantees or assurances required from the UN to ensure your commitment and availability, if contracted.

10. What is the minimum and maximum period of time (years) that you require for contract duration?

11. For the specific countries below, please indicate how many hours in advance (response time) you require before the Aircraft can be operationally available for tasking.

Region	Location	Aircraft Type	Hours required to be available	Main Operation Base
West Africa	Senegal			
	Mali			
	Western Sahara			
	Central African Republic			
	Ghana			

12. What is the hourly cost of each Aircraft type that you can offer based on the Aircraft configuration, as per Q. 1 above. Please provide prices which would be **all-inclusive of all fees, expenses, and costs associated with performing the services (including**

crew, equipment, landing/overhead clearances and fees, permits, ground handling, etc) except for fuel and premiums associated with additional war risk insurance, which are reimbursable at actual cost.

Aircraft Options	Aircraft Type/Model	Flight Hour Cost \$
Option 1: Aircraft can provide Passenger, Air Ambulance and Medevac services.		
Option 2: Aircraft can provide Air Ambulance and Medevac Services.		
Option 3: Aircraft can only provide Pax transportation.		
Option 4: Aircraft can only provide Medevac services		

13. Please provide a list of types of aircraft available for the above-mentioned services.

SECTION 3: Additional Information

14. What additional information do you require in order to commit to the services required?

15. Will you encounter challenges in obtaining overflight clearances for global service? If yes, how long will it take you to obtain required clearances?

16. Are you able to provide MEDEVAC / Air Ambulance Services specifically for COVID-19 patients? If so, please specify the arrangements and equipment in place.

17. Please provide brief information regarding your experience with medical evacuations (years/numbers of evacuations)

18. Information regarding standard staff onboard for medical evacuations

19. List of standard medical equipment carried onboard

20. Capacity for stretchers

21. Your special equipment and SOP (if any and available) for transport of contagious patients/COVID-19 patients.

22. A photo of the interior of aircraft in medical configuration.

23. If your company carries any international accreditation for aeromedical evacuations (EURAMI, CAMTS or equivalent) kindly include this information in your response”
