



REQUEST FOR INFORMATION (RFI)

This notice is placed on behalf of UNSOS. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this RFI. You are therefore requested to direct all your queries to UNITED NATIONS SUPPORT OFFICE IN SOMALIA using the fax number provided below.

Title of the RFI:

Provision of a portable (on-permise) paper recycling system

Date of this RFI: 3 December 2020

Closing Date for Receipt of RFI at PD:

 22 December
 2020

RFI Number: RFIUNSOS354

Address RFI response by fax or e-mail to the Attention of: Mochizuki@Un.Org

Fax Number: Please send your queries to the email provided below

E-mail Address: mochizuki@un.org

UNSPSC Code: 45100000

DESCRIPTION OF REQUIREMENTS

The United Nations Support Office in Somalia (UNSOS) seeks further informaton from competent and qualified companies for the pilot provision of a sustainable way to securely destroy and upcycle paper for one year with the possibility of extending the contract for multiple years if the technolgy and service proves its financial and environmental viability to the mission. The solution should be in the form of an integrated/compact office machine that makes paper from used printed paper (A4 and A3), on site & on demand.

The technology used should be able to turn waste paper (in A4 and A3 format) using "dry fiber technology" (a three step process of defibrating, binding and forming) using 98% less water.

As the requirement is quite new and revolutionary, the mission would require a vendor to look at the logistics of supporting, repairing and sustaining such machine and overall operations in Somalia. Including the provision of spare parts and supplies

The system must ensure confidentiality of information once destroyed and certified at the ISO 21964-2 Level P7 or equivalent international certificate. And lastly, be capable of generating new paper supply through a clean production process with less environmental impact. At least -30% CO2 emissions.

The prospective vendor should be capable of providing support remotely and be able to confidently hand over partial operation by the 2nd year and full operation by the 3rd year through an intensive training (on-the-job) to staff of the mission. Vendors/Companies interested in this published REOI should submit the

following documentation on or before [indicate date].

1. A brief company profile and certificate of incorporation not more than 5 pages.
2. References in provision of similar services.
3. Provide UNGM registration number or status.
4. Authorization to do business in Somalia

Expression of Interest not addressing the above Points to the satisfaction of UNSOS shall not be considered for the solicitation to bid.

This EOI does not constitute a solicitation. UNSOS reserves the right to change or cancel the requirements at any time during the EOI and/or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee that your firm will be considered for receipt of the solicitation when issued.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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: Mochizuki@Un.Org **RFI Number:**
Email: mochizuki@un.org
FAX: Please send your queries to the email provided below
FROM:
SUBJECT: Provision of a portable (on-permise) paper recycling system

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:
Postal Code*:	
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 UNITED NATIONS **SUPPORT OFFICE IN SOMALIA** (UNSOS) by the closing date set forth in this RFI. *Due to the high volume of communications, UNSOS 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>.