



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

Provision of Bottled Water packed using Paper-based or Other Sustainable and Environment-Friendly Packaging Materials

Date of this RFI: 24 May 2019

Closing Date for Receipt of RFI at PD: 26 June 2019

RFI Number: RFIVM3213

Address RFI response by fax or e-mail to the Attention of: Vadim Mescoi

Fax Number:

E-mail Address: vadim.mescoi@un.org

UNSPSC Code: 50202301

DESCRIPTION OF REQUIREMENTS

In support of the UN's greening initiative, the UN Procurement Division seeks to obtain market information that will allow the UN to find a suitable method to fulfill a potential requirement for the provision of bottled water (mineral, spring or distilled) packed using paper-based or other sustainable and environment-friendly packaging materials.

This RFI is not intended to solicit proposals but to gather information that would help the UN understand the market situation. Any information shared with the UN will be treated as confidential and will be used solely by the UN to determine the feasibility, scope, and other resources required for the successful implementation of the planned requirement. If deemed feasible, the UN may issue a competitive solicitation and will invite potential bidders to participate.

Interested vendors are required submit a Vendor Response Form (blank form provided below) with all necessary details. In addition, vendors are requested to complete the questionnaire attached to this RFI.

Please see 'Specific Requirements' on page 2 of this document.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Interested vendors should submit the following on/before the Closing Date mentioned above:

1. Vendor Response Form - vendors should fill out the Vendor Response Form provided on page 3 of this document.
2. Response to Questionnaire - vendors should fill out the attached questionnaire and return to the UN in Word format. Please do NOT submit the questionnaire in any other formats.

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: Vadim Mescoi
Email: vadim.mescoi@un.org
FAX:

RFI Number:

FROM:

SUBJECT: Provision of Bottled Water packed using Paper-based or Other Sustainable and Environment-Friendly Packaging Materials

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>.

QUESTIONNAIRE

A. About the UN

The Department of Operational Support (DOS) supports all UN Secretariat entities located around the globe, including peacekeeping missions with over 90,000 troops for which the UN maintains multi-year contracts for the provision of food rations and bottled water.

B. About this RFI

The main purpose of this Request for Information (RFI) is to understand if the market can supply drinking water (mineral, spring or distilled) packed using paper-based or other sustainable and environment-friendly packaging materials that can be stored in locations where conditions of service may be difficult (i.e. to be stored in areas where temperatures may be high and storage conditions may not be ideal) in support of the UN peacekeeping missions worldwide. The second purpose of this RFI is to identify potential vendors for such products, although responses to this RFI will not be used to prequalify vendors.

C. Use of Information

This RFI is not intended to solicit proposals but to gather information about market for bottled water, specifically those packed using paper-based or other sustainable and environment-friendly packaging materials. Information received by the UN will be treated as confidential. In preparing responses to this RFI, vendors are requested to provide indicative prices only for purposes of cost estimates. Vendors should NOT provide actual prices which should be reserved for formal solicitations only.

D. How to send RFI Responses

Please email your response to Vadim Mescoi at vadim.mescoi@un.org.

E. Questions

1. **Please confirm that your company is in the business of selling bottled water using paper-based or other sustainable and environment-friendly packaging materials.**

Yes No

2. **Please attach digital brochures (PDF format) of your bottled water products with description of the packaging materials used. If needed, please explain also why such packaging materials may be considered as sustainable and environment-friendly.**

Response:

3. **Are your bottled water products certified by any local or national authority as fit for use with potable water?**

Yes No

4. Which of the following best describes your company?

(Check one box only)

- Our company is a manufacturer of bottled water packed using paper or other sustainable and environment-friendly packaging materials; we can sell to consumers such as the UN;
- Our company is a manufacturer of bottled water packed using paper or other sustainable and environment-friendly packaging materials, but we sell to distributors only;
- Our company is a distributor of bottled water packed using paper or other sustainable and environment-friendly packaging materials to consumers such as the UN;

5. Where is your factory or warehouse located (city and country)? If more than one, please indicate all possible locations.

Response:

6. Please provide information about your existing delivery arrangements.

(Check as many as appropriate)

- We can ship to any international destination;
- We can ship up to the nearest port within our factory/warehouse location;
- All of our products must be picked up from our factory/warehouse location;

7. What is the shelf life of your products:

- (a) in areas where temperatures may be high and where storage conditions may not be ideal (for example, inside a container stacked in a greenfield)?**

Response:

- (b) if under normal storage condition (example, inside a warehouse under room temperature)**

Response:

8. Please indicate the bottle sizes of your products.

(Check as many as appropriate)

- 500 ml. (16.9 oz)
- 1 Liter (33.8 oz.)

- 1.5 Liters (50.7 oz.)
- 3.785 Liters (1 Gallon)

Others, please specify:

(c) What is your minimum order quantity, if any?

Bottle Size	Minimum Order Quantity (number of bottles)	Quantity per ISO 20-Foot Container (number of bottles)
500 ml. (16.9 oz.)		
1 Liter (33.8 oz.)		
1.5 Liters (50.7 oz.)		
3.785 Liters (1 Gallon)		

(d) What is the indicative range of prices of your bottled water (ex-factory or ex-warehouse)? For example, \$1.00 to \$1.25 per bottle. (Please do NOT provide your actual price.)

Bottle Size	Currency	Indicative Price per Bottle
500 ml. (16.9 oz.)		
1 Liter (33.8 oz.)		
1.5 Liters (50.7 oz.)		
3.785 Liters (1 Gallon)		

(e) Please attach digital brochures about your company with brief company profile information.

Response:

(f) What other information do you think the UN should also consider?

Response: