



REQUEST FOR INFORMATION

Category of items: Census Mapping Equipment such as Plotters, scanners or laminators machines

Date of the RFI: 08/November/2019

Closing Date for receipt of RFI: 22/November/2019, 6pm Copenhagen time

Reference: **UNFPA/DNK/RFI/19/023**

Address: olalla-giaever@unfpa.org

1. Introduction

The census is among the most complex and massive peacetime exercises a nation undertakes. It requires mapping the entire country, mobilizing and training a large number of enumerators, launching large public awareness campaign, collecting information, compiling vast amounts of data in paper or electronic form, and analyzing and disseminating the data.

Despite the census related processes and techniques have continuously progressed from paper based approach to the digital& electronic using geographic information system (GIS), the global positioning system (GPS) and digitized maps, multifunctional handheld devices etc., there is still a **high demand of printed maps** largely used during census activities.

2. Objective

This RFI aims to collect information about available equipment, technologies and services of a reliable company to supply a mapping equipment and software for upcoming UNFPA projects. This equipment could include but not be limited with **plotter, cartridge, plotter print head, paper rollset, mapping scanner, scanning software, GIS compass, trimmer, light table, laminating machine, compatible laminate pouch and film in A0 and A1 formats etc.**

Examples:

Plotters: ISO A0-A4, ARCH, ANSI, etc... Specify roll width, roll length, core diameter, caliper and other specifications.

Lamination machine: Specify type, lamination width, thickness, speed, digital display, photo quality, rollers, temperature, dimensions, etc...

Map scanners: Specify model, technology, 2D/3D, color depth, resolution, file compression, format, etc...



3. Expected outcomes

UNFPA/PSB will compile and consolidate available market information in preparation for launching a procurement process for the identification of firm/company(s) that will:

- **Supply mapping equipment** and consumables for upcoming projects;
- **Train staff** on handling the mapping equipment operation.
- **Provide technical backstopping** and equipment maintenance if necessary.

4. Requested Information

1. **Identification Form** – General Company Information (Annex I)
2. **Performance state form** (Annex II)
3. **Product/Services specifications**, including pictures, catalogs, references to websites, etc (Annex III)

Interested suppliers are encouraged to complete below annexes (other formats to provide information are also accepted) and return them to UNFPA by e-mail to olalla-gjaever@unfpa.org on or before the indicated deadline.

Additional information on matters or issues not raised is welcome.

Disclaimer

This Request for Information does not create any representation, either express or implied, that:

- any tender or procurement process will proceed; or
- if a tender or procurement process does proceed, the engagement of suppliers in this Request for Information with UNFPA will not give access to preferential/different treatment

Participants are still required to follow any tender or procurement process that may take place.

Companies that decide not to participate in this RFI, will still be entitled to participate in any potential tender.

This Request for Information does not indicate a commitment to any particular course of action.

Confidentiality

UNFPA will treat all responses confidentially.



Identification Form

Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in different regions	
Commercial Representatives in different countries: (for international companies only)	

Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	

Expertise of Staff

Total number of staff	
Type of staff (e.g. administrative, technical, training, etc.)	
Number of staff involved in similar supply contracts	



Financial and Economic Standing

Turnover in 2015 (USD)	
Turnover in 2016 (USD)	
Turnover in 2017 (USD)	

Project specific financial and economic standing

	Type of activity (e.g. printing, equipment supply, etc.)	Turnover (USD)
2015	<i>Supply of equipment and software</i>	
	<i>Supply of services (training, maintenance)</i>	
	
2016		
2017		

Contact details of persons that UNFPA may contact for requests for clarification

Name/Surname	
Telephone Number (direct)	
Email address (direct)	



Annex II

Performance Statement Form

Reference information for similar projects carried out for other customers
(For the last five years)

Name of Company: _____

Order No. & Date	Client	Contact person/phone	Description & quantities of ordered items	Value of order (USD)	Date of contract



Specifications

Provide product/services specifications, including pictures, catalogues, references to websites, etc. for the different product/services offered by your company in the area of supply of mapping equipment.
 For example:

Equipment		Specifications
Plotter	Type 1	
	Type 2	
	
Lamination machine	Type 1	
	Type 2	
	
Mapping Scanner	Type 1	
	Type 2	
	
Product nº4	Type 1	
	Type 2	
	
Product nº5	Type 1	
	Type 2	
	
Product nº6	Type 1	
	Type 2	