

**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI: Mobile telephony services and devices for the United Nations Office at Geneva****Language of EOI: English****EOI Number: RFPS-233/JEN****Date of this EOI: 09.12.2014****Closing Date for Receipt of EOI at UNOG:  
13.01.2015****Address EOI response by fax or email, for the Attention of Procurement Officer :  
Mrs. Jacqueline Enstone****UNOG Fax Number: +41.22 917.00.13****UNOG Email Address: tenders@unog.ch****UNSPSC Code: 43191500, 83111500****DESCRIPTION OF REQUIREMENTS****Request for Expression of Interest for  
Mobile telephony services and devices for the United Nations Office at Geneva****Introduction**

UNOG will seek offers for the supply of mobile telephony services and devices for a current fleet of approximately 1000 mobile phones.

**Summary**

UNOG wishes to implement a Closed User Group allowing « cost-free » calls between the existing approximately 6000 fixed line phones and the UNOG mobile phones.

The future supplier will be required to implement a limited number of user profiles which will restrict usage e.g. CUG only, Switzerland and France package (including incoming and outgoing calls, MMS, SMS, Data (with a TBD ceiling or fair-usage clause) and Voicemail), Worldwide same package.

Call volumes for the period October 2013 – September 2014 :

	calls	secs
<b>Switzerland</b>		
Calls to national fixed lines	80,000	8.0M
Calls to Swiss mobile operators	13,700	13.0M
International calls	75,000	16.5M
<b>Roaming</b>		
France	37,000	3.2M
US	11,000	1.4M
Rest of World	61,000	8.2M
Incoming	60,000	7.0M
<b>Closed User Group</b>		
UNOG Mobile to UNOG Fixed	70,000	5.5M

UNOG wishes to reduce mobile phone expenditure and will be interested in obtaining proposals from suppliers for the implementation of solutions which will achieve this goal while maintaining a high level of service quality and reliability worldwide.

UNOG wishes to be able to monitor the Quality of Service while roaming.

#### **Timing**

The new contract will start in December 2015 for a minimum period of 2 years with possible 1-year extensions.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)
<p>Entities bidding to this RFP should have the following minimum qualifications and/or experience:</p> <ul style="list-style-type: none"><li>• More than 5 years' experience in the field of Mobile Telecommunications;</li><li>• At least 3 existing corporate customers of similar profile etc.</li></ul>



NOTE
<p>Information on tendering for the UN Procurement System is available <b>free of charge</b> at the following address: <a href="https://www.ungm.org/Public/Notice">https://www.ungm.org/Public/Notice</a></p> <p>Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from Vendors that wish to receive automatically Procurement Notices or Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <a href="http://www.ungm.org">http://www.ungm.org</a></p> <p><b>Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email, before the closing date set forth above, to <a href="#">United Nations Office at Geneva, Purchase and Transportation Section (PTS)</a>.</b></p>

<b>VENDOR RESPONSE FORM</b>	
<b>To: United Nations Office at Geneva</b> <b>Purchase and Transportation Section (PTS)</b> <b>Att. Procurement Officer (Name):</b>	<b>EOI Number:</b>  <b>RFPS-233/JEN</b>
<b>Fax:</b>	
<b>From:</b>	
<b>Subject:</b>	

<b>NOTICE</b>
<ul style="list-style-type: none"> <li>Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (<a href="http://www.ungm.org">http://www.ungm.org</a>).</li> <li>As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its <b>full legal</b> name with the <b>UN Secretariat</b> on the United Nations Global Marketplace (<a href="http://www.ungm.org">http://www.ungm.org</a>).</li> <li>We strongly recommend all companies to register at least at <b>Level 1</b> under the UN Secretariat prior to participating in any solicitations.</li> </ul>

<b>COMPANY INFORMATION</b>	
<i>To be completed by the Vendor (All fields marked with an “ * ” are mandatory)</i>	
<b>UNOG Vendor ID Number:</b>	<b>UNGM Vendor ID Number *:</b>
<b>Legal Company Name</b> (Not trade name or DBA name) *:	
<b>Company Contact *:</b>	
<b>Address *:</b>	
<b>City *:</b>	<b>State:</b>
<b>Country *:</b>	
<b>Telephone Number *:</b>	
<b>Fax Number *:</b>	
<b>Email Address *:</b>	
<b>Company Website:</b>	
We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.	
<b>Name *:</b>	<b>Title *:</b>
<b>Place, Date *:</b>	<b>Signature *:</b>

# EOI INSTRUCTIONS

## 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the United Nations Global Marketplace (<http://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 <http://www.un.org/Depts/ptd>.

### **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 ([http://www.un.org/sc/committees/list\\_compend.shtml](http://www.un.org/sc/committees/list_compend.shtml)), 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 Organizations (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 United Nations 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 <http://www.un.org/Depts/ptd>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**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) EOI Process

Vendors interested in participating in the planned solicitation process should forward their Expression of Interest (EOI) to the **United Nations Office at Geneva, Purchase and Transportation Section (PTS)** by the closing date set forth in this EOI. Due to the high volume of communications, PTS is not in a position to issue confirmation of receipt of EOIs.

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 EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website.