



UNMIK

REQUEST FOR INFORMATION (RFI)

This notice is placed by UNMIK. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UNMIK. You are therefore requested to direct all queries regarding this RFI to UNMIK using the fax number or e-mail address provided below.

Title of the RFI:

Request for Information: Integrated Management System (IMS) Extended deadline

Date of this RFI: 24 June 2024

Closing Date for Receipt of RFI: 15 July 2024

RFI Number: RFIUNMIK22782

Beneficiary Country/Territory: Kosovo

Commodity/Service category: Professional Services

Address RFI response by fax or e-mail to the Attention of: unmik-procurement@un.org

Fax Number:
E-mail Address: unmik-procurement@un.org

UNSPSC Code:

84111600 - Audit services

DESCRIPTION OF REQUIREMENTS

The United Nations Mission in Kosovo (UNMIK) has a requirement to explore options to implement Integrated Management System (IMS) for various ISO Standards.

UNMIK Mission Support Division have already ISO 9001:2015, the environmental management system ISO 14001:2015, the Information Security Management Systems ISO/IEC 27001:201 and ISO 45001:2018 for Occupational Health and Safety (OHS).

UNMIK is currently in the initial phase of adopting ISO 31000 RMS - Risk Management Standards and exploring the possibility to obtain ISO 22301:2019 business continuity systems certification.

RFI Submission requirements:

1. The vendor should provide the Integrated Management System (IMS) that will integrate all organization's systems and processes into one comprehensive framework, enabling the organization to function as a unified entity with shared objectives.

Integrated Management Systems can encompass:

- QMS - Quality Management System ISO 9001:2015



- EMS - Environmental Management System ISO 14001:2015
- OHSMS - Occupational Health and Safety Management System ISO 45001:2018
- ISMS - Information Security Management Systems ISO 27001:2013
- RMS - Risk Management Guidelines ISO 31000
- BCM - Business Continuity Management ISO 22301:2019

Integration can encompass all or some of the ISO standards

2. The vendor should provide the cost breakdown of the service for 2 options as per below:
 1. 9001, 14001, 45001 - as one package 1st option and
 2. above 3, and the other 3 as the second option

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The information gathered from this RFI will be used to determine solution, scope, planning and implementation, and resources required by the UN to develop a public tender to solicit a suitable contractor to perform the task. All responses will be kept strictly confidential.

Furthermore, please note the following:

- a. All costs for preparing a response for the RFI must be covered by the vendor.
- b. This RFI is a separate and independent process.
- c. Information received in response to the RFI will only be used by the UN for internal purposes and may inform inputs for terms of reference (TOR) for a potential future competitive tender.
- d. The response to this RFI will not be used to pre-qualify vendors.
- e. The provided information will not be contractually binding to the vendor.
- f. To keep response formats consistent, the responses must be in PDF document (transmitted via email).
- g. Upon receipt of the response to this RFI, UNMIK may request vendors to demonstrate their project of implementation.

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>

Vendors interested in participating in a potential future solicitation process should submit the Vendor Response Form of this RFI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (www.ungm.org) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](#), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should submit your response to this RFI electronically at:

<https://www.ungm.org/Public/Notice/238396>

In case you have difficulties submitting your response electronically, please contact unmik-procurement@un.org directly for instructions.



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/securitycouncil/content/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>. Vendors must complete the registration process prior to the closing date of the RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. 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) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to UNMIK (UNMIK) by the closing date set forth in this RFI. *Due to the high volume of communications UNMIK is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential 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>.



