

**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI:**

Floor Scale Systems and Portable Cart Wheeled Scale Systems for Mail Operations

Date of this EOI: 8 June 2014**Closing Date for Receipt of EOI at PD:** 27 June 2014**EOI Number:** EOILZ39877**Address EOI response by fax or e-mail for the Attention of:** Ms. Li Zhou**Fax Number:** (+1)917-367-0329**E-mail Address:** zhou4@un.org**UNSPSC Code:** 24102102**DESCRIPTION OF REQUIREMENTS**

The United Nations (UN) is seeking to enter into contractual arrangements with a qualified company(ies) able to provide Floor Scale Systems and Portable Cart Wheeled Scale Systems for Mail Operations to be used by the UN Mail Operations Unit (MOU) in United Nations Headquarters. Please see below for specifications of the scale systems.

A. Floor Scale System with data capturing function (Quantity: 3)

Specifications

DATA COLLECTION SOFTWARE

Features:

1. Network Data Collection System
 - a. Account Code (mandatory)
 - b. Account Name (mandatory)
 - c. Weight (mandatory)
 - d. Date and Time (mandatory)
 - e. Cost/Charges (optional)
 - f. User ID (mandatory)
2. Windows Based (mandatory)
3. Database sharing
4. Ethernet Connectivity
5. Bar Code Scanner Integration (mandatory)
6. Barcode data entry (mandatory)
7. Barcode label printing
8. Configurable Fields (optional)

9. Weight capturing (mandatory)
10. Bi-directional RS-232 indicator or USB for weighing/floor scale integration (mandatory)
11. Print Reports
12. Export Data to machine readable format txt, csv, and preferably xls, and pdf. (mandatory)

WEIGHING TERMINAL

13. Capacity: 5,000 lb (mandatory)
14. Readability: 0.5 lb (mandatory)
15. Construction: Heavy duty (mandatory)
16. Unit Switching (lb and kg) (mandatory)
17. Data Storage:
 - a. Internal Memory/Storage minimum 512MB (mandatory)
 - b. Captures the following:
 - i. Account Code (mandatory)
 - ii. Weight (mandatory)
 - iii. Date and Time (mandatory)
 - iv. User ID (mandatory)
 - c. Data Collection Software Integration (Real-time) (mandatory)
 - d. Recall function (mandatory)
18. Full Alpha-Numeric Input/Output (mandatory)
19. Industrial Wall Mounting Bracket (mandatory)
20. 20-25mm Weight Display (mandatory)
21. Interface/Connection:
 - a. RS232 Serial Port (mandatory)
 - b. USB Port (mandatory)
22. Power
 - a. Power input 110-120 volts (mandatory)
 - b. Battery Back-up Unit (Optional)
23. Output Buzzer (Optional)
24. Barcode Scanner Integration (mandatory)

MILD STEEL FLOOR SCALE

25. Capacity: minimum 5,000 lbs (mandatory)
26. Readability: 0.5 lbs (mandatory)
27. Platform Size: 4' x 4' (mandatory)
28. Ramp to accommodate electric Jack (mandatory)
29. Heavy duty construction (mandatory)
30. Shipping and Handling, on-site Hardware installation and calibration services should be included in the quoted price. (mandatory)
31. Warranty: 1 year on-site software, parts and labor warranty services, with the option to extend the warranty annually. (mandatory)
32. Manual: Includes User's Guide, Installation manual, and Programming Manual.

B. Portable Cart Wheeled Scale System (Quantity: 4)

Specifications

1. Capacity: Maximum between 500 to 1,000 lbs. (mandatory)
2. Platform Size: (24" to 26") x (24" to 26"). (mandatory)
3. Electronic indicator column with push handles. Column height: between 38" to 45". (mandatory)
4. Resolution: 0.5 lbs. (mandatory)
5. Wheels: Four (4) heavy duty 4" swivel casters mounted underneath the 4 corners of the platform with brake switch/handle. (mandatory)
6. Power requirements: Lithium-Ion heavy duty rechargeable battery with minimum 70Wh and minimum 12 volts with charger. (mandatory)
7. The battery must be affixed to the scale. (mandatory)

8. Construction: Mild steel. (mandatory)
9. Electronic indicator mounted on top of the column. Overall height (scale, column, electronic indicator): no more than 5'. (mandatory)
10. Programmable digital weighing terminal with the following requirements:
 - a. Serial and USB ports for connection to PC. (mandatory)
 - b. Ethernet TCP/IP port for connection to PC. (optional)
 - c. Alpha-numeric input and graphical, at least 7 digits, LCD display. (mandatory)
 - d. On / Off units keys. (mandatory)
 - e. Measurement unit: Lb and Kg. (mandatory)
 - f. One (1) power scanner-bar code scanner with one (1) 8 to 12-foot coiled cable. (mandatory)
11. Software to collect the following:
 - a. Account codes. (mandatory)
 - b. Displayed weight. (mandatory)
 - c. Time and Date. (mandatory)
 - d. Destinations/Locations.(optional)
 - e. User ID (mandatory)
 - f. The data is downloadable to external storage devices such as flash drive for transferring to a PC. (mandatory)
 - g. The file format should be in a machine readable format, ex. csv, tab-delimited files. (mandatory)
 - h. User and Software Programming Training.(optional)
 - i. One (1) year on-site parts and labor warranty services. (optional)
 - j. User manual should be included. (optional)
 - k. Hardware Setup and calibration with documentation. (mandatory)
 - l. Shipping and handling shall be included in the cost.

Vendors are advised that this EOI does not constitute a solicitation.

The UN reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responding to this Request

1. Interested firms must complete the following Vendor Response Form and return it to the attention of the officer named below no later than 27 June 2014.
2. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

NOTE : Your response must be submitted not later than 17:00 pm Eastern Time (US) on the stated deadline date, via (a) email as a PDF attachment to zhou4@un.org, or (b) facsimile to +1-917-367-0329 (Attention: Li Zhou).

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 Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or e-mail to United Nations Procurement Division (UNPD) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Ms. Li Zhou

EOI Number: EOILZ39877

FAX: (+1)917-367-0329

FROM:

SUBJECT: Floor Scale Systems and Portable Cart Wheeled Scale Systems for Mail Operations

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).
- As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

To be completed by the Vendor (All fields marked with an "*" are mandatory)

COMPANY INFORMATION

UNPD Vendor ID Number:	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, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI 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 <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), 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 <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 Procurement Division (UNPD) by the closing date set forth in this EOI. *Due to the high volume of communications, UNPD 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 indicated above.

