



Mission Name  
Switzerland

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to Mission Name using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Services for the production of easy-to-read versions of the reports of the UN Special Rapporteur on the rights of Persons with disabilities

**Date of this EOI:** 20 June 2018

**Closing Date for Receipt of EOI:** 2 July 2018

**EOI Number:** EOIUNOG15254

**Address EOI response by fax or e-mail to the Attention of:** Julius Birungi

**Fax Number:**

**E-mail Address:** julius.birungi@un.org; procurementunog@un.org

**UNSPSC Code:** 82111604

### DESCRIPTION OF REQUIREMENTS

The Procurement and Contracts Unit of UNOG on behalf of the Office for High Commissioner for Human Rights (OHCHR) is seeking for interested and qualified companies to offer services for the PRODUCTION OF EASY-TO-READ VERSIONS OF THE REPORTS OF THE UN SPECIAL RAPPORTEUR ON THE RIGHTS OF PERSONS WITH DISABILITIES.

This is a requirement that will lead to a 5 year systems contract (3+1+1). The successful vendor will be required to comply with the methodology, deliverables, delivery times and output requirements that will be detailed in the solicitation documents

OHCHR in this respect would like to hire a service provider to produce four (4) reports in easy-to-read format per year to match the reports indicated above. The language of the easy-to-read reports may vary from one year to another. The two (2) thematic reports will always be in English, but the two (2) country visit reports may be in either English, French, Spanish, Arabic or Russian. This depends on the countries to be visited. For 2018, it is expected that there will be two (2) reports in English, (1) in French, and (1) in Arabic. and the four reports (E, F, A) have to be finalised no later than mid-February 2019 (original reports in English will be made available by OHCHR at different times, but no later than end December 2018-early January 2019) For 2019 and 2020, One thematic report (E) will be made available in July and will need to be completed by early October of the same year. For the other reports (one thematic and two country visit reports), they will be made available between October and December (or early January), and need to be finalised by mid-February of the following year.

The service provide will be tasked with:

- i) Production of four (4) easy-to-read versions of the reports in web-accessible formats (incl. PDF) based on the original reports that are 10.700 words each. The expected language of the original reports for 2018 are English (two of them), French (one) and Arabic (one, based on the original text in English), while the languages for the next years will vary;
- ii) The four (4) above-mentioned reports for 2018 are required in different languages: English (2), French (1) and Arabic (1). The service provider should also be able to produce reports in Spanish and Russian, as future reports will be required in those languages as well. .
- iii) Inclusion of a choice of illustrations/drawings in colour (no pictures) which reflect the diversity of persons with disabilities (including persons with physical, psychosocial, intellectual disabilities, blind, deaf, deafblind persons), age groups, and ethnic and cultural groups from across the world, and possibility to create/amend illustrations is required. Country visit reports will require illustrations to reflect the ethic and population traits of the country concerned (e.g. Arab-looking people, indigenous people) in all illustrations.
- iv) Inclusion of several rounds of revisions/changes (up to six, as needed) for each report (words and images), until a final product of satisfactory quality is agreed with OHCHR
- v) Inclusion of the involvement and review of each product by persons with intellectual disabilities identified by the service provider, for quality control. OHCHR may reserve the right to consult with other persons with intellectual disabilities for additional quality checks.
- vi) Providing the finalised reports according to the dates of delivery mentioned above.
- vii) Providing OHCHR with all rights to the easy-to-read reports for future use. All produced material will be copyrighted to OHCHR.

NB: Bidders should note that up to four reports could be submitted at the same time under a tight deadline (maximum 8 weeks).

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

The successful vendor will be required to enter into contract with UN for a total period of 5 years i.e. 3 base years with an option to extend the contract for an additional 2 -one year periods (3+1+1)

Qualified bidders will receive full details of Statement of Requirements with the detailed Evaluation Criteria and Pricing Matrix.

#### **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 the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to Mission Name (UNOG) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Julius Birungi **EOI Number:** EOIUNOG15254  
**Email:** julius.birungi@un.org; procurementunog@un.org  
**FAX:**  
**FROM:**  
**SUBJECT:** Provision of Services for the production of easy-to-read versions of the reports of the UN Special Rapporteur on the rights of Persons with disabilities

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

**PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:**

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOG15254>

To be completed 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:**

**Postal Code \* :**

**Country \*:**

**Phone 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](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 <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>. 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 Mission Name (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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 available at <https://www.un.org/Depts/ptd/eoi>.