

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

Provision of Real Time-Transcriptions & Verbatim Record Taking Service (Scribes) For The United Nations Internet Governance Forum (IGF)

**Date of this EOI:** 15 July 2008**Closing Date for Receipt of EOI at PD:** 16 August 2008**EOI Number:** EOI/AK/23966**E-mail Address:** kadirgamar@un.org**Address EOI response by fax for the Attention of:** Arjuna Kadirgamar**Fax Number:** 917-367-0235**DESCRIPTION OF REQUIREMENTS**

The object of this RFP is to select a suitably qualified service provider for real-time, verbatim transcription services (using reporting stenography methods) to provide real-time word-for-word instant transcriptions on a large display visible to all participants for the December 2008 conference of the IGF and at its future annual conferences. The United Nations is interested in issuing a multi-year contract to the selected contractor (subject to full satisfactory service performance of the contractor and at the sole discretion of the Organisation).

It is expected that this RFP will require two (2) of scribes working as a team to service this contract. The contractor must provide the scribes resume with the RFP (technical proposal).

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

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

# VENDOR RESPONSE FORM

EOI Number: EOIAK23966

TO: Arjuna Kadirgamar

FAX:

FROM:

SUBJECT:

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

## COMPANY INFORMATION

UN Vendor ID Number\*\*:

Company Name \*:

Company Contact \*:

Address \*:

City \*:

Country\*:

Telephone Number \*:

Fax Number \*:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C and D, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**\*\* If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.unqgm.org](http://www.unqgm.org). The following information is available about the registration process.**

## EOI INSTRUCTIONS

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

Vendors interested in fulfilling the requirement described above must be registered with UN 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 (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website ([www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml)).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank).
- C. You have no outstanding judgment, bankruptcy, or pending legal action/procedures; your company is not on the IIC Oil for Food List website; and you are not under investigation by a government or UN Member State.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions ([www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf))).

**For Registered Vendors:** Vendors already registered 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.

**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 within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

**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.