

United Nations



Nations Unies

Procurement Division  
New York

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Title of the EOI:**

Automatic Signature Verification Project

**Date of this EOI:** 16 November 2018

**Closing Date for Receipt of EOI at PD:** 4 January 2019

**EOI Number:** EOIHS215771

**Address EOI response by fax or e-mail to the Attention of:** Hulusi Solpuk

**Fax Number:**

**E-mail Address:** hulusi.solpuk@un.org

**UNSPSC Code:** 32000000, 32150000, 43000000, 43230000, 43231500, 43231516, 43232616

### DESCRIPTION OF REQUIREMENTS

The Automatic Signature Verification will be used to not only verify the approximate 74,000 beneficiary signatures during the CE process, but, throughout the year as new benefits are processed and when beneficiaries request for either a change in payment instruction and/or an address change, the UNJSPF expects a total of approximately 100,000 verifications to take place during its normal business processing not including the initial build of the Reference Signature Database. The solution provider must have a proven track record with KOFAX scanning products and will be responsible to modify the existing KOFAX software configuration to generate the required images in the format needed, while not negatively effecting the indexing process of images in PDF format that are stored in a Microsoft Distributed File Services (DFS) store.

Following the signature verification the solution is to generate an input to an Integrated Pension Administration System (IPAS) where the results are used to update relating work flows that depend on a confirmed and original signature before the process can continue.

Rejected signatures will require a solution that allows for a manual review where both proof signatures and signatures that need verifying can be compared side-by-side by an operator. The operator will require the ability to override the rejection or accept it and pass the result back to update IPAS in an ad-hoc fashion. The automated process should require no additional effort by the users, and the system should be capable of capturing signatures as well as clean-up the signatures by removing background lines etc. followed by either immediate or scheduled signature verification.

The solution should be capable of maintaining and updating proof signatures that will allow for the capture of changes in signatures as each member grows older, multiple proof signatures have to be retained for comparison. The provider will also be tasked with the development of the initial Reference Signature Database, from an existing document store.

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

**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 United Nations Procurement Division (UNPD) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Hulusi Solpuk **EOI Number:** EOIHS215771  
**Email:** hulusi.solpuk@un.org  
**FAX:**  
**FROM:**  
**SUBJECT:** Automatic Signature Verification Project

## 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=EOIHS215771>

*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:**

**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](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 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 available at <https://www.un.org/Depts/ptd/eoi>.