



United Nations Office at Nairobi
Kenya

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNON. 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 United Nations Office at Nairobi using the fax number or e-mail address provided below.

Title of the EOI:

Supply, Installation, training and maintenance of Digital Signage at United Nations Office at Nairobi.

Date of this EOI: 1 March 2019

Closing Date for Receipt of EOI: 25 March 2019

EOI Number: EOIUNON16118

Address EOI response by fax or e-mail to the Attention of: Ms. Jecinta Cheruiyot

Fax Number:

E-mail Address: unon-procurement-rfx@un.org; jecinta.cheruiyot@un.org

UNSPSC Code: 43000000, 43210000, 43212114

DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) hereby invites qualified Firms to participate in a prequalification process for the upcoming competitive tender process for the Supply, Installation, training and maintenance of Digital Signage.

IMPORTANT:

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify eligible vendors that would be interested to participate in the related upcoming solicitation.

Requirement:

Presently, the digital signage in UNON compound is restricted to the display of conference services data such as conference room and meeting schedule. The potential use of digital signage, besides conference services, in the UNON compound could be as follows:

- Emergency information during activation of emergency protocols;
- An interactive map with possibility to find organization/office/location visited;
- Commercial services display such as United Nations Recreational Centre or buying/selling boards;
- Training course information;
- Language course information;
- Various organization-centered notifications;
- Portlet feeds from corporate intranet and external sources

Terms of reference for the digital signage are as follows:

1. Improve the digital signage footprint in UNON compound;
2. Expand the services from UNON Division of Conference Services to other UN organizations/divisions/sections;
3. Ensure digital signage comes with an integrated workflow that allows:
 - a. Content creation;
 - b. Content approval;
 - c. Content dissemination to appropriate devices.
4. Ensure access control can integrate with O365 for access (AAA) and scheduling purposes;
5. Ensure the solution has a mixture of co-located/cloud-based services;
6. Ensure hardware supplied is robust enough to be used in uncovered or semi-covered places and under the influence of elements;
7. Ensure portion of the hardware has interactive touch-screen capability.
8. Acquire at least the three types of displays:
 - a. Touch screen for interactive content;
 - b. Vertical and Horizontal screens for high spot walls;
 - c. Screens for meeting rooms entrance integrated with O365 scheduling.

The maintenance contract is anticipated to be awarded for an initial period of three (3) years with the option to extend for additional two years.

The complete detail of the requirement will be provided in the tender document that will be issued to bidders after this request for EOI is closed.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Pre-qualifications requirements:

Interested firms responding to this EOI MUST submit answers to the following listed questions:

- 1 Does your company produce digital signage software?
- 2 If yes, does your software include content management and approval workflow?
- 3 If yes, is the software available in on-premise, cloud, hybrid versions?
- 4 If no, does your company work with or recommend a digital signage software vendor?
- 5 Does software produced / supported offer a comprehensive hardware monitoring and remote management ability including remote start-up/shutdown, control, scheduling, etc?
- 6 Does your company produce digital signage hardware?
- 7 If yes, do you have hardware that is weather proof? Provide technical specifications and ratings.
- 8 If no, does your company work with or recommend a digital signage hardware vendor?
- 9 Does hardware produced / supported offer 4K display?
- 10 Does hardware produced / supported offer more than one monitor connection?
- 11 Do you have partners or technical support in Sub-Saharan Africa or Middle East?
- 12 If yes, do you have partners or technical support in Kenya?
- 13 Does your company provide touch-screen solutions or supports any touch-screen solution from other vendors?
- 14 Can your company provide content delivery/deployment such as creation of interactive maps for touch-screen hardware/kiosks?
- 15 Can your company provide on-site support and technical training in Nairobi, Kenya?
- 16 Does the company offer final architecture finishing for screens i.e. stand for touch screens with rain protection, embedding the screens into the walls, arms handle for holding the screens?

Vendors must be registered and accepted at Level 1 under the United Nations Secretariat in United Nations Global Marketplace (www.ungm.org). See the Vendor Response Form of this EOI for additional instructions.

Interested Firms may express their interest to participate in the planned solicitation process by completing the Vendor Response Form in this EOI and submitting it, together with the answers to questions asked above to UNON through the email address: unon-procurement-rfx@un.org with a copy to jecinta.cheruiyot@un.org by 15 March 2019. All EOI submissions should bear the EOI Reference number and title in the subject line.

UNON reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only Vendors which in UN's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation document

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 Office at Nairobi (UNON) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Ms. Jecinta Cheruiyot **EOI Number:** EOIUNON16118

Email: unon-procurement-rfx@un.org; jecinta.cheruiyot@un.org

FAX:

FROM:

SUBJECT: Supply, Installation, training and maintenance of Digital Signage at United Nations Office at Nairobi.

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 that your company is registered under its **full legal** name on the United Nations Global Marketplace (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=EOIUNON16118>

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) 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 United Nations Office at Nairobi (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON 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>.