

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNECA. 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 Economic Commission for Africa (UNECA using the fax number or e-mail address provided below.

Title of the EOI:

Africa Hall ICT, AV and Conference System Installation Services

Date of this EOI: 1 April 2019**Closing Date for Receipt of EOI:** 1 May 2019**EOI Number:** EOIUNECA16200**Address EOI response by fax or e-mail to the Attention of:** Mr.Hezkias Sintayehu / Mrs.Irene Kagwe-Karega**Fax Number:****E-mail Address:** sintayehuh@un.org, irene.kagwe-karega@un.org**UNSPSC Code:** 45110000, 43000000, 72151600**DESCRIPTION OF REQUIREMENTS**

The United Nations Economic Commission for Africa (UNECA) invites qualified companies to respond to this Request for Expression of Interest for the provision of the following:

Supply, Installation, Integration and Commissioning Services of the ICT (Broadcasting LAN, Enterprise LAN and Wireless LAN) , Audio-Visual, Control, Sound Reinforcement And Simultaneous Interpretation System For Africa Hall, UNECA, Addis Ababa, Ethiopia.

Companies expressing interest should note that this Request for Expression of Interest (REOI) serves as pre-qualification of the companies that will be invited to participate in the tender process that will follow. As explained below (refer to "Mandatory Requirements") only companies meeting the minimum qualification criteria set out in this REOI will be invited to participate in the competitive bidding exercise.

Background:

Originally built in the 1960's, Africa Hall is undergoing a major architectural upgrade with a focus on preserving its cultural heritage, as well as updating the building's AV technology platforms and infrastructure to international best-practice standards. These standards are to be consistent with the United Nations' major conferencing facilities globally.

While other buildings within the UNECA campus are also under renovation, this scope of works relates only to Africa Hall itself. All existing AV, electrical and ICT services are being removed as part of the

renovations. Removal of existing AV equipment and associated supporting infrastructure does not form part of this scope of works.

Where interfaces occur between the Africa Hall AV systems and other buildings, the Contractor will be required to ensure that no disruption occurs to the operation of those buildings during the installation, testing and commissioning of those interfaces.

The United Nations is operating similar conferencing facilities in different places, including its Headquarters in New York and Geneva. Therefore, in order to standardize the use of various ICT, conferencing and audio-visual systems, the principal concept recently implemented at United Nations Headquarters in New York and in Geneva will be used as a guideline.

Following such guidelines, consultancy work is already completed for detailed design and technical specifications of the system/s to be installed at Africa Hall. In the interest of UNECA the tender document is prepared to allow implementation of the project. The scope of work under this REOI is the design verification, supply of equipment, installation, integration and commissioning, along with training of technical and IT personnel for operations and maintenance.

A proposal will also be requested for long-term maintenance of the system/s. The System Integration process has to be based on the best practices in the industry and the overall breakdown of the project phase needs to be incorporated as desired.

Implementation of this project may require integration with some of the existing AV & ICT systems. Detailed design, drawings and technical specifications will be made available for complete compliance, however anything deemed necessary to complete the system/s integration but not included in the design and technical specifications may be included with a proper justification.

As the UN has a global agreement with Cisco, all equipment associated with the BLAN, WLAN, LAN and video conferencing which can be provided by Cisco will need to be explicitly specified. Professional Services provided by Cisco will need to be included to provide local delivery support. The installation is planned to commence in the second quarter of 2020 and be completed by the third quarter of 2021.

The scope of works shall cover the following:

- Supplying equipment, cables and peripherals in line with detailed design and technical specifications provided;
- Modifying existing furniture as per the requirements of new equipment or refurbishing them if necessary;
- Installing the new system;
- Integrating the systems installed;
- Commissioning and testing the system;
- Training and handover;
- Maintenance during the period of warranty; and
- Proposal for post-warranty maintenance.

The AV & ICT systems covered in this scope include the following:

— Audio Visual & Conference Technology:

- Building-wide paging and background music system
- Building-wide digital signage system (including displays in the adjacent Visitor Entry Building)
- Building-wide IPTV system
- Plenary Hall conference system including simultaneous interpretation, voting, messaging and conference management system
- Plenary Hall front-of-house speaker system
- Plenary Hall LED video wall and supplementary flat panel displays
- Plenary Hall camera system (including integration of camera system with Conferencing System)
- Plenary Hall videoconferencing system
- Plenary Hall AV recording and network streaming system
- Plenary Hall Audio Visual and Congress System control system
- Plenary Hall production lighting system
- Video conferencing meeting rooms

- Infrared hearing augmentation systems
- Media interface points

—ICT

- Enterprise LAN
 - o Integration with existing Campus Core
 - o Distribution
 - o Access
- Broadcast LAN
 - o Core
 - o Distribution
 - o Access
- Wireless Network
 - o Radio frequency Modelling
 - o Radio frequency Site Survey
 - o Integration with existing Campus Wireless Controller
- Firewalls

The Contractor shall provide all know-how, labor, equipment, supplies, cables and materials to accomplish the tasks specified above.

The Contractor will be required to have local support for servicing and maintenance of the equipment offered.

Mandatory Requirements:

Companies interested in being considered for invitation to participate in the tender MUST submit:

- (1) a written Expression of Interest in accordance with the instructions provided in this REOI;
- (2) a Business Registration Certificate and Applicable Trade License (s). Companies who fail to attach the Certificate and Licence will not be invited to participate in the Solicitation process even if they send a written Expression of Interest;
- (3) a brief company profile which should clearly state that the company has at least three (3) years of experience in carrying out similar projects as those described in this REOI, in any one, two or all the three areas stated i.e (Audio Visual, ICT and Conference Management Systems including simultaneous interpretation). Companies who do not have experience in at least one of these areas, for at least three (3) years, will not be invited to participate in the solicitation process even if they send an expression of interest.

NB: During the tendering stage, the UN will allow Bidders to team up with other companies and submit Joint Venture(JV)/Consortium Bids. While submitting JV/Consortium bids, bidders will be expected to also submit a statement signed by all the JV/Consortium parties (or a power of attorney) confirming, among other details, the intention to form a Joint Venture/Consortium company before the award of contract.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

By submitting an EOI, the Applicant acknowledges that neither the United Nations nor the Applicant intends to create any contract or other relationship under which the United Nations is legally obliged to conduct the Expression of Interest process for the works in any manner or to proceed to tender on the basis set out in this Invitation to Expression of Interest or any other basis and that there is in fact no such contract or other relationship in existence.

UNECA reserves the right to verify statements by the EOI respondent and not to invite all those companies who had expressed interest. Only eligible individuals/firms that are successful at this pre-qualification stage will be invited to participate in the ensuing tender invitation.

Interested vendors should submit a fully completed Vendor Response Form to the above-listed email address .

All questions which the vendors should have must be sent through the same email address not later than 10 days before the closing date. The UN reserves the right to reject incomplete Expressions of Interest

responses.

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form in UN website of <http://www.un.org/depts/ptd/pdf/eoi>(insert the above EOI number here) or a pdf of this EOI and fax it or email it to UNECA using the email mentioned in this document before the closing date set forth above.

The successful bidder will be required to Register in UNGM at Level 2 before Contract award.

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 Economic Commission for Africa (UNECA (UNECA) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Mr.Hezkias Sintayehu / Mrs.Irene Kagwe-Karega **EOI Number:** EOIUNECA16200

Email: sintayehuh@un.org, irene.kagwe-karega@un.org

FAX:

FROM:

SUBJECT: Africa Hall ICT, AV and Conference System Installation Services

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=EOIUNECA16200>

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 Economic Commission for Africa (UNECA) by the closing date set forth in this EOI. *Due to the high volume of communications UNECA 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>.

