



UNPD

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UNPD. You are therefore requested to direct all queries regarding this EOI to UNPD using the fax number or e-mail address provided below.

Title of the EOI:

5 year contract for off-site storage of United Nations audio-visual collections, management, on-demand digitization, delivery and pickup services

Date of this EOI: 14 July 2021**Closing Date for Receipt of EOI:** 6 August 2021**EOI Number:** EOIUNPD18707**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Facility Management**Address EOI response by fax or e-mail to the Attention of:** Mr. Sasa Vladu**Fax Number:** n/a**E-mail Address:** vladus@un.org**UNSPSC Code:** 78130000,80161506**DESCRIPTION OF REQUIREMENTS**

The Contractor will be able to provide the following services:

- Storage and management of audio-visual archives in a wide variety of formats and sizes within minimum standards of temperature and relative humidity, security control, and cleanliness for both accessibility and long-term preservation;
- Conversion and transfers of a variety of audio-visual formats of audio, video, film recordings, as well as photographic slides and negatives;
- Digitization of audio-visual materials in a wide range of formats in accordance with UN requirements and industry standards for preservation and access;
- Selective disposal using ecologically sound and secure standards of items that have already been digitized and whose original analog versions are considered by DGC of low value to the Organization, as well as duplicate items and versions that have no value, as well as damaged records beyond repair.
- Delivery of the final digital output to UN Headquarters in New York in the most cost-effective way



possible.

- The transportation of retrieved items to and from the off-site location should be provided by the vendor.

The current analog audio-visual collections stored, managed off-site consist of:

- A. Audio Collection: 1,096 acid-free archival boxes (12" W x 15" L x 10" H) containing approximately 28,000 audio items. The audio recordings are available in original magnetic analog open reel tapes (1/4"). The collection also comprises of cassette tapes (1/8"), vinyl LPs, shellac discs, and DAT (digital audio tapes).
- B. Video Collection: 1,622 acid-free archival boxes (12" W x 15" L x 10" H) containing approximately 15,000 video items. Video recordings are available in original magnetic analog and digital tapes (1 inch, Betacam, Digibeta, DVCPPro, and Mini DVs).
- C. Film collection: 16,214 cans of film on 16mm, 35mm, and some 8 mm.
- D. Photo Collection: 169 archival boxes (12" W x 15" L x 10" H) containing selected historical (accessioned) slides and negatives of UN photographs. This number may increase by 20 boxes due to some negatives still held and stored temporarily at the UNHQ facilities.

The remainder of the UN audio-visual archives, comprising approximately 15,170 physical analog video tapes in a wide range of formats, will be kept in the basement of the General Assembly building (GA-2B-60) for ready-reference and fast access, as well as 11,294 transcript discs containing audio recordings of DGC radio programmes, interviews, press conferences and other events, which are currently stored temporarily at the UN Headquarters in New York. These items may be eventually sent out for off-site storage and management, as well as disposed of as determined by DGC. The on-demand digitization will apply only to the remaining eligible items from the analog collection that have not yet been digitized. The estimated remaining items to be digitized is approximately 40% of the eligible items.

MORE INFORMATION WILL BE PROVIDED IN THE SOLICITATION DOCUMENT.

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNPD18707>

In case you have difficulties submitting your interest electronically, please contact vladus@un.org directly for instructions.



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 UNPD (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>.

