



United Nations Procurement Division

REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

Transcription Services for the Office of the Spokesperson of the Secretary-General of the United Nations

Date of this RFI: 15 September 2021**Closing Date for Receipt of RFI:** 30 September 2021**RFI Number:** RFIUNPD18910**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Professional Services**Address RFI response by fax or e-mail to the Attention of:** Mr. Youssef Bousselham**Fax Number:** Please respond by email as necessary**E-mail Address:** youssef.bousselham@un.org**UNSPSC Code:** 80100000,80101500,80170000,80172000,82110000,82111800**DESCRIPTION OF REQUIREMENTS**

The Office of the Spokesperson of the Secretary-General of the United Nations conducts daily news briefings, which also include session of questions and answers with media representatives and journalists. The Office of the Spokesperson is interested to engage the services of a transcription company for a reliable accurate and fast transcription of these noon briefings on a long-term basis.

The requirement is to transcribe only the questions & answers session of the noon briefings. It should be noted that the transcriptions are requested to be submitted to the UN within 3-4 hours of these noon briefings. Please also note that the past transcriptions on these noon briefings can be located in the link below for reference.

<https://www.un.org/press/en/content/noon-briefings>

It should be noted the UN expects a firm commitment from the service provider to be able to provide uninterrupted services on an on-going daily basis at the top quality and secure adequate level and number of personnel to ensure backup and continuation of the service.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

To respond to this RFI, please submit vendor information through the EOI link below AND reply to the following questionnaire in a separate file to Mr. Youssef Boussselham (youssef.boussselham@un.org).

- a. Please provide a brief description of your company/organization, its structure, years in business and the line of business dealing with similar services;
- b. Please indicate past experience in providing transcription services for news briefings especially on the Q&A sessions;
- c. Please indicate past experience in providing services to public sector entities or international organizations such as the United Nations;
- d. Please indicate whether the your company can meet the timeline of same day turn around for noon briefings (within 3-4 hours) and what is the expected turn-around time;
- e. Available pricing models and fee/rate range.

Vendors responding to this RFI might be requested by the UN for a trial use to assess the quality of transcriptions and the turn-around time.

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 a potential future solicitation process should submit the Vendor Response Form of this RFI 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).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (www.ungm.org) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- 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 submit your response to this RFI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNPD18910>

In case you have difficulties submitting your response electronically, please contact youssef.bousselham@un.org directly for instructions.



RFI 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 RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. 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) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.

