



UNMIK

REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

Request for Information: Cataloging and adding metadata to an audiovisual archive

Date of this RFI: 25 August 2022**Closing Date for Receipt of RFI:** 9 September 2022**RFI Number:** RFIUNMIK20158**Beneficiary Country/Territory:** Kosovo**Commodity/Service category:** Network & Storage Equipment**Address RFI response by fax or e-mail to the Attention of:** Irfan Rushiti (Mr.),**Fax Number:** +383 504 604 4080**E-mail Address:** unmik-procurement@un.org**UNSPSC Code:** 80161506**DESCRIPTION OF REQUIREMENTS**

UNMIK Office of Strategic Communications and Public Affairs (OSCPA) has a collection of approx. 2630 mp4 files, with average duration of 30 minutes for each file. The mp4 files include digitized footage of UNMIK TV programs dated from 1999 to 2008. The collection also includes approx. 21,825 photo files in TIFF format related the work and history of the mission.

Requirement: The Mission has a requirement to engage a vendor which has familiarity with the history of Kosovo and UNMIK from 1999 to 2008 to catalog the footage and photos in a searchable database, with all relevant metadata added to the database, and to extract additional tag words from the video/photo material to be embedded into the files individually and in the database for all the material, including all the tapes and photo, which requires extraction of additional information to be added in digital format and as a file in a spreadsheet. Most of the files do not have any description attached to them and the vendor must have the capacity to recognize the people, subjects, locations, and occasions related to the footage, programs and photos.

Requirements for digitization are as follows:

- Watching and reviewing all the video files and cataloging the files of the tapes to include as metadata



(shot lists, locations, topics, dates, people in the footage, etc.);

- Cataloging the photos to include the metadata (location, topic, date, people in the photos, etc.) and embed the metadata in the files;
- Creating a searchable database to include the metadata catalog and digital file locations;
- The project should be completed within one year;

RFI Submission requirements:

1. The vendor should provide a detailed description of how they plan to perform the work, including a timeline
2. The vendor should provide the cost breakdown of the total of required service

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The information gathered from this RFI will be used to determine solution feasibility and design, scope, planning and implementation, and resources required by the UN to develop a public tender to solicit a suitable contractor to perform the task. All responses will be kept strictly confidential.

Furthermore, please note the following:

- a. All costs for preparing a response for the RFI must be covered by the vendor.
- b. This RFI is a separate and independent process.
- c. Information received in response to the RFI will only be used by the UN for internal purposes and may inform inputs for terms of reference (TOR) for a potential future competitive tender.
- d. The response to this RFI will not be used to pre-qualify vendors.
- e. The provided information will not be contractually binding to the vendor.
- f. To keep response formats consistent, the responses must be in PDF document (transmitted via email).
- g. Upon receipt of the response to this RFI, UNMIK may request vendors to demonstrate their project of implementation.

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=RFIUNMIK20158>

In case you have difficulties submitting your response electronically, please contact unmik-procurement@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 UNMIK (UNMIK) by the closing date set forth in this RFI. *Due to the high volume of communications UNMIK 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>.

