



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:

PROVISION OF SIMULTANEOUS INTERPRETATION SERVICES FOR UNOCT

Date of this RFI: 23 December 2022**Closing Date for Receipt of RFI:** 5 January 2023**RFI Number:** RFIUNPD20631**Beneficiary Country/Territory:** Qatar**Commodity/Service category:** Conference & Office Support Services**Address RFI response by fax or e-mail to the Attention of:** Ms. Szilvia Brezvai**Fax Number:****E-mail Address:** szilvia.brezvai@un.org**UNSPSC Code:** 82112000**DESCRIPTION OF REQUIREMENTS**

The Programme Office for Parliamentary Engagement of the United Nations Office of Counter-Terrorism (UNOCT) hereby request information from vendors for the Provision of Supply of Simultaneous Interpretation Services for the UNOCT, in Doha, State of Qatar. The services shall be required during the organisation of two international events - "The Third Counter Terrorism Coordination Meeting of Parliamentary Assemblies" and "Parliamentary Policy Dialogue" for two executive days on the 30 - 31 of January 2023 in Doha, State of Qatar.

The contractor shall provide:

- Simultaneous Interpretation from English to Arabic, French, Spanish and Russian, vice versa, including in Zoom, for approximately 60 participants, from 9:00 till 18:00 on 30-31 January 2023.
- All necessary equipment, including laptops, radio receivers, sound system, microphones, headphone sets for interpretation for 60 persons.
- Support of relevant technicians.
- Support interpretation in online connection service (Zoom) with all necessary equipment and technical support for both days.
- Supply and installation of simultaneous interpretation equipment and interpretation booths.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. The service provider should be a firm registered with competent entities and has a proven track record in the translation industry of at least three (3) years of relevant experience in providing interpretation services from English, Arabic, French, Russian and Spanish languages. The service provider should provide a list of recent contracts, purchase orders or reference letters.
2. The potential vendor should have experience in providing similar services in Qatar, UAE or other countries of the Gulf region. If previously worked in Qatar, please provide a list of Doha hotels in which the company has past experiences providing similar services.
3. The potential vendor should have necessary capacity, including equipment and technical support to provide the required interpretation services.

In addition, to respond to the RFI, interested vendors are requested to provide the following:

- Pricing model, unit rates and range of total cost estimate;
- A brief general description of service provider's organization, its structure, years in business and the line of business dealing with similar services;
- A list of clients in public sector including the UN that have recently utilized similar interpretation services.
- Information on existing LTA with an entity within the UN System, if any.

General guidelines for this Request for Information (RFI):

- 1) Please provide detailed responses that accurately reflect your company's capabilities to provide the services.
- 2) All costs for preparing a response for the RFI must be covered by the vendor.
- 3) This RFI is a separate and independent process.
- 4) The requested information will only be used by the UN for internal planning purposes. All responses will be kept confidential and only authorized personnel will have access to it.
- 5) The response to this RFI will not be used to pre-qualify vendors.
- 6) The provided information will not be contractually binding to the vendor.

IMPORTANT: The response to this RFI should be submitted electronically via the link provided under the section "Vendor Response". Please note that it is only the registration of your interest, your detailed



response should be sent by email at szilvia.brezvai@un.org, preferably in PDF format.

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=RFIUNPD20631>

In case you have difficulties submitting your response electronically, please contact szilvia.brezvai@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>.

