



REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

Provision of Events Management Services for Hybrid Conferences in support of the United Nations

Date of this RFI: 5 January 2023**Closing Date for Receipt of RFI:** 3 February 2023**RFI Number:** RFIUNOG20678**Beneficiary Country/Territory:** Switzerland**Commodity/Service category:** Professional Services**Address RFI response by fax or e-mail to the Attention of:** Chief, Procurement and Contracts Unit**Fax Number:****E-mail Address:** procurementunog@un.org**UNSPSC Code:** 80141607, 80141902, 81160000, 81161711, 82000000, 82130000, 82131603

DESCRIPTION OF REQUIREMENTS

Traditionally UN conferences were in-person large events. During the past two years and due to COVID related restrictions, the United Nations had to pivot to online modality of working and conferencing. Today this has evolved, and the new adopted approach for large-scale meetings is to host hybrid events which combine the in-person participation with the remote participation.

The United Nations is seeking for all-inclusive technical solutions and services for the management of its hybrid meetings worldwide. Currently the UN hybrid meetings are managed through a multitude of service providers complemented with internal resources. The UN wishes to receive information from the market on the feasibility and availability of an all-inclusive and integrated service providers to manage all aspects of its hybrid meetings. In addition, live webcast and subsequent recordings will be made available to the public on the website in English and other languages.

Accordingly, the UN is looking for support that could cover the following areas related to the management of these hybrid events:

- Event coordination and project management
- Virtual conference software/platform and engagement tools (chat, pool, Q&A, word clouds)



- Animations and graphic design (including video production)
- Registration & participants management (including technical support to participants)
- Preparatory work and Speaker management (including, collect and edit speakers' presentations)
- Production: Hybrid Audio Visual equipment and technical support for the livestream
- Accessibility and inclusion services: ISL, RTC, RSI in any official UN language, sign language interpretation
- Web streaming and recording
- Post event management (including participants survey, final reports with data visualization)

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

To respond to this RFI, please submit vendor information through the link below and reply to the following questionnaire in a separate file directly to procurementunog@un.org

Please provide responses to all the questions below.

Requested Information.

The potential providers are requested to provide the following information:

- (a) Do you have capacity to provide all the above mentioned services from your own resources?
- (b) If the response to question (a) is no, will you be able to manage all the remaining services through subcontracting arrangements?
- (c) If the response to question (b) is yes, did your company provide such services in the past or you are simply able to provide such comprehensive services on demand (i.e. not previously done but technically possible).
- (d) If your company has provided such services in the past, please share details of examples of managed events.
- (e) Please confirm if your company would be able to operate globally. Otherwise, please list the countries where you would be able to provide services.
- (f) Please kindly provide us with the official web site of your company.
- (g) Please provide details on your technology and software that support your operations specially in relation with Hybrid Event Management.
- (h) Please provide high level details on the deployment of your hybrid event management solution (or event management methodology) that could assist the UN to fine tune its requirement.
- (i) Please provide typical timeline – if any- (time needed for pre-event preparation, event management and post event activities).
- (j) To enable us prepare a budget, please provide details on your pricing structure and cost related to hybrid event management (unit rates (to be specified) per category of service and/or flat rates for the services defined as package).
- (k) Based on your experience are there any additional services relating to hybrid event management that your company could suggest.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.unqm.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=RFIUNOG20678>

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

