



United Nations Office at Geneva

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 United Nations Office at Geneva. You are therefore requested to direct all queries regarding this RFI to United Nations Office at Geneva using the fax number or e-mail address provided below.

Title of the RFI:

Use of Augmented Reality Glasses in Conferencing

Date of this RFI: 6 March 2023**Closing Date for Receipt of RFI:** 13 March 2023**RFI Number:** RFIUNOG20924**Beneficiary Country/Territory:** Switzerland**Commodity/Service category:** Conference & Office Support Services**Address RFI response by fax or e-mail to the Attention of:** Procurementunog@Un.Org**Fax Number:****E-mail Address:** procurementunog@un.org**UNSPSC Code:** 43000000**DESCRIPTION OF REQUIREMENTS**

The circumstances of the COVID pandemic have accelerated the pace of adoption of innovations in the events industry. To ensure Geneva is a hub of modern conferencing and that UNOG conference services continue to meet the needs of its clients, InnoVent 2 is organized as a one-day event to explore current innovations in conferencing.

In line with current trends in the events industry, part of InnoVent 2 is dedicated to exploring the potential of using technology to provide more immersive meeting experiences. In an Experience Zone, the organizers of InnoVent 2 wish to provide participants of the event (i.e. conference organizers of the UN and other international organizations in Geneva) with an opportunity to experience such technologies first hand to be able to provide feedback about potential use cases related to meetings and events in the multilateral context.

The current call wishes to cover in particular the use of smart glasses with holographic displays or providing Augmented Reality capabilities in the context of multilateral meetings. Unlike Virtual Reality Headsets, such glasses allow users to enhance the reality they are visually and/or auditorily experiencing. This is done by displaying 3D holograms (images generated using light diffraction techniques) overlaid on the real world.



These devices may also display animations or videos retrieved from computers or mobile devices via Wi-Fi or Bluetooth.

In the conferencing environment, this means that instead of being represented by an avatar in a virtual world (i.e., the metaverse), conference participants attend the event in person and wear the devices to have more tailored experiences such as seeing live captions there, a small window with sign language, listening to interpreted output, looking at specific areas in the room to get more information on something, etc.

In the Experience Zone, organizers of InnoVent 2 wish to include up to 3 stands featuring smart glasses where participants can try out the functionality of such glasses, ask questions and get answers about potential use cases and provide feedback about the potential usability in the environment of international conferences.

The company would be requested to set up a stand within the Experience Zone and have one or two knowledgeable staff available for support, demonstration and to answer questions. All expenses related to bringing the stand to the experience zone, set up, staffing, etc., have to be borne by the company.

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.

(a) Have you ever been supplier of the United Nations or other International Organizations?

If so please provide more information

(b) Do you have experience of producing, testing and presenting the above-described glasses with holographic displays or smart glasses providing Augmented Reality (AR) of at least three years? Please provide details.

(c) If so, have you tested them for meeting or conference-related use cases? Please provide details.

(d) Do you consider yourself a market leader in this area? If so, please provide evidence.

(e) Do you have capacity to set up a stand in the Experience Zone at InnoVent 2 (a full-day event on 30 March 2023 at the Palais des Nations, Geneva), bringing the hardware to demonstrate the product to participants, giving them an opportunity to try out the glasses and providing interested users with additional information? Please note that all expenses related to the stand have to be borne by the company. A table, wifi internet access and electricity will be provided.

(f) Please provide details about the stand you can propose, e.g. space needed, number of support staff, time needed for set up and dismantling, amount of equipment that needs to be brought onto the premises and how you plan delivery, any other requirements. N.B. In principle, set up of the stand is possible between 8 am and 11:30 am. The Experience Zone will be open between 11:45 am and 5:30 pm. Dismantling should take place the same day after the closing of the event

This RFI is for information gathering purposes and will not be followed by a tender or business opportunity.

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=RFIUNOG20924>

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 United Nations Office at Geneva (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>.

