



## 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:**

Event Management, Venue Rental, Conference Services for the Second LDC Future Forum in Helsinki, Finland

**Date of this RFI:** 20 November 2023

**Closing Date for Receipt of RFI:** 8 December 2023

**RFI Number:** RFIUNPD22104

**Beneficiary Country/Territory:** Finland

**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:**

90100000 - Restaurants and catering

90110000 - Hotels and lodging and meeting facilities

90111600 - Meeting facilities



## DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to assess market availability for commercial vendors to provide the United Nations with cost-effective and efficient event management services for organizing a meeting, namely Second LDC Future Forum, in Helsinki, Finland, from 5 to 7 March 2024, hosted by Office of the High Representative for LDCs, LLDCs and SIDS (UN-OHRLLS).

The responses to the RFI will be used by the United Nations as the basis to develop a procurement strategy for the organization of this event.

### Background Information:

The meeting will focus on the role of innovation for structural transformation in LDCs. The 46 members of the Least Developed Country category represent the poorest and most vulnerable segment of the world's population. The meeting will take place in a hybrid format with a maximum of 200 participants in person and up to 30 speakers/participants connecting remotely.

UN-OHRLLS seeks to hire the services of an event management company to provide the following: venue rental, coordination of different vendors providing technical support, material, catering services, simultaneous interpretation in English and French, assistance with event planning and organization, support the integration of in-person and remote experiences. Expected deliverables include: setting up, testing and rehearsing broadcasting services; audio-visual equipment and technical set up of cameras, mics and related, including for interpretation; setting up the meeting rooms, including all furniture; development of running notes, based on programme of sessions provided by the UN; tests and rehearsals with speakers; production of printed material, badges, leaflets, roll ups and signs, digital assets, digital agenda/programme, recorded video with sound of all sessions for uploading on website and YouTube channel, all photographs of events and participants are property of UN-OHRLLS.

### Specific requirements during the duration of the event

#### A: Number and capacity of Meeting rooms required by date

4 March - 4pm

Meeting venue to be inspected for readiness.

5 March – meeting venue

- Large room with capacity for max 200 people in classroom style starting 8 am.
- Raised stage with Davos style armchairs (7) – rostrum for keynote speakers.
- Separate room for coffee-breaks and lunch service – with lounge space for interactive networking and informal exchange of experiences.
- One secretariat room for 10 people with 2 large tables, 10 chairs – appropriate lighting – cabinet/basic office stationery.
- One room for bilateral meetings – with two sofas and four chairs and a coffee table – appropriate lighting.

6 March – meeting venue

- Large room with capacity for max 200 people in classroom style starting 8 am.
- Raised stage with Davos style armchairs (7) – rostrum for keynote speakers.
- Separate room for coffee-breaks and lunch service – with lounge space for interactive networking and informal exchange of experiences.
- One secretariat room for 10 people with 2 large tables, 10 chairs – appropriate lighting – cabinet/basic office stationery.



-One room for bilateral meetings – with two sofas and four chairs and a coffee table – appropriate lighting.

#### 7 March – meeting venue

-Large room with capacity for 50 people in U-shaped table starting 8 am. Separate room for coffee-breaks and buffet lunch service – with lounge space for interactive networking, informal exchange of experiences.

-One secretariat room for 10 people with 2 large tables, 10 chairs – appropriate lighting – cabinet/basic office stationery.

-Audio/Visual and other related requirements per meeting room by date

- No Interpretation

#### 5 March to 7 March (last day up to 2pm) – Technology Support

-Three large screens and three data projectors cameras and production equipment to support a hybrid meeting.

-Sound system and wireless microphones as appropriate to speakers (radio mics) and for audience.

-Video broadcasting equipment (live streaming cameras, etc)

-Video recording must be shot with video equipment capable of recording at a minimum of full HD 1920 x 1080, 24 frames per second (fps) resolution.

-Interpreters (only 5 and 6 March): 2 teams of 2 interpreters (UN standards) each to provide simultaneous interpretation in English/French.

-Interpretation equipment/conssoles.

-Event photographer with equipment.

-Receivers and headphones for participants.

#### B. Catering requirement per meeting room by date

All meals should have non-vegetarian, vegan, vegetarian, Hindu, gluten free, kosher and halal options.

#### 4 March

Large room with capacity for 200 people for working welcome reception starting 6pm at separate venue

5, 6 March at meeting venue-Morning and afternoon coffee breaks with pastries and fruit (200 pax)

Buffet Lunch (200 pax)

#### 6 March

-Dinner reception for 200 people at a different venue

#### 7 March at meeting venue

Morning coffee breaks with pastries and fruit (50 pax)

Buffet Lunch (50 pax)

#### C: Transportation

Shuttle buses to transport up to 100 participants from hotels (tbc) to and from venue.

#### D: Other requirements

-Facilitate access to venue by other relevant subcontractors in advance of Meeting dates, to install screens, banners, AV and other necessary equipment for holding a hybrid meeting.

-Nameplates for speakers based on programme provided by UN.

-Notebooks, pens

-Plain lanyards, name tags.

-Program leaflets

-Hand sanitizers

-Fresh drinking water for speakers on stage in glass cups and carafe.



-Fresh drinking water for all participants – plastic free.

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Specific Requirements Special note: As this is an RFI to assess market availability for commercial vendors for the purpose of developing a procurement strategy, interested vendors are highly encouraged to respond even if they can only meet some of the operational requirements.

General :

- (1) List recent experiences organizing international conferences of similar sizes
- (2) List recent experiences working with venues in Helsinki Finland
- (3) List recommended venues in Helsinki that could accommodate the size of group and with easy access (location)
- (4) Specify, if not in-house, who are your local or regional partners for interpretation services
- (5) Specify, if not in-house, who are your local or regional partners for IT or AV setup
- (6) Provide the cancellation policy for the venue or attrition rate for the catering services based on the local business practice
- (7) List your company's main subcontractors, if any, for the provision of similar services? How could your company ensure all services can be effectively managed through these subcontractors?

Commerical Information:

- (1) Brief description of your company, its structure, and years in business;
- (2) Past experience in providing similar services to an international organization such as the United Nations;
- (3) Pricing ranges for various services;
- (4) Any existing Long-Term Agreement within the UN system or other public sector entities

### **INSTRUCTIONS TO RESPOND TO THIS RFI:**

1. Send your response with all required information and any supporting documents by email directly to Ms. Szilvia Brezvai at [szilvia.brezvai@un.org](mailto:szilvia.brezvai@un.org), no later than the indicated deadline.

2. In addition, please register your Expression of Interest via the link provided on page 5 in the Vendor Response section.



#### 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](http://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](http://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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://ST/SGB/2006/15), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should submit your response to this RFI electronically at:**

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNPD22104>

**In case you have difficulties submitting your response electronically, please contact [szilvia.brezvai@un.org](mailto: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](http://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/securitycouncil/content/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>.



