



United Nations Office at Nairobi

REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

Provision of Conference Management Systems and Audio/Visual Technology Services

Date of this RFI: 13 March 2024**Closing Date for Receipt of RFI:** 12 April 2024**RFI Number:** RFIUNON22472**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Conference & Office Support Services**Address RFI response by fax or e-mail to the Attention of:** Kenisha Thom**Fax Number:** N/A**E-mail Address:** unon-cfcp.procurement@un.org**UNSPSC Code:**

43000000 - Information Technology Broadcasting and Telecommunications

43190000 - Communications Devices and Accessories

43200000 - Components for information technology or broadcasting or telecommunications

43230000 - Software

43220000 - Data Voice or Multimedia Network Equipment or Platforms and Accessories



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) is currently undertaking a significant multiyear capital project aimed at renovating and upgrading the existing Conference Facilities in Nairobi, Kenya, with an anticipated completion date in 2030. During this interim period leading up to the project's completion, our objective is to implement measures ensuring the ongoing operational capability of the existing conference facilities, facilitating the hosting of several regional and global conferences of significant magnitude. In our commitment to maintaining these facilities at a high standard, we are actively seeking to identify suitably qualified vendors who can provide Conference Management Systems and Audio/Visual Technology Services. Such services can be provided in the form of lease, maintenance, and support.

The below list is indicative of the various services required by UNON.

1. Paperless Multimedia/Digital Congress System: A system designed for efficient and eco-friendly management of multimedia content during congresses.
2. Digital IR Wireless Conference System: An advanced wireless system facilitating smooth communication during conferences using infrared technology.
3. Digital IR Language Distribution System: A system for seamless language distribution in conferences through digital infrared technology.
4. Wired/Wireless Voting System: An integrated system for electronic voting, supporting both wired and wireless configurations.
5. Video Tracking System: Technology for automated tracking of speakers or subjects during video presentations or conferences.
6. HD Digital Web Streaming AV Encoder/Decoder: High-definition digital devices for encoding and decoding audio-visual content for web streaming.
7. Central Control System: An integrated system for centralized control of various audio-visual components during conferences.
8. Mixer Switchers: Devices for seamless switching and mixing of audio and video signals during presentations.
9. Microphones: Various types of microphones catering to different conference needs, including wired and wireless options.
10. Media Asset Management: A system for efficient organization, storage, and retrieval of media assets used in conferences.
11. Lighting Kits: Specialized lighting kits to enhance visibility and aesthetics during conferences.
12. Audio Mixing: Equipment for mixing and enhancing audio quality during conferences.
13. Camera & Video Conferencing Technology: Advanced cameras and technology for high-quality video conferencing experiences.

Purpose of this Request:

The objective of this RFI is to identify potential vendors that can provide Conference Management Systems and Audio/Visual Technology Services covering the above listed areas.

This RFI will enable UNON to analyse the suppliers market availability and ascertain capacity for executing the required services. The information received from the market/vendors may be used to inform future solicitation exercises.

Interested suppliers are asked to provide a company profile (structure, years in business) and supporting documents which includes a detailed provision of the services offered that are relevant to this requirement, with the specifics listed below:



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Interested vendors must complete [Annex A - Checklist on Requested Information](#).

Submission must be e-mailed to unon-cfcp.procurement@un.org on or before the deadline date indicated in the system and must include:

- (1) Company Profile
- (2) Completed Annex A
- (3) All supporting/reference documents

All queries relating to this RFI should be addressed to unon-cfcp.procurement@un.org

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.
- 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, 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=RFIUNON22472>

In case you have difficulties submitting your response electronically, please contact unon-cfcp.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/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 Office at Nairobi (UNON) by the closing date set forth in this RFI. *Due to the high volume of communications UNON 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>.



Annex A to RFI for the Provision of Conference Management Services

Request for Information

For the provision of Conference Management Systems and Audio/Visual Technicla Services at the United Nations Office at Nairobi

Name of Firm:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
Firm UNGM Number:	Click or tap here to enter text.		

Item	Description			Reference Supporting Documents
		Yes	No	
a)	Please check from the below listing all the services offered by your firm:			
	• Paperless Multimedia/Digital Congress System: A system designed for efficient and eco-friendly management of multimedia content during congresses.	<input type="checkbox"/>	<input type="checkbox"/>	
	• Digital IR Wireless Conference System: An advanced wireless system facilitating smooth communication during conferences using infrared technology.	<input type="checkbox"/>	<input type="checkbox"/>	
	• Digital IR Language Distribution System: A system for seamless language distribution in conferences through digital infrared technology.	<input type="checkbox"/>	<input type="checkbox"/>	
	• Wired/Wireless Voting System: An integrated system for electronic voting, supporting both wired and wireless configurations.	<input type="checkbox"/>	<input type="checkbox"/>	
	• Video Tracking System: Technology for automated tracking of speakers or subjects during video presentations or conferences.	<input type="checkbox"/>	<input type="checkbox"/>	
	• HD Digital Web Streaming AV Encoder/Decoder: High-definition digital devices for encoding and decoding audio-visual content for web streaming.	<input type="checkbox"/>	<input type="checkbox"/>	
	• Central Control System: An integrated system for centralized control of various audio-visual components during conferences.	<input type="checkbox"/>	<input type="checkbox"/>	
	• Mixer Switchers: Devices for seamless switching and mixing of audio and video signals during presentations.	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Microphones: Various types of microphones catering to different conference needs, including wired and wireless options. 	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Media Asset Management: A system for efficient organization, storage, and retrieval of media assets used in conferences. 	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Lighting Kits: Specialized lighting kits to enhance visibility and aesthetics during conferences. 	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Audio Mixing: Equipment for mixing and enhancing audio quality during conferences. 	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Camera & Video Conferencing Technology: Advanced cameras and technology for high-quality video conferencing experiences. 	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Does your Firm offer Sell-Install-After Sale Support, i.e., companies interested in providing end-to-end solutions encompassing the sale, installation, and post-installation support of the required technologies	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Does your Firm offer leasing options with onsite support, i.e., companies providing leasing options for the required technologies coupled with onsite support	<input type="checkbox"/>	<input type="checkbox"/>	

Submitted by:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.