



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:

Actors for role play in UN Safety training

Date of this RFI: 19 December 2024**Closing Date for Receipt of RFI:** 10 January 2025**RFI Number:** RFIUNPD23306**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Recruitment & Training Services**Address RFI response by fax or e-mail to the Attention of:** Maria Jose Gentile**Fax Number:****E-mail Address:** gentilem@un.org**UNSPSC Code:**

82150000 - Professional artists and performers

86101709 - Safety training services

86131803 - Military police training



DESCRIPTION OF REQUIREMENTS

Through this Request for Information (RFI), the UN seeks to explore the commercial market for potential solutions from qualified vendors who can provide actors for safety training courses (simulations).

The UN Department of Safety and Security (DSS) has a requirement to hire 16 skilled actors, with at least four of them (4) possessing good driving skills, to participate in a recurring security training simulation exercise. The exercises will take place approximately nine (9) times per year. The actors will be required to perform various roles that are crucial for the realistic portrayal of security threats and scenarios. The scenarios include conducting illegal checkpoints, simulation of kidnapping UN staff and taking hostages, acting as internally displaced persons (IDPs) in an IDP camp, and attacking an IDP camp, among others. These scenarios will occur over 1.5 days during each training session at a government-provided training facility.

Expected Requirements from Vendors:

1. Experience: Prospective actors must have prior experience in acting and role-playing, preferably in simulated security training exercises.
2. Versatility: Actors should be able to effectively portray a wide range of characters and scenarios with authenticity and sensitivity.
3. Physical Fitness: Some scenarios may require physical exertion, so actors should be in good physical condition.
4. Professionalism: Actors must demonstrate professionalism, reliability, and the ability to follow instructions from the training facilitators.
5. Sensitivity: Given the sensitive nature of the scenarios, actors must exercise empathy and cultural awareness when portraying characters in distress.

If you are interested in responding to this Request for Information, please submit your information (documentation, brochure) directly by email to Maria Jose Gentile De Armas gentilem@un.org.

The following questions should be addressed in your response:

1. Can you provide examples of similar roles that your actors have performed?
2. How do you ensure that your actors are capable of delivering authentic and impactful performances for sensitive scenarios such as those outlined above?
3. What measures do you have in place to support the well-being and mental health of your actors during and after intense simulation exercises?
4. How many actors do you have on your roster who would be fit for this job?
5. What is your cost structure?
6. Do you have experience working with international organizations?
7. Can you describe your process for selecting and training actors specifically for security-related simulation exercises?
8. What is the minimum notice period required before the training to provide the actors?



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE: This RFI is issued solely for information and planning purposes. It should not be considered an official procurement procedure in any shape or form and will not in any way bind the United Nations. This RFI does not commit the United Nations to pay any cost incurred in the preparation or submission of any response to the RFI.

PLEASE RESPOND DIRECTLY BY EMAIL AND SUBMIT THE REQUESTED INFORMATION TO GENTILEM@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.ungm.org/Public/Notice/255981>

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



