

**REQUEST FOR INFORMATION (RFI)**

This notice is placed on behalf of UNMIK . United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this RFI. You are therefore requested to direct all your queries to UNMIK using the fax number provided below.

Title of the RFI:

Request for Information: Digitisation of UNMIK TV archives

Date of this RFI: 27 September 2019**Closing Date for Receipt of RFI at PD:** 10 October 2019**RFI Number:** RFIUNMIK 238**Address RFI response by fax or e-mail to the Attention of:** Irfan Rushiti (Mr.),**Fax Number:** +383 504 604 4080**E-mail Address:** unmik-procurement@un.org**UNSPSC Code:** 80161506**DESCRIPTION OF REQUIREMENTS**

The UNMIK Office of Strategic Communications and Public Affairs (OSCPA) has a large collection of Betacam SP/SX video tapes (estimated 3,000 units) physically located at the UNMIK compound, dated from 1999 to 2008 when UNMIK produced TV programmes for broadcast

The tapes include both final programmes and raw footage There are also thousands of pictures in the formats of print or CDs that are not catalogued.

Requirement:

The Mission has a requirement to convert the tapes and photos into digital format, to store and to preserve them in a sustainable digital storage system, and to catalogue the footage and photos in a searchable database.

Requirements of digitisation are as follows:

- Converting the tapes to enhanced digital format (capturing the source video, editing from captured video; upscaling from standard definition to 8-10 mgbps HD or any required advance format; h264 compression and final output, etc.)
- Digitising the photo archives (scanning the printed photos and transferring them along with the photos stored on CD ROMs to hard drives)
- Cataloguing the tapes to include metadata (shot lists, locations, topics, dates, people in the footage, etc.)
- Creating a searchable database to include the metadata catalogue and digital file locations

- The vendor should have the required equipment to conduct the tasks (Beta SP/SX machine, computers and software required to run the tapes, digitize them, enhance the format, and any other equipment needed)
- The vendor should supply the required equipment needed to enable UNMIK to store the files. Estimated storage required: 200TB (hard drives, media server, database, etc.
- The project should be completed within one year

RFI Submission requirements:

1. The vendor should provide a detailed description of how they plan to perform the work
2. The vendor should provide the cost breakdown of the service

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The information gathered from this RFI will be used to determine solution feasibility and design, scope, planning and implementation, and resources required by the UN. All responses will be kept strictly confidential.

Furthermore, please note the following:

- a. All costs for preparing a response for the RFI must be covered by the vendor.
- b. This RFI is a separate and independent process.
- c. Information received in response to the RFI will only be used by the UN for internal purposes and may inform inputs for terms of reference (TOR) for a potential future competitive tender.
- d. The response to this RFI will not be used to pre-qualify vendors.
- e. The provided information will not be contractually binding to the vendor.
- f. To keep response formats consistent, the responses must be in PDF document (transmitted via email).
- g. Upon receipt of the response to this RFI, UNMIK may request vendors to demonstrate their project of implementation.

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>

VENDOR RESPONSE FORM

TO: Irfan Rushiti (Mr.),
Email: unmik-procurement@un.org
FAX: +383 504 604 4080

RFI Number: UNMIK-RFI-19.20-001

FROM:

SUBJECT: Request for Information: Digitisation of UNMIK TV archives

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Postal Code*:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org.**

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>.

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 responding should forward their information (as requested in the RFI) to UNMIK (UNMIK) by the closing date set forth in this RFI. *Due to the high volume of communications, UNMIK is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the planned 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>.