



## 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:**

Professional Creative Software Suite for the United Nations

**Date of this RFI:** 19 August 2025**Closing Date for Receipt of RFI:** 30 September 2025**RFI Number:** RFIUNOG23812**Beneficiary Country/Territory:** Switzerland**Commodity/Service category:** ICT Professional Services**Address RFI response by fax or e-mail to the Attention of:** Yanmei Duan**Fax Number:** N/A**E-mail Address:** yanmei.duan@un.org**UNSPSC Code:**

43230000 - Software

**DESCRIPTION OF REQUIREMENTS**

This RFI is issued by the United Nations Office in Geneva (UNOG) to identify potential technical solutions for a comprehensive suite of professional creative software tools. These tools will support a global user base of experienced professionals engaged in advanced multimedia content development, including visual design, video production, illustration, photography, audio post-production, and UI/UX design.

Solutions must be suitable for enterprise deployment across decentralized teams with delegated administration, offer multilingual support (specifically the six UN official languages), include advanced AI capabilities, and provide centralized license management.



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

### **Functional Scope – Required Creative Tools**

Vendors should clearly identify the tools in their suite and describe their functionality against the following domains. Each tool should meet or exceed the capabilities of leading industry-standard applications.

#### **a. Raster-Based Photo Editing & Graphic Design**

- Layer-based editing with masks, smart objects, and blending modes
- Non-destructive adjustments (curves, levels, HSL, exposure)
- AI-assisted object selection and background removal
- Retouching tools: clone, heal, liquify, warp
- Brush engine with pressure sensitivity
- CMYK and spot color support
- Batch processing and automation features
- Format support for high-resolution print and digital outputs

#### **b. Vector Illustration & Graphic Design**

- Vector drawing tools with precision controls
- Multi-artboard support
- Advanced typography: variable fonts, OpenType, ligatures
- Shape building, pattern creation, and live effects
- Reusable symbols, styles, and templates
- Export to SVG, PDF, EPS, etc.

#### **c. Digital Publishing & Print Layout**

- Multi-page layout with master pages and templates
- Paragraph and object styles
- Interactive layout elements (buttons, links)
- Prepress tools (bleed, slug, preflight)
- Anchored objects, tables, footnotes
- Multilingual and right-to-left typesetting support

#### **d. Photo Cataloging & Raw Editing**

- Photo import, metadata tagging, face detection
- Non-destructive raw image processing
- Batch editing and preset workflows
- Histogram, tone curve, and lens correction tools
- Sync across desktop, mobile, and web

#### **e. Video Editing & Post-Production**

- Multi-track editing with timeline controls
- Color grading, LUTs, and keyframing
- Audio integration and basic sound editing
- Proxy workflows, 4K+ video support, GPU acceleration
- Auto-captioning, auto-reframe, and background removal (AI-based)
- Export to custom formats and platforms

#### **f. Motion Graphics & Visual Effects**

- Layered 2D/3D compositing tools
- Keyframe animation and scripting
- Particle systems, tracking, rotoscoping



- Export to video, GIF, or HTML5

g. Audio Editing & Post-Production

- Multi-track waveform editor with spectral display
- Noise reduction, speech cleanup, pitch/time shifting
- VST plugin support, mastering presets
- Audio syncing for video
- Transcription and alignment tools (AI-based)

h. UI/UX & Interactive Design

- Responsive layout tools and component libraries
- Interactive prototyping with transitions and gestures
- Design system management and developer handoff tools
- Commenting and co-editing features

i. Creative Communication Tools

- Drag-and-drop templates for internal/external communication
- Content resizing and platform optimization
- Light animation, captions, and video overlays
- Shared brand asset libraries

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Technical and Administrative Requirements

a. License Management Console

- Centralized license administration
- Delegated sub-administration by office/entity
- Role-based access control and audit logs

b. Integration & Access Control

- Support for SSO (SAML 2.0, OIDC)
- Integration with LDAP, Active Directory, or Azure AD

c. Multilingual Capability

- Interfaces and documentation in languages in addition to English, ideally in:

- Arabic
- Chinese
- French
- Russian
- Spanish

would be useful.

d. AI & Innovation

- AI-powered editing, automation, and generative content
- Roadmap showing ongoing AI evolution
- AI tools should support multilingual output where relevant

e. Training & Knowledge Support

- Onboarding training at contract start
- Ongoing access to updated training materials (videos, docs, webinars)
- End-user and admin-specific learning paths



f. Collaboration & Deployment

- Web, desktop, and mobile access
- Cloud collaboration with version control and shared libraries
- Options for hybrid or offline usage in low-bandwidth environments

g. Cloud-Based Collaboration & Shared Asset Management

Vendors must provide or integrate with a secure, cloud-based platform that supports real-time collaboration and sharing of creative content across users, teams, and entities.

The platform should offer:

Version control with rollback options

Shared asset libraries (e.g., logos, templates, brand elements) accessible across user groups

Real-time commenting and co-editing where applicable

Permission management for folders, files, and projects (view/edit/restrict)

Support for large media file types (e.g., high-resolution video, RAW images)

Cross-platform synchronization between desktop, mobile, and web

Integration with identity systems for secure access control (SSO, LDAP)

Preference will be given to solutions that:

Allow cloud syncing with offline capabilities

Enable collaborative workflows between departments and duty stations

Offer administrative visibility into content sharing and usage

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In order to respond to the RFI, please kindly provide the following:

- Overview of your suite and mapped tools as listed in Functional Scope – Required Creative Tools
- Technical details on how your suite meets the Technical and Administrative Requirements
- Multilingual support and accessibility standards
- Security certifications and data compliance capabilities
- Licensing structure for 10 to 500+ global users depending on the application
- Available onboarding/training support and materials
- Innovation roadmap with AI feature pipeline
- Catalogue price of the suite and/or the tools

This RFI does not constitute a solicitation.

Based on information received, UNOG may contact you for further information or initiate a formal solicitation process.

## 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.ungm.org/Public/Notice/275979>

**In case you have difficulties submitting your response electronically, please contact [yanmei.duan@un.org](mailto:yanmei.duan@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 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>.



