

**REQUEST FOR INFORMATION (RFI)**

This notice is placed on behalf of UNESCAP. 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 UN Economic and Social Commission for Asia and the Pacific using the fax number provided below.

Title of the RFI:

Request for Information for the Provision of Audiovisual Equipment and Facility Upgrades of Conference Room 2 of the United Nations Conference Centre, Bangkok (UNCC)

Date of this RFI: 13 March 2020**Closing Date for Receipt of RFI at PD:** 1 April 2020**RFI Number:** RFIUNESCAP273**Address RFI response by fax or e-mail to the Attention of:** Charles Hill, Procurement Officer
Unescap**Fax Number:** +662 288 1034**E-mail Address:** hill1@un.org**UNSPSC Code:** 45000000, 72150000**DESCRIPTION OF REQUIREMENTS**

Description of Requirements

1. The United Nations Economic and Social Commission for Asia and the Pacific (hereinafter referred to as “UNESCAP”) solicits Requests for Information (RFI) from qualified Companies to undertake a project for a technology and facility upgrade of Conference Room 2 of the United Nations Conference Center, Bangkok (UNCC) in Bangkok, Thailand.
2. UNESCAP is embarking on a Project for technology and facility upgrade of its Conference Room 2 e in the UNCC. CR2 has a seating capacity of 340 inside the hall with additional 25 seats at the viewing gallery. The Conference Rooms is fully equipped with a Conference Management and Simultaneous Interpretation (CMSI) System with seven interpretation booths.
3. The Project plans to upgrade all of the Audio-Visual systems, as well as the Associated Facilities and their accessibility features in this Conference Room. This includes the CMSI system, Video Production & Projection, Sound Reinforcement, Carpets, Wall Coverings, Delegate Tables and Cable Trays.
4. The Project requires two areas of expertise, namely Audio-Visual System Integration and General Construction Works. Each area of work is described briefly in the next section
5. It is desirable that the vendor fulfil the Audio-Visual System Integration/General Construction Works portions of the Requirements through a Company with a local presence or in partnership with local firms in Thailand as well as have a plan to ensure local support for maintenance and operation of the installed Audio-Visual System, during both warranty and post-warranty periods.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. System Integration:

The requirements under System Integration comprise the Supply, Installation, Testing, Commissioning and Training Customer Staff of a Conference Facility that is comprised of the following Basic Features and Subsystems:

- i. Digital Conference Management and Simultaneous Interpretation System with Integrated Conference Management and Voting Systems;
- ii. Video Camera and Robotic Control System;
- iii. Sound Reinforcement Systems;
- iv. Video Production and Distribution Systems;
- v. Videoconference System;
- vi. Integrated Control System; and
- vii. Display system including LED Video Wall.

2. General Construction:

The requirements under General Construction comprise the following:

- i. Modification of delegate tables including removal of filing shelves and refinish tabletop to accommodate conference delegate units;
- ii. Removing fixed chairs for installation of AV system and reinstating them upon completion of its installation;
- iii. Removing old carpets, leveling of floor and installation of new carpet tiles in the conference rooms as well as interpreter’s booths and control room;
- iv. Demolishing existing wall covering, preparing for new material and installing new wall covering;
- v. Installing air conditioning for the equipment room, split type or otherwise, with all the supporting utilities;
- vi. Installing an uninterrupted power supply and integrating it into the building systems;
- vii. Installing new LED lights in the interpreter’s booths;
- viii. Removing existing cables, preparing and installing new cables;
- ix. Cutting concrete floor to lay new power cable tray and installing power cables;
- x. Designing frame for video wall, demolishing existing wall and installing new frame.

Additional Submission Requirement Specific to this RFI

- 1. Name and Address:
- 2. Type of Business: A. General Contractor B. System Integrator
 C. Others Pls. Specify:
- 3. Is your Company a Consortium , Joint Venture or SOle Propreitrship – Please provide details
- 4. Have your company undertaken similar projects involving both System Integration and General Construction Works? A. YES B. NO

5. If YES, please provide 3 references of similar work (provide proof of these references in additional sheets)

- a.
- b.
- c.

6. Overall Value of project(s) referenced above

- a.
- b.
- c.

6 Value of System Integration Works in above referenced project(s)

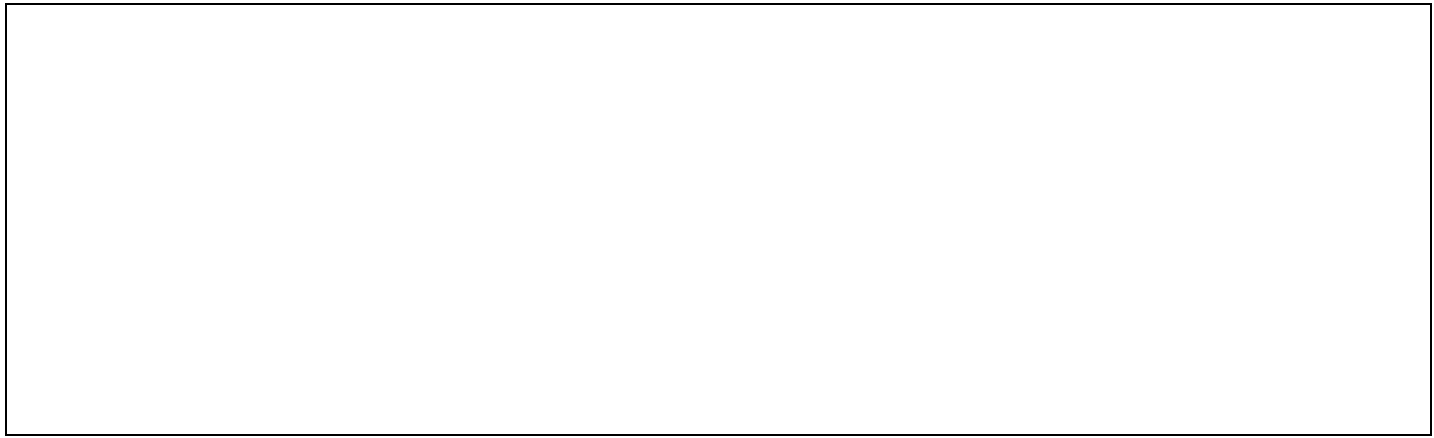
- a.
- b.
- c.

7. Value of General Construction Works in above referenced project(s)

- a.
- b.
- c.

8 Would you be interested to participate in a solicitation as described above with UNESCAP?

- A. YES B. NO



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: Charles Hill, Procurement Officer
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RFI Number: RFIUNESCAP273

Email: hill1@un.org

FAX: +662 288 1034

FROM:

SUBJECT: Request for Information for the Provision of Audiovisual Equipment and Facility Upgrades of Conference Room 2 of the United Nations Conference Centre, Bangkok (UNCC)

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.unqm.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 UN Economic and Social Commission for Asia and the Pacific (UNESCAP) by the closing date set forth in this RFI. *Due to the high volume of communications, UNESCAP 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>.

