



United Nations Office at Geneva (UNOG)

Switzerland

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 EOI. You are therefore requested to direct all your queries to United Nations Office at Geneva (UNOG) using the fax number or e-mail address provided below.

Title of the EOI:

Archives Management System, Digital Preservation System and User access Interface (UNOG Library)

Date of this EOI: 14 September 2018

Closing Date for Receipt of EOI: 14 October 2018

EOI Number: EOIUNOG15518

Address EOI response by fax or e-mail to the Attention of: Jayne.Ekema@Un.Org,
Procurementunog@Un.Org

Fax Number: N/A

E-mail Address: jayne.ekema@un.org, procurementunog@un.org

UNSPSC Code: 43231508, 43232200, 43232300, 43232609

DESCRIPTION OF REQUIREMENTS

The Institutional Memory Section of the UN Library at Geneva is looking for a comprehensive, robust and integrated solution to ensure the correct management, long-term preservation of and access to the UNOG archives material.

To achieve this objective, the solution should include:

1. An Archives management system ("AMS") that will serve for the management and description of the UNOG archives and the historical archives of the League of Nations, both in paper and digital copies.
2. A Digital Preservation System ("DPS") to provide long-term preservation to the digital copies of the League of Nations archives (15 million pages).
3. A User access Interface ("UI") to provide public access to the data.

The AMS must provide integrated support for all activities related to the management of archives, including: accessioning; metadata creation and management, according to international and UN standards; collection management; arrangement; description; publication of finding aids and declassification. The AMS must be compliant with a range of common international archival standards, including: ISAD(G), ISAAR(CPF), EAD, MODS, METS and Dublin Core.

The DPS must cover the full preservation cycle for the Archives collection, from ingest to access, within the framework of the OAIS model (ISO 14721). The system must support existing, non-proprietary standards used by the archival and digital preservation community, including:

- Bagit for Submission Information Packages;

- OAI-PMH for metadata exchange;
- METS as metadata container;
- Dublin Core and MODs for descriptive metadata; and
- PREMIS for preservation metadata.

The user access interface should present, in a user-friendly way, the whole digital collection allowing users to search, browse and access or download the documents.

The solution can consist of one or multiple systems that work together in a fully integrated way.

The successful contractor shall be responsible for implementation, configuration and integration of systems; provision of hardware and storage (or specifications and requirements); training; post-implementation maintenance and support services.

The contract term is anticipated to be for a period of 3 (three) years with possibility of two consecutive one-year extensions (3+1+1), for a total contract period of five (5) years.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

At a minimum, the vendor company:

a) Must have been in business providing similar services successfully for at least three (3) years, as at 01 September 2018.

b) Must be authorized and licensed to provide the requisite services including any applicable maintenance and upgrade services for the requirement.

The vendor company shall make a written statement attesting to compliance with the above minimum criteria in its EOI response.

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 the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to United Nations Office at Geneva (UNOG) (UNOG) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Jayne.Ekema@Un.Org,
Procurementunog@Un.Org

Email: jayne.ekema@un.org, procurementunog@un.org

FAX: N/A

FROM:

SUBJECT: Archives Management System, Digital Preservation System and User access Interface (UNOG Library)

EOI Number: EOIUNOG15518

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).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOG15518>

To be completed 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 *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

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

Signature : _____

Date: _____

Name and Title : _____

EOI 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>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. 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) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Office at Geneva (UNOG) (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG is not in a position to issue confirmation of receipt of EOIs.*

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 EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.