



UN Assistance to the Khmer Rouge Tribunal

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNAKRT. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UN Assistance to the Khmer Rouge Tribunal. You are therefore requested to direct all queries regarding this EOI to UN Assistance to the Khmer Rouge Tribunal using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Transcription Services for the Proceedings before the Extraordinary Chambers in the Courts of Cambodia (English and French)

Date of this EOI: 25 April 2022

Closing Date for Receipt of EOI: 25 May 2022

EOI Number: EOIUNAKRT19733

Beneficiary Country/Territory: Cambodia

Commodity/Service category: Professional Services

Address EOI response by fax or e-mail to the Attention of: Mr. Baring Chhet, Procurement Assistant, Unakrt

Fax Number: +855 (0)23 861-555

E-mail Address: unakrt_procurement@un.org

UNSPSC Code: 82111604, 82111600, 82110000

DESCRIPTION OF REQUIREMENTS

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) invites Expressions of Interest (EOI) from qualified companies able to produce verbatim transcripts of proceedings before the Extraordinary Chambers in the Courts of Cambodia (ECCC) in English and/or French, as and when required, on long terms basis (The period of engagement is expected to be for one (1) year, from 01 January 2023 with an option for a one (1) year extension).

The required services specifically refer to the transcription of audio recordings of proceedings in English and/or French before the Extraordinary Chambers in the Courts of Cambodia. Recordings will have to be transcribed between 16:30 hours, Phnom Penh, Cambodia time, and 08:00 am the next day.

The Extraordinary Chambers in the Courts of Cambodia were set up with assistance from the United Nations to bring to trial senior leaders of Democratic Kampuchea and those most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia between 1975 and 1979.



The proceedings before the Extraordinary Chambers in the Courts of Cambodia take place on average two to six hours per day, five days a week (generally Monday through Thursday).

A full, word-for-word transcript of proceedings is required. The transcripts must be accurate, complete and follow set guidelines. The service provider must be reliable and available each working day of the year, excepting Court holidays and judicial recesses.

Vendors are advised that this EOI does not constitute a solicitation.

UNAKRT reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Responding to this request

1. Interested firms must complete the Vendor Response Form and return it to the attention of the officer named below, no later than 25 May 2022.
2. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

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 submit the Vendor Response Form of this EOI 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).
- 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**.
- 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.

PLEASE NOTE: You should express your interest to this EOI electronically at:
<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNAKRT19733>

In case you have difficulties submitting your interest electronically, please contact unakrt_procurement@un.org directly for instructions.



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 UN Assistance to the Khmer Rouge Tribunal (UNAKRT) by the closing date set forth in this EOI. *Due to the high volume of communications UNAKRT 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>.

