

Request for Expression of Interest (REOI)

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

Date of this REOI: 06 September 2017

Closing Date for Receipt of REOI: 6 October 2017

Reference No: UNK/PU/REOI/017/04

Address EOI by email for the Attention of: Mr. Charles Hill, Procurement Officer

E-mail Address: unakrt_procurement@un.org

Description of Requirement:

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.

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.

1. Companies interested in being considered for invitation to the tenders must submit a written Expression of Interest along with copies of business registrations/licenses, as applicable, and a brief company profile with past experience in similar projects.

2. Vendor Response Forms must be completed in full. UNAKRT reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stipulated deadline.

NOTE : Your response must be submitted not later than 17:00 pm Cambodia Time (US) on the stated deadline date, via (a) email as a PDF attachment to unakrt_procurement@un.org (Attention: UNAKRT Procurement Unit).