



United Nations Assistance to the Khmer Rouge Trials (UNAKRT)
CAMBODIA

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 United Nations Assistance to the Khmer Rouge Trials (UNAKRT)

CAMBODIA. You are therefore requested to direct all queries regarding this EOI to United Nations Assistance to the Khmer Rouge Trials (UNAKRT) CAMBODIA using the fax number or e-mail address provided below.

Title of the EOI:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) is procuring goods and services from experienced vendors to deliver and install compact/mobile shelving to accommodate the ECCC's archives.

Date of this EOI: 18 November 2022

Closing Date for Receipt of EOI: 9 December 2022

EOI Number: UNK/PU/REOI/022/07

Beneficiary Country/Territory: CAMBODIA

Commodity/Service category: Office Equipment & Supplies

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

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

E-mail Address: unakrt_procurement@un.org

UNSPSC Code: 24102000, 56121000, 78131602, 78131804



DESCRIPTION OF REQUIREMENTS

Brief Scope of Services:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) is procuring goods and services from experienced vendors to deliver and install compact/mobile shelving to accommodate the ECCC's archives:

1. Background:

The ECCC, to which UNAKRT provides technical assistance, is relocating to premises on Jok Dimitrov Boulevard in Phnom Penh. Under the terms of the Addendum to the UNRGC Agreement (an international legal instrument), the ECCC is required during its residual phase to, inter alia: maintain, preserve and manage its archives; respond to requests for access to documents; and disseminate information to the public regarding the Extraordinary Chambers. The Royal Government of Cambodia and United Nations have agreed that it is vital to ensure that the archives are preserved in accordance with international standards and that they are as broadly accessible as possible. For the purpose of preserving and promoting the legacy of the Extraordinary Chambers, the ECCC must continue to provide electronic and physical access to its public archives (see Addendum, articles 2(1), 3).

2. Technical requirements:

The technical requirements derive from the ECCC's holdings and the applicable ISO requirements for repositories in humid climates. The compact/mobile shelving system must have the following features:

- System capacity. The system shall allow a store capacity of 1200 – 1300 linear metres (lm) of paper records stored in archival boxes (see below); 60-80 lm of audio-visual records and 100-120 lm of books. Shelves must accommodate a small collection of maps and A3 format records (currently stored in 10 maps drawers).

- Mobility. The system must be automated and electrically driven.

- Power supply. Battery back-up is required in case of power cuts.

- Configurability. The archives comprise different media and storage formats.

Paper records are stored in acid-free boxes (H265 x D395 x W135 mm) and regular (lever arch) office binders (H350 x D250 x W75 mm); CDs (142 x 125 x 10 mm); DVCam Sony 184 (137 x 95 x 20 mm); minicassettes (100 x 63 x 13 mm); microcassette (34 x 56 x 13 mm); A3 documents and maps; and books of various sizes. Shelving must be fully configurable to accommodate all formats.

- Dimensions. The height of the shelving units shall not exceed 2820 mm. The length of shelving units will be determined according to room components and structural members (columns, beams, slabs, doors, power outlets, fire suppression fixtures, etc). Special attention is to be given to spatial limitations during the planning/proposal stage (refer to Annex).

- Load capacity. Every bay must be able to carry a load of 100 kg.

- Material. The shelves and units must be made of galvanized steel.

- Security: Approximately 75% of the holdings are judicially classified as confidential, and will require compartmentalized storage inside bays. Access to each unit must be individually configurable. Biometric access control, together with pin code and/or key is highly desirable.

- Safety. Shelving units must include a self-lock mechanism which will prevent closure when an object (person) is detected.

- Illumination. Every aisle shall illuminate when open. LED lights or similar must not exceed 100 lux.

- Design. Outside end panels must be personalizable for wayfinding and customized designs (e.g. logo).

- Compliance with international standards. RAL-RG 614/1, RAL-RG 614/4, ISO 9001, ISO 14001, and EN 1090-1:2012 or equivalent.

- Warranty. 10 years warranty.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Vendors will be assessed against (1) their ability and (2) demonstrated experience in delivering the above-mentioned services. In this regard, vendors are encouraged to showcase during the formal solicitation process their previous experiences rendering such services.

Responding to this request

1. Interested vendors must complete the Vendor Response Form and return it to the attention of UNAKRT Procurement Assistant, no later than 9 December 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.unqm.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.unqm.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:

[Mr. Baring Chhet \(Email: unakrt_procurement@un.org\)](mailto:unakrt_procurement@un.org)

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 United Nations Assistance to the Khmer Rouge Trials (UNAKRT) CAMBODIA (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>.



