



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

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

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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:**

UNAKRT seeks expressions of interest from vendors for the provision of design and outfitting services for ECCC's archives repository and an archives resource centre

**Date of this EOI:** 16 November 2022

**Closing Date for Receipt of EOI:** 29 November 2022

**EOI Number:** UNK/PU/REOI/022/06

**Beneficiary Country/Territory:** CAMBODIA

**Commodity/Service category:** Communication Services

**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:** 56121000, 72121400, 72121409, 72150000, 72151200, 72153600, 72153612, 81101513, 81101508, 81101600, 81101500, 81100000, 95121900, 24131516, 41103022 and 78131800



## DESCRIPTION OF REQUIREMENTS

### Brief Scope of Services:

UNAKRT seeks Expressions of Interest from experienced vendors to design and outfit two new functional spaces at the residual premises of the Extraordinary Chambers in the Courts of Cambodia (ECCC):

1. ECCC archives repository (approx 160m2); and
2. A public information/resource/research centre (approx 160m2).

### 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 UN-RGC 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. Requirements

#### A. Archives repository

The ECCC's archives contain the historical, cultural and legal patrimony of a country which has investigated atrocities of the Khmer Rouge and held to account its senior leaders and those most responsible for the crimes. The archives contain original investigative and judicial material which is unique and not available elsewhere.

To accord with international standards, storage of the ECCC's archives must comply with the requirements of the International Organization for Standardization (ISO), including:

- \* ISO 11799:2015 Information and documentation — Document storage requirements for archive and library materials
- \* ISO/TR 19815:2018 Information and documentation — Management of environmental conditions for archive and library collections

The ECCC is guided by studies and recommendations of the International Council on Archives (ICA), namely:

- \* Study no. 17/2015: Archive buildings in a tropical climate and with low resources
- \* FAQ 1 (Committee on Archival Buildings in Temperate Climates): Shelving for Archival Storage – Key Issues

There is no “one size fits all” approach to repositories; their preparation and outfitting largely depends on contextual factors including the existing and available infrastructure, supply chain and local capacities. Nevertheless, it is expected that the general principles of the above frameworks be adopted when designing and bringing into operation the ECCC's new repository. With UNAKRT's support, the ECCC intends to obtain ISO certification of its repository.



In designing the new repository, the successful vendor will be required to consider:

- Applicable international standards (outlined above)
- Physical and spatial properties of the designated repository
- Recommendations of archives experts relevant to the outfitting of the space, furniture, materials, surfaces, fixtures, etc (report expected in 2023)
- Adjustments based on retrofitting works (expected in 2023) and future hypoxic fire prevention system

In bringing the repository into operation — that is, complete outfitting including obtaining and implementing all interior/exterior design, MEP, FF&E etc features — the successful vendor is required to ensure the space is functional, fit and ready for purpose in accordance with applicable international standards, and aesthetically commensurate with the archive's status as the lasting legacy of the Extraordinary Chambers.

## B. Archives resource centre

To facilitate public access to the work, legacy, and historical collections of the Extraordinary Chambers, the ECCC intends to open an information/resource/research centre (approximately 160m<sup>2</sup>) on the first floor of its new premises (spatial layout similar to that shown in the Annex).

The resource centre should have the following features:

- A modern, welcoming and open walk-in environment for visitors to work, conduct research, and/or discuss
- Workstations with terminals; open plan design with focus spaces
- A casual sit-down area featuring e.g., low tables, bean bags, cushions, puffs or similar
- Shelving units to accommodate a portion of the ECCC's library collection (approximately 60 linear metres of books and reading materials). Non-conventional shelving units may be used to separate different spaces around the room. Display shelves and cabinets may be considered.
- A reception desk area
- Approximately 20 lockers

Designs should leverage natural light combined with direct and indirect interior lighting. UV protection for windows will be necessary.

While the venue will be open to the general public, the ECCC seeks to attract younger generations in particular, including students and young professionals. Interactive, digital and non-traditional means of engagement with information and research should be considered including Sonic chairs, capsules, tablet devices and interactive displays.

Limitations such as vertical and horizontal height and pillars will require special attention during the design phase. Adjustments based on retrofitting works (expected in 2023) will need to be taken into consideration.

## 3. Description of lots

This award is divided into four lots, as described below. Bidders are invited to submit proposals for one, some or all lots. Irrespective of submissions, UNAKRT reserves the right to award:

- All lots to one bidder
- Each lot to different bidders
- One or more lots to one bidder, while awarding the remaining to other bidder(s), or not awarding some lots.



The scope of works includes:

3.1. Archives repository

LOT 1: Concept and design including architectural elements, MEP, FF&E, finishes etc

LOT 2: Complete outfitting, which may include pre-construction and construction management, to fully implement the design according to approved specifications

3.2. Archives resource centre

LOT 3: Concept and design including architectural elements, MEP, FF&E, finishes etc

LOT 4: Complete outfitting, which may include pre-construction and construction management, to fully implement the design according to approved specifications

4. Requirements

- Design phase for each space is not to exceed 1.5 months. All construction to be completed within six months of retrofitting works.
- Site inspection is possible during the bidding period.
- Interested bidders will be required to submit the following relevant to the lot(s) for which they submit proposals:

4.1. For all lots:

1. Detailed methodology
2. Detailed project delivery schedule
3. Evidence of previous experience with design and/or construction projects in Cambodia (i.e. evidenced by project briefs, client references, photographs etc), in particular projects with Cambodian government or public (including international) institutions. The size, scope and approximate budget of previous experience must be highlighted
4. Names, profiles, qualifications, certifications and experience of proposed team, (sub)contractors and/or vendors
5. Proposed costs associated with all planning and technical works. Bidders must provide an itemized quotation which shall be assessed as part of the financial proposal

4.2. Additionally, for lots 2 and 4:

6. Safety standards and evidence of own/vendors' qualification/compliance with local (Cambodian) certifications to undertake the above work



### 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 29 November 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](http://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](http://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](mailto: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](http://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>.



