



REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UN-ICTY. 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 UN-ICTY using the fax number provided below.

Title of the EOI: Court Reporting Services in the English Language (RP11-9/TB)	Mission Acronym: UN-ICTY
Date of this EOI: 7 June 2011	Closing Date for Receipt of EOI : 27 June 2011
EOI Number: EOIUN-ICTY6711	E-mail Address: procurement-icty@un.org
Address EOI response by fax for the Attention of: Procurement Section	
Fax Number: +31 70 512 5344	
UNCCS Code: 946210	

DESCRIPTION OF REQUIREMENTS

The UN-International Criminal Tribunal for the former Yugoslavia (UN-ICTY) located in The Hague, The Netherlands, seeks Expression of Interest for Request for Proposal (RFP) it intends to issue for a multi-year contract until 2014 for the preparation of full verbatim transcripts in the English language. The purpose of the solicitation is to determine an arrangement that would be in the best interest of the Organisation.

The UN-ICTY has three (3) courtrooms; i.e. it has the possibility of holding several proceedings simultaneously in all three courtrooms. Full verbatim transcripts of all proceedings, be they public or closed sessions, are required both in the English and in the French language within hours of each hearing, to be distributed to all the parties involved. The completed verbatim transcript in electronic format is required no later than two (2) hours after the conclusion of a court session.

Each courtroom will be available for 221 days during each year (365 days minus 104 weekends minus 10 UN holidays minus 30 courtroom recess days). Please note that the UN-ICTY makes no commitment to either meet or exceed the estimated number of days indicated herein.

The Court's sittings are from 9:00 a.m. to 7:00 p.m. depending on the courtroom schedule. It is anticipated that the sessions may start at 8:00 a.m. in the future. The UN-ICTY estimates the continuation of six trials simultaneously in the first half of 2012. During the second half of 2012, there will be a reduction in trial activity from six active trials to four, with a further reduction to two trials in the last quarter of 2012. Two continuous trials and other hearings, such as hearings on appeal, contempt, review, judges' deliberations and other official meetings will be held throughout 2013 and beyond. Based on historical data, an average transcript contains 26 pages per uninterrupted hour.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Your EOI should be accompanied by relevant information on the following: (a) Experience in Court reporting services in the English language (number of years); (b) List of at least three (3) clients for years 2009 and 2010; and, (c) Clients contact details for reference purposes. Responses to this EOI should be made using the attached Vendor Response Form. Please add pages if necessary. All responses will be kept strictly confidential.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to UN-ICTY before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: EOIUN-ICTY6711

TO: Procurement Section

FAX: +31 70 512 5344

FROM:

SUBJECT: Court Reporting Services in the English Language (RP11-9/TB)

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:

Company Name *:

Company Contact *:

Address *:

City *:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

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

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.**

EOI INSTRUCTIONS

1) **Registering as a Vendor with UNGM**

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered 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.

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-ICTY by the closing date set forth in this EOI. *Due to the high volume of communications UN-ICTY 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.