



April 23<sup>rd</sup>, 2010

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

The United Nations University – Vice Rectorate in Europe (UNU-ViE) would like to invite qualified, experienced and professional companies/individuals capable of providing services for the production of animated videos to submit their Expression of Interest (EOI) to perform the required services.

### **Title of the EOI:**

PROVISION OF ANIMATED VIDEO SERIES SERVICES FOR THE UNITED NATIONS  
UNIVERSITY – VICE RECTORATE IN EUROPE (UNU-ViE)

**Closing Date for Receipt of EOI:** 10 May 2010 14:00 (CET)

**EOI Number:** EOI/UNU/ViE/02/2010

**E-mail Address:** [procurement@vie.unu.edu](mailto:procurement@vie.unu.edu)

**Address EOI response by fax for the attention of:** Procurement Department – Operations Team

**Fax Number:** +49-228-815-0299

## DESCRIPTION OF REQUIREMENTS

### **Background**

#### **UNU-ViE**

UNU-ViE is the first Vice Rectorate of the United Nations University (UNU) outside the headquarters in Tokyo, Japan. Established in May 2007 in Bonn, it strengthens the presence of UNU in Europe.

UNU-ViE concentrates on questions related to Science and Technology to Ensure Human Security. It serves by networking in capacity development, knowledge transfer and strengthens the institutional development of UNU and its partners.

#### **UNU-ViE SCIENTIA Section**

The section supports the development of research and science based policy programmes and explores innovative pathways to advance capacity development with a special focus on e-learning and knowledge management in the higher education context in developing countries.

Following the strategic directions of the UNU Vice Rectorate, the section contributes to the goal of the ViE to initiate, support, and co-ordinate projects aiming at the development of capacity development and knowledge transfer. The work of the section has a regional focus on Africa.

The United Nations University plays a strategic role in Africa as a facilitator of dialogue, a capacity builder, a provider of postgraduate training, and a promoter of innovation.

UNU activities in and on Africa aim to foster knowledge creation with a strong emphasis on home-grown and participatory “made-to-fit” solutions linked to UNU’s continuing efforts to promote endogenous capacity development.



### **Objective:**

The project's objective is the provision of service for producing 4 animated videos (3min each) in the field of research for sustainability, e-learning, knowledge management, knowledge sharing etc.

With the production of these video clips UNU-ViE aims to make use of new and innovative publishing and dissemination techniques for knowledge dissemination and sharing as well as educational purposes.

The videos are meant to serve as an introduction into complex concepts, such as sustainability, capacity development and knowledge sharing using a combination of visuals and words. Even though the single video clips cover a wide range of topics it should be recognizable that they belong to a series.

The max. budget for the service is 6,000.00 EUR.

### **Required Services:**

- To provide professional services on graphic design for the videos;
- To provide professional service on the production of animation (2D and 3D combination);
- To provide professional service on the post production of the videos e.g. voice-over and sound;
- Delivery of final products.

Storyboard will be provided by UNU.

A sample video will be sent to the qualified bidders together with the formal bidding document.

### **Requirements**

Offerors shall meet all the following requirements to be considered as eligible:

- Work experience in graphic design and video animation preferred;
- Good command of English;
- Teamwork spirit;
- Willingness and ability to work on tight deadlines;
- Guaranteed timely delivery of the products.

Only companies with relevant experience in supplying similar services will be considered qualified.

### **SPECIFIC REQUIREMENTS/INFORMATION**

**In order to qualify as a potential supplier, interested companies/individuals should submit their Expression of Interest, as well as the following documents:**

- A profile of your company, including relevant experience in supplying similar services/products or CV of individual bidders/designers;
- List any international recognized certifications (Terms of Reference 6. Service References and Certifications);
- A minimum of two client references that you have done similar work with, whom we may contact, including name, address, e-mail, telephone and fax number;
- One sample video, up to two minutes in length, produced by the bidder ( presented on a DVD or via web link).

The EOI and accompanying documents must be in the English language. It must be received no later than **May 10th, 2010, 14:00 CET** and be forwarded to the following address in a sealed envelope clearly marked **EOI/UNU/ViE/02/2010** :



Procurement Department  
United Nations University – Vice Rectorate in Europe  
Hermann-Ehlers-Str.10  
53113 Bonn, Germany  
Attention: Procurement Department – Operations Team

Or: via email to [procurement@vie.unu.edu](mailto:procurement@vie.unu.edu) , fax to: +49-228-815-0299

Any questions regarding this EOI should be sent to the e-mail [procurement@vie.unu.edu](mailto:procurement@vie.unu.edu) with the EOI reference EOI/UNU/ViE/02/2010 in the subject line.

UNU reserves the right to accept or reject any Expression of Interest. Only qualified companies will be invited to participate in the possible subsequent tender exercise. Nothing in this EOI shall be taken to form a binding legal contract. The potential subsequent procurement will be governed by the rules and regulations of the United Nations which are available at <http://www.vie.unu.edu/article/read/procurement> and can also be provided upon request. Submitting an EOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.

Detailed Terms of Reference is downloadable at <http://www.vie.unu.edu/article/read/procurement>.



**VENDOR RESPONSE FORM**

**EOI Reference:** EOI/UNU/ViE/02/2010

**TO:** Procurement Department – Operations Team United Nations University – ViE

**FAX:** +49-228-815-0299

**FROM:** \_\_\_\_\_

**SUBJECT:** PROVISION OF ANIMATED VIDEO SERIES SERVICES FOR THE UNITED NATIONS  
UNIVERSITY – VICE RECTORATE IN EUROPE (UNU-ViE)

*To be filled by the Vendor (All fields marked with "\*" are mandatory)*

**COMPANY INFORMATION**

Company Name*:	_____
Company Contact*:	_____
Address*:	_____
City*:	_____
Country*:	_____
Telephone Number*:	_____
Fax Number*:	_____
Email Address*:	_____
Company Website:	_____
UN Global Market Place (UNGM) Vendor ID:	_____

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

Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_



## EOI INSTRUCTIONS

### Prerequisites for Eligibility

In order to be eligible for UN registration, it is required that:

- A. 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.
- B. You have no outstanding bankruptcy, judgement or pending legal action that could impair operating as a going concern.
- C. 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- D. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations 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.

Vendor must ensure that the information and documentation (e.g. financial statements, address, contact name etc.) provided in connection with this EOI are up to date.

Vendors interested in participating in the planned solicitation process should forward their Expression of Interest (EOI) to United Nations University – ViE (UNU-ViE) by the closing date set forth in this EOI. Due to the high volume of communications, UNU-ViE 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.