

Request for Proposals

UNAIDS Digital Asset Management System

Deadline for submission:
28 July 2008, 5:00 pm

Background information on UNAIDS

The Joint United Nations Programme on HIV/AIDS (UNAIDS) supports and coordinates the efforts of ten cosponsoring United Nations system organizations and works with a wide range of other partners in the global response to AIDS.

For further information on UNAIDS please refer to the UNAIDS website at www.unaids.org

Requirements under this Request for Proposal

UNAIDS centralize and standardize a large number of still digital images and a smaller collection of dynamic multimedia files. The present online collection consists of approximately 3000 still digital images, currently hosted by a commercial company on a digital asset management system (<http://unaids.imagedirector.net>) since 2005. The arrangement is currently under review.

The DAM application sought under this RFP should be hosted in a secure environment, available round the clock and accessible from any location with Internet access. It should be multi-lingual in English, French, Spanish, and Russian. Audio and video files may be added to the present collection of still images at a later date.

Proposals

Contacts and Procedures

The Proposal in English must be clearly marked UNAIDS: DIGITAL ASSET MANAGEMENT SYSTEM and sent by registered mail or by special courier to:

Mr Htin Aung
Communications and Knowledge Sharing Division
The Joint United Nations Programme on HIV/AIDS
20 Avenue Appia,
CH-1211 Geneva 27
Switzerland

The proposal must reach above address by 28 July 2008 5.00 pm latest.

- It will include all relevant technical information and should directly address all aspects of the requirements as per the attached TOR.
- It will include all costing information such as installation and set up, recurring fees, technical support.

A total of two copies are required. Proposals shall be signed by a duly authorized officer representing the Vendor. Any erasures or

overwriting of any text in the Proposal must also be appropriately signed.

There should be no contact with UNAIDS officials concerning the RFP process, from the Date of Issue of this RFP to the final selection, other than with Mr Htin Aung and/or officials designated by him.

Vendor information

A Vendor Profile must be supplied and should include the following:

- A statement of the length of time the Vendor has been in business supplying the services
- Names and titles of managers and staff who would become directly responsible for the various aspects of the Contract, if awarded
- List of affiliates, partners and sub-contractors who would be involved in execution of the Contract (if any)
- Any litigation or dispute concerning any regulatory body or process currently in progress
- Names and contact details of three relevant clients who would be prepared to give a reference to UNAIDS concerning their experience with the Vendor
- Relevant features that would differentiate the Vendor from its competition

Use of, or reference to standard marketing material is not acceptable in the body of the Proposal, but may be provided by Vendors as an attachment.

Documents Provided and Confidentiality

The information contained in this RFP and any other information furnished by UNAIDS as part of the RFP process, must be treated as confidential and no use, other than for the purpose of responding to this RFP, is authorized.

All documents provided by Vendors to UNAIDS in respect of this RFP will be treated as confidential.

Closing Date and Public Opening

Any Proposals received after the Closing Date and Time specified will in principle be rejected and returned unopened to the Vendor.

Evaluation of Proposals and Vendor Qualifications

All Proposals received by the specified Closing Date and Time, will be evaluated by an Evaluation Panel composed of UNAIDS Officials from HQ Geneva. Evaluation criteria will include the following:

- Degree of apparent understanding of UNAIDS requirements
- Completeness and appropriateness of Proposal
- Demonstrated ability to execute and manage similar projects
- Pricing
- Financial strength and stability of Vendor
- Vendor track record and client references

Only those Vendors with sufficient appropriate experience, satisfactory client references for performance of work relevant to this RFP, depth and quality of staff, financial strength and stability, will qualify for further consideration and short-listing.

To assist in the evaluation and comparison of Proposals, UNAIDS may, at its discretion, ask a Vendor for clarification of its Proposal. The request for clarification and the response shall be in writing.

UNAIDS reserves the right to:

- Award the Contract on the basis of the UNAIDS's particular objectives
- Award the Contract to a Vendor of its choice, even if its bid is not the lowest
- Award separate Contracts for parts of the work to one or more Vendors of its choice, even if their bids are not the lowest
- Not award any Contract at all

UNAIDS also reserves the right to negotiate the terms of the Proposal(s) made by one or more Vendors of its choice, including but not limited to negotiation of the price quoted in such Proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

There is no obligation by UNAIDS to reveal, or discuss with any Vendor, how a Proposal was assessed, or to provide any other information relative to the evaluation process.

Vendors whose Proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation.

Proposals shall remain valid for a minimum period of 60 calendar days from the Closing Date.

Terms and Conditions

Any order resulting from this RFP shall be subject to UNAIDS General Conditions of Contract (provided as part of this RFP process).

This RFP, together with the selected Vendor's Proposal, shall form an integral part of the Contract, it being understood that any and all of the Vendor's (including Vendor's partners) general and other contractual terms and conditions, regardless of whether they are included or referred to in the Proposal, invoices or other documents accepted by UNAIDS, will by this reference automatically be excluded from the Contract and shall have no force and effect whatsoever between the parties (unless, but only unless and only to the extent any such terms or conditions have explicitly been agreed to by UNAIDS in writing).

Any expenses incurred in formulating a Proposal to this RFP will be borne by, and are the sole responsibility of, the Vendor.

All prices and charges must be quoted in US dollars.

Vendors are expected to examine all instructions, forms and specifications associated with this RFP. Failure to furnish all information required by the RFP and associated documents, or submission of a Proposal which does not comply with these documents will be at the Vendor's risk and may affect the evaluation of the Proposal.

TECHNICAL REQUIREMENTS

UNAIDS Digital Asset Management System

Description of Project:

UNAIDS centralize and standardize a large number of still digital images and a smaller collection of dynamic multimedia files. The present online collection consists of approximately 3000 still digital images, currently hosted by a commercial company on a digital asset management system (<http://unaidsonlinedirect.net>) since 2005. The arrangement is currently under review.

The DAM application sought under this RFP should be hosted in a secure environment, available round the clock and accessible from any location with Internet access. It should be multi-lingual in English, French, Spanish, and Russian. Audio and video files may be added to the present collection of still images at a later date.

UNAIDS currently let photographers upload their own images. With limited access, they only see their own materials.

Total online space requirement for the next few years is estimated at 1000 GB.

Contacts at UNAIDS:

- (1) Htin Aung, Web Production and Platform Manager,
- (2) Manuel da Quinta, Multimedia Assistant, from UNAIDS Secretariat, Geneva Tel: +41 22 791-4308 or email: daquintam@unaidsonlinedirect.net

Requirements:

- Secure environment (network, communications, identification) with asset level security policies
 - Asset Manager functionality for all static digital assets (images, documents) as well as dynamic media such as video and audio
 - Browser access with no client software to be installed
 - Optimized for fast result returns even with slow connections such as GPRS phone modems
 - Unlimited number of registered users (no additional user licenses) with user-editable profiles
 - Public area without login
 - Automatic registration process with customizable page for new users with fully automated email system for various tasks
 - Powerful search capability, semantic, visual, and hierarchical
-

- View and download files with user access rights assigned per individual file
 - Dynamic image generation from single master, including cropped versions
 - Full Office and Windows application integration: copy and paste without add-ons
 - Download multiple files in *zip format or order on CD
 - Preview images in 420x420px view
 - automatic full screen slideshow
 - Imprinting of digital watermark to secure copyright
 - Upload multiple files and folder structures at once in any format and size
 - Windows Operating System integration: for uploads, link directly from desktop
 - Upload new version on existing data
 - Automatic file encryption.
 - Supported formats have automated preview and thumbnail images - unsupported formats have manual thumbnail upload option.
 - Conversion support for all common image formats.
 - Automatic IPTC, EXIF and XMP data transfer into metadata
 - Support for colour profiles (ICC)
 - PDF, Doc und PPT browser preview of all pages (image views)
 - Integrated image manipulation: Crop and rotate previews/thumbnails on-the-fly, create multiple image composites, add text on images
 - Template based image localization to control web site images around the world: edit text on image with UNAIDS fonts, choose color, and style
 - Assign keywords, descriptions, and access rights
 - Create dynamic folders. Users will only see folders, which contain images with respective access rights.
 - Edit and compare multiple files at once.
 - Send files by email (email with thumbnail and link)
 - Time based rights management
 - Privilege based access disclaimer
 - Statistics
 - Multiple metadata per asset
 - Multi-language interface
 - Management for responsible person and for photographers
-

Outputs & Deadlines:

- Setup and installation to be completed by 1 August 2008
- Initial data upload service as needed
- Training of UNAIDS staff as needed

Copyrights and Credits:

The copyrights of the photographs/captions/stories are full property of UNAIDS.

All photographs and stories will be credited to both UNAIDS and to the specified photographer/writer. e.g. "Photo story credit: UNAIDS/L.Smith" where L represents photographer's first initial and Smith represents the photographer's surname.

Duration of contract:

1st of August 2008 until 31 December 2009 (16 months initially)

AGREEMENT FOR PERFORMANCE OF WORK



UNAIDS
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

UNHCR UNODC
UNICEF ILO
WFP UNESCO
UNDP WHO
UNFPA WORLD BANK

UNAIDS use only	AMS code	Allotment no.	Obligation no.	UNAIDS ref Reg. file
				UNAIDS ref ID

Between WHO/UNAIDS and

("the contractual partner")

Project:

Department

Address:

Address:

Avenue Appia 20, 1211 Geneva 27, Switzerland

Telephone (originator):

Telephone:

Fax/e-mail:

Fax/e-mail:

For the performance of:

UNAIDS will, in consideration for the work, pay: a fixed sum: _____ and/or a maximum amount: of _____

for a total of:

Figures

Words

As follows:

	Currency/amount	Payable on:	FOR UNAIDS USE ONLY			
			Payment Authorized	Date	Comp.	Liq.
Pmt 1			Signature (not black ink)		GDS	
Pmt 2			Signature (not black ink)		GDS	
Pmt 3			Signature (not black ink)		GDS	
Pmt 4			Signature (not black ink)		GDS	

Name and title of authorized signatory I certify that the goods and services have been satisfactorily rendered and therefore approve payment

(Payment to individuals on signature is limited to 25% of the total value)

Payment to Institute or Individual

The contractual partner will complete and deliver the work by:

A technical report is required: Yes No

A financial statement is required: Yes No

Payment is to be made into the following bank account of the contractual partner (to be completed by the contractual partner):

Account holder name: _____

Account Number: _____

Bank name: _____

Bank address: _____

Please type or print clearly _____

(street, city, country) _____

Swift code (if any): _____

The undersigned parties, having read the terms and General Conditions overleaf, hereby conclude the present agreement and herewith confirm their agreement and acceptance thereof.

For WHO/UNAIDS

For the CONTRACTUAL PARTNER

Signature:

Date:

Signature:

Date:

Name and title:

Name and title:

GENERAL CONDITIONS

The execution of the work does not create any employer/employee relationship. In this respect, the contractual partner shall be solely responsible for the manner in which the work is carried out. Thus, UNAIDS shall not be responsible for any loss, accident, damages or injury suffered by the contractual partner arising in or out of the execution of this work, including travel. Without prejudice to the foregoing, UNAIDS may in certain cases be held liable for the contractual partner as set forth here below. For travel in UNAIDS vehicles, UNAIDS may provide passenger insurance coverage for the contractual partner. UNAIDS may also provide accident insurance coverage if and while the contractual partner, exceptionally, carries out activities on the premises. UNAIDS declines any responsibility for non-payment by the insurance company of all or part of a claim for any accident, in which case the contractual partner shall be obliged to immediately reimburse UNAIDS all or part of any advance paid by UNAIDS to the contractual partner.

Ownership of the original work and copyright thereof, shall be vested in UNAIDS, which reserves the right (a) to revise the work in a different way from that originally envisaged, or (c) not to publish or use the work.

Under the terms of this agreement, for payment of a fixed sum applies, that sum is payable in the manner provided, subject to satisfactory completion of the work. If the option for payment of a maximum amount applies, the funds shall be used exclusively for the work specified in this agreement. Any unspent balance shall be refunded to UNAIDS. In this latter case, any financial statement required shall reflect expenditures according to the categories of expenditure.

The work must be satisfactorily completed (and, where applicable, delivered) by the date fixed in this agreement, unless an additional period of time must be satisfactorily performed. Normally such additional period should be of at least one week duration, unless it is clear that it was particularly important that the performance be completed on the date specified, in which case UNAIDS may specify a shorter period or refuse to grant any additional period at all. In the event that the work is not satisfactorily performed on the date fixed, or any additional period expires, UNAIDS may rescind this agreement (in addition to the other remedies), subject to an equitable arrangement being made in the event of force majeure.

The financial statement required shall be submitted upon completion of the work and, at the latest, within 90 days of the normal date for submission.

If the contractual partner signs this agreement in his/her personal capacity and not on behalf of a legal entity, then the contractual partner certifies that he/she is not employed by, and will not during the term of this agreement, hold any form of contractual relationship with UNAIDS (including any UNAIDS project office, as well as any programme, centre or other entity where staff is subject to WHO Staff Regulations and Rules) that confers upon the contractual partner the status of a UNAIDS staff member. The contractual partner understands that a false statement may result in the termination of all contracts, and/or the withdrawal of any offer of a contract, with UNAIDS.

In the event of any dispute over the interpretation or application of this agreement shall, unless amicably settled, be subject to conciliation. In the event of failure of conciliation, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties in the agreement, with the UNCITRAL Arbitration Rules as at present in force. The parties shall accept the arbitral award as final.

Signature					
Department/unit Date	Originator	Authorized signatory	PSD/FIN		