



United Nations
Educational, Scientific and
Cultural Organization

FORM AM 10-7:

**Procurement Notice/Advertisement
Open International Competition (OIC)**

Country of Destination: France

Reference Number: RFP/BFM/USLS/08/2021

Description: Purchase of consultancy services to support UNESCO-USLS (the UNESCO Staff Savings and Loan Service) finalizing the terms of reference for a new IT system, assisting in the selection of the solution and in monitoring, the transition to this new system done by the selected IT system provider.

Deadline for Submission of Sealed Tenders (extended): extended to 8 October 2021 at 18:00 CEST.

Posting Date: 12 August 2021

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invites qualified companies to submit tenders as follows:

UNESCO-USLS (USLS) represents the UNESCO Staff Savings and Loan Service, is an integral part of UNESCO and operates under the authority of the Director-General. The USLS is not therefore considered a legal entity separate from UNESCO. The object of the USLS is to provide the possibility to its members on a mutualist basis of investing their savings and of borrowing money for suitable purposes.

USLS maintains two independent investment Funds, in euros and in US dollars, for the investment of savings deposited by members in either of these currencies.

USLS is looking to replace its current IT system and is seeking consultancy services to finalize the terms of reference for this new IT solution, selecting the most appropriate solution and potential support during the transition phase of new IT solution implementation and data migration by the selected vendor in accordance with the complete set of Solicitation Documents.

As described in more detail in Annex III of the request for proposal document, the planned activities in this project are to:

MANDATORY ACTIVITIES:

- + Screen the market for vendors who have the best fit at an expected reasonable price for the needs and operations of USLS,
- + Assist USLS in finalising a request for proposal and Selecting a new IT system/vendor,

OTHER POTENTIAL ACTIVITIES UPON USLS REQUEST:

- + **On request:** provide recommendations and advisory services to USLS during implementation and migration of data phase to be done by the selected IT system

vendor. The selected vendor will therefore lead and implement the new IT solution and current data migration into the new system,

+ Complete a compliance review at the end of the implementation (optional activity, subject to USLS' approval).

Timeline (Preliminary):

- i) Initiating of the Bidding Docs, RFP/BFM/USLS/08/2021: 12 August 2021 (with deadline: 8 October 2021).
- ii) Evaluation of the consultancy companies received proposals and selection of the company for the project: End-October 2021.
- iii) Launching the Bidding Docs/ RFP for the new system: End-November 2021.
- iv) Selection of the new system/vendor/integrator: January 2022.
- v) Start implementation: February-March 2022.
- vi) Compliance review of the system and live: May-June 2022.

The purpose of this notice is **to provide general information on the requirements** for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC **must request** a complete set of **Solicitation Documents**, available free of charge, from UNESCO contact person at the address shown below.

Electronic proposals must be submitted by e-mail no later than **8 October 2021 at 18:00 CEST** in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

UNESCO Contact Information:

Ms Irma Adjanohoun, USLS General Manager, at: i. adjanohoun@unesco.org

With copy to Mr Said El Holoui, Finance Officer at: s.el-holoui@unesco.org