



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 02/10/2024

REQUEST FOR INFORMATION (RFI): 2024_RFI_003

REGARDING

ONLINE ASSET SALES PLATFORM

CLOSING DATE AND TIME: 07 NOVEMBER 2024 - 23.59 HRS CET

The Office of the United Nations High Commissioner for Refugees “UNHCR” is requesting information regarding the provision of an Online Asset Sales Platform.

This Request for Information (RFI) seeks market information regarding Online Asset Sales Platform. This RFI is not a solicitation process and will not result in a contract award, nor does it create any obligation on the part of UNHCR. This RFI is not intended to solicit proposals from prospective vendors but to gather information that would help UNHCR understand the market situation. Responses to this RFI will not be used to pre-qualify vendors. This RFI seeks to collect information/data that will be used to understand capabilities in the market. All costs associated with the preparation of a response to this RFI shall be covered by the Vendor.

1. Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees was established in 1950 by the United Nations General Assembly to lead and co-ordinate international actions to protect refugees and to identify lasting solutions for them. The organization’s primary purpose today is to safeguard the rights and well-being of refugees, forcibly displaced communities and stateless people worldwide.

In more than seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of more than 20,000 people in 136 countries continues to help 117 million persons. To help and protect some of the world’s most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

2. General information

The UNHCR's Asset Management Unit (AMU) is responsible for appropriate stewardship of the organization's fixed assets in accordance with the relevant policies, procedures, and

guidelines. This includes maintenance of accurate asset records in the Cloud ERP, professional management of assets during their lifetime and proper disposal at the end of their useful lives.

Currently UNHCR supports the process of online asset sales. In that connection UNHCR would like to acquire a solution that would allow us to manage and organise the online asset sales anywhere in the world.

The Online Asset Sales Platform (OASP) is a digital solution that aims to expand the efficiency of asset disposal processes in UNHCR and will be utilised as a global online sales platform for physical assets. Its aim is to facilitate and expand the scope of sale of physical assets worldwide.

3. Request for Information

The purpose of this RFI is to gather information and gain understanding of the current market of Online Asset Sales Platforms. Subsequent to this RFI and the submissions received, UNHCR may seek clarification(s) to the information provided by your company.

You are requested to submit detailed technical description of your software or application with focus, inter alia, on the following parameters:

- Ability to handle online asset sales by UNHCR (including on behalf of other UN Agencies or third parties)
- Ability to enable access to internal and external parties such as Bidders
- Ability to serve as a platform to advertise and perform online asset sales in a comprehensive, transparent and efficient manner
- Ability to advertise current as well as present past auctions in comprehensive detail showing data such as:
 - Type of asset on sale (Description, Technical specs, Pictures, etc.)
 - Location (country, city, venue etc.)
 - Prices obtained (in case of past auctions)
- Ability to handle parallel ongoing biddings and separate events in different countries
- Ability to log the sold assets
- Ability to log expenses
- Ability to log buyers
- Integrability with other applications
- Proprietary information
- Information on support and maintenance

With regards to cybersecurity, you are kindly requested to elaborate in your submission, how your proposed solution would be able to adhere to the latest cybersecurity requirements required for this type of a product.

If there is any need for clarification regarding the RFI, please consolidate and send your request to martha@unhcr.org and kokkinia@unhcr.org by **23 October 2024 at 23.59 CEST**. In the interest of transparency, UNHCR may decide to publish the clarifications to all potential suppliers. The names of requestors for clarification will remain anonymous.

4. Submission Instructions

Interested parties are requested to respond in writing not later than **07 November 2024 - 23.59 HRS CET**. The documents must be sent by email to martha@unhcr.org and copying kokkinia@unhcr.org.

The cover letter must bear your official letterhead, clearly identifying your company.

Documents, including attachments, should be submitted in PDF format. Copies of the PDF format documents may, as an addition, be included in Excel or other formats.

UNHCR does not assume any responsibility for late submissions. All interested parties are urged to take the necessary measures to ensure timely and proper submission.

Please know the email policy employed by UNHCR limits the size of attachments to a maximum of 10MB, so it may be necessary to send more than one email for the whole submission.

The response to this RFI **shall not exceed 10 pages** including annexes.

Please indicate in the email subject field:

- 2024_RFI_003 – Online Asset Sales Platform
- Name of your firm/company with the name of the attachment
- The number of emails sent e.g., 1/3, 2/3, 3/3 etc.

All propriety, confidential information, or any other limitations on the disclosure must be clearly marked and labelled. To the fullest extent consistent with UNHCR's rules and legal obligations, information identified by the respondent as "Propriety" or "Confidential" will be kept confidential.

UNHCR will review the responses and may seek further clarifications and information from certain respondents. These requests for clarifications or information may take the form of communication by telephone, in writing, or email. In addition, certain RFI respondents may be invited to present their responses and/or conduct on-site demonstrations to UNHCR.

UNHCR will not bear any costs relating to such presentations or to the preparation and submission of the RFI responses.

Note: This RFI is not intended for suppliers to prepare detailed proposals at this stage but rather provide information. Receipt of this RFI does not automatically qualify your company to compete for the requirement in questions, should UNHCR decide to initiate a detailed procurement process in the future. This document also is not construed in any way as an offer to contract with your company.



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UNHCR