



WTO OMC

Call for Expression of Interest (EOI)

Contracting with, as far as possible, an Agency for the management of the WTO Library subscriptions

I. BACKGROUND

The World Trade Organization (WTO) is undertaking a project to award, as far as possible, to a competent and experienced agency, the responsibility to manage its Library subscriptions. The WTO Library currently subscribes to more than 400 resources (see Appendix A).

II. OBJECTIVE

The World Trade Organization (WTO) is seeking to identify and preselect potential suppliers capable to manage **physical newspapers, periodicals, academic journals and other online services on its behalf.**

The objectives of this process include:

- a. reduction of the number of partnerships required to provide the required resources,
- b. optimization of the provision of support e.g. via a single generic contact,
- c. standardization of the subscription period to a single 12 month span with a greatly reduced number of invoices in a single format & currency,

And as far as possible:

- d. migration to online resources with access to usage statistics,
- e. agreement of any & all accords necessary to publish links to online resources,
- f. the branding of online sources as provided by the WTO.

III. KEY CONSIDERATIONS

This call is opened to qualified, nationally and or internationally based companies, fulfilling the pre-selection criteria defined below. Only those firms with a substantial, proven track record of performance and resources in this field of activities are encouraged to participate.

IV. SUBMISSION OF AN EXPRESSION OF INTEREST (EOI)

Interested companies are invited to submit an EOI to RFP-2015-092-Librarysubscriptions@wto.org with the following information:

1. A description of the company (max 20 pages)
2. A detailed description of previous experience managing the provision of a large number of subscriptions [preferably] in an international context [and for an Inter-Governmental Organization (IGO)],
3. Reference (minimum 3 clients with similar structure/profile) including project and contact details;
4. Financial solidity proven balance sheet and income statement;
5. Vendor registration form duly completed and signed.

EOIs should be submitted by **midnight Geneva, Switzerland time (CET, GMT +2) on Tuesday, 13 January 2015.**

V. SELECTION CRITERIA FOR SHORTLIST

Expressions of interest received in response to this call will be assessed on the basis of the criteria below.

1	Proven capacity to undertake the required services
2	Reference check
3	Financial solidity confirmed
4	Capacity to work in English or French
5	Vendor Registration form submitted and signed

VI. COMPETITIVE PROCESS FOLLOWING THE EOI

Upon receipt of the EOI from the interested suppliers, the WTO will establish a shortlist based on the pre-selection criteria and documents mentioned above.

Pre-selected suppliers will receive the complete Request for proposals (RFP) documentation at the tender launching date. They will be given the opportunity to ask questions they may have regarding the tender procedure and evaluation process, as per a defined calendar by the WTO.

The WTO reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The WTO Procurement Section considers a firm's qualifications and experience in the particular service area and previous performance, when preparing a list of invitees. Thus, submitting an EOI does not automatically guarantee that a firm will be considered for receipt of the solicitation when issued.

VII. TIMING

RFP will be issued after completion of the prequalification exercise, i.e in the first trimester 2015. Contract is expected to be in place by mid-2015 for an initial three year period with possible two one year extensions.

Att:

- 1. Vendor registration form**
- 2. Appendix A- List of subscriptions**
