

## ANNEX A

### REQUEST FOR EXPRESSION OF INTEREST: EOI/2019/001

#### FOR THE PROVISION OF SPECIALIZED WAREHOUSING SERVICES FOR PHYSICAL ARCHIVES FOR UNHCR HEADQUARTERS IN GENEVA

(Records Centre)

UNHCR is looking for specialized warehousing services in Switzerland for part of its less active paper file collections with long term preservation requirements. Physical security and confidentiality of the files are of the highest importance.

\*Please mark in the empty column with “X” if your company meets the requirement.

Requirements:	*
1. The company has been in business and providing specialized warehousing services for more than 3 years with satisfactory performance.	
2. The site must be a building customized or purpose-built for secure records storage, sited away from and protected against hazards of fire, flood, subsidence, atmospheric pollution and vandalism.	
3. The Records Centre should be situated in Switzerland, within a reasonable proximity of UNHCR's Geneva Headquarters. Boxes requested on demand should be delivered the following working day, and urgent requests should be delivered within four hours.	
4. The Records Centre should have the capacity to host 4 linear kilometers of files initially, with capacity for fivefold expansion if required.	
5. The building should be free-standing with single occupancy	
6. Temperature and humidity in the repositories must be maintained within the adequate range for paper preservation.  Indicative values:  Temperature: Between 16 oC and 22/23 oC, with a maximum fluctuation of +/- 1 oC  Relative Humidity: between 45% and 60%, with fluctuations of no more than +/- 5%	

<p>7. The supplier must be able to arrange for the reception, installation and registration of boxes of records sent to the warehouse, by one of the below two options:</p> <p>a) the boxes are delivered directly to the warehouse by transport service arranged by UNHCR</p> <p>b) the supplier is requested to collect the boxes directly from UNHCR's HQ in Geneva</p>	
<p>8. The supplier should offer a delivery and collection of boxes service, to and from UNHCR's office in Geneva (same day or next working day, with procedures for urgent delivery) on demand.</p>	
<p>9. The supplier should be able to undertake the transfer, inventory and installation of appr. 9,000 boxes (average size 43x37x31 cm) from a previous storage location in Geneva, Switzerland. within max. two months after the contract award.</p>	