



Providing an office automation and  
IT services at INTERPOL offices in Singapore

## **Request for proposals Phase 1**

I.C.P.O. - INTERPOL

---

### **I. Subject of the request for candidates**

INTERPOL will be publishing a request for proposals for the project “IT Infrastructure and IT Operations at the INTERPOL Global Complex for Innovation (hereinafter referred to as “IGCI”) in Singapore”.

This request for proposals will contain two batches:

- Batch 1: Office Automation and underlying IT Services,
- Batch 2: Large Screen High Resolution Videoconferencing tool

#### **For Batch 1:**

The objective of Batch 1 of the “request for proposals” is to identify a company capable of delivering a modern office automation environment and underlying IT services at the IGCI Singapore at its opening in January 2014 and of implementing regularly new up-to-date hardware and software solutions within this context, for a total staff of some 300. INTERPOL uses 4 official languages (Arabic, English, French and Spanish) and systems should offer native support, including keyboards, operating systems, user support and applications for these and other languages.

Main functions of Batch 1 include: Generic office automation includes in particular all functions for office automation, such as word processing, numerical manipulations, presentations, personal and shared workspaces, printing, search tools, mail, contacts, calendar, instant messaging, video conferencing, Internet access, WIFI access, remote access to the system from the Internet (using a cyber-token or any other means of authentication), and any other function deemed useful in this context.

Hardware and software maintenance, helpdesk and training are also included in this “request for proposals”.

#### **For Batch 2:**

This tool shall be implemented jointly at IPSG location in Lyon and IGCI location in Singapore with the same device available at both ends providing user friendly virtual meetings and capable of reproducing as much as possible the reality of a meeting.



Providing an office automation and  
IT services at INTERPOL offices in Singapore

## **Request for proposals Phase 1**

### **II. Procedure**

The request for proposals is divided into two phases :

Phase 1 : Selection of Candidates,

Phase 2 Selection of the Bidder/

The Specifications detailing the submission procedure shall be requested by email at the following address [ao-ab-adm-pcm@interpol.int](mailto:ao-ab-adm-pcm@interpol.int)

The e mail requesting the Specifications (phase 1) :

- Object : CONT/1111 – Application file
- Name of the company
- Contact details.

The Specifications relating to the phase 1 will be available **from 2<sup>nd</sup> August until 19th August 2011.**

The Organization shall receive the Specifications completed and signed at its headquarters on the **23<sup>rd</sup> August 2011 at 5:00p.m.** (Paris time) at the latest.