



Request for Expression of Interest (EOI)

Provision of Office Supplies

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) hereby solicits your expression of interest for the above project and is hereby announcing its intent to issue a **Invitation to Bid (ITB 2015-022)** to interested and qualified vendors of office supplies.

Date of this EOI: **12 February 2015**

Closing Date for Receipt of EOI: **26 February 2015**

Address EOI for the Attention of: **Chief, Procurement and General Services Unit**

E-Mail Address: **quotation@unfccc.int**

Description of Requirement:

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) is seeking to establish a long-term agreement with a qualified vendor who can provide office supplies with a dedicated ordering website in English.

Detailed specifications will be provided as part of the Invitation to Bid, which will be issued after the closing date of this request for EOI.

The EOI should include a description of the company profile and details of relevant experience. However, such description shall be limited to 1-2 pages length. Please do not include copies of certifications at this stage. EOIs that do not contain the information requested for evaluation by UNFCCC may be rejected.

We kindly request vendors who are interested in responding to this EOI but have not yet submitted a vendor registration form to UNFCCC, to complete the vendor registration form which can be accessed at: http://unfccc.int/secretariat/procurement/award_procedure/vendor_registration/items/2645.php

This notice is posted for information only and does not constitute an invitation to bid or submit a proposal. The UNFCCC reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The UNFCCC Procurement and General Services Unit consider a vendor's qualifications and experience in the particular commodity/service area, and previous performance, when preparing a list of invitees. Thus submitting an EOI does not automatically guarantee a vendor will be considered for receipt of the solicitation when issued.