



Request for Expression of Interest (EOI)

Creative Communication Services for the UNFCCC secretariat

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 **Request for Proposal (RFP 2016-032)** to interested and qualified vendors in that sector.

Date of this EOI: **02 February 2017**

Closing Date for Receipt of EOI: **17 February 2017**

Address EOI for the Attention of: **Procurement Officer**

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

Description of Requirement:

The secretariat is seeking a qualified service provider to provide creative services, manages brands, designs print and digital products, and develops websites and applications.

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

The EOI should include a description of the company profile, details of relevant experience and your UNGM number. Descriptions should be limited to 1-2 pages length (max. 5MB). Please do not include copies of certifications at this stage. We kindly request suppliers who are interested in responding to this EOI but have not yet registered as a supplier with the United Nations Global Marketplace (UNGM) to complete the online registration form which can be accessed at <https://www.ungm.org>. EOIs that do not contain the information requested for evaluation by UNFCCC may be rejected.

The secretariat will also be launching a commercial dialogue, where interested parties may read, comment and/or discuss our terms of reference and ask questions on our requirements. The purpose of the dialogue is for the secretariat to gain a better understanding of the market and how to define our requirements. The dialogue is an open forum and you are invited to participate: <http://www.comdia.com/united-nations-fccc/ide-udbud/creative-communications-examples>

This notice is posted for information only and does not constitute an invitation to bid or request for 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 supplier's qualifications and experience in the particular commodity/service area, and previous performance, when



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preparing a list of invitees. Thus submitting an EOI does not automatically guarantee a supplier will be considered for receipt of the solicitation when issued.