

Request for Expression of Interest (EOI)

Subject: Provision of graphic design services

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) hereby solicits your expression of interest for the above subject, and is hereby announcing its intent to award a contract for all design and layout work for a three years period following a Request for Proposal.

Date of this EOI: 11 May 2007

Closing Date for Receipt of EOI: 31 May 2007

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

E-Mail Address: secretariat@unfccc.int

Fax Number: +49 228 815 1999

Description of Requirement:

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) is seeking to implement a framework contract that covers all graphic design and layout work for online and offline products, as well as a re-alignment of the existing corporate design.

(1) The secretariat requires the provision of the design and layout for a number of different print, display and online formats, including but not limited to:

- Booklets/brochures/publications
- Diagrams/charts/graphs
- Leaflets/flyers
- Event/exhibition work [posters/displays/banners]
- Photography
- Promotional items
- Website [unfccc.int]
- Online newsletter
- Intranet site

(2) The secretariat also requires expertise in the re-alignment of its corporate design. Therefore, the secretariat is seeking the expertise of a graphic designer experienced in branding and corporate identity.

The EOI must include a description of the company profile and details of relevant experience in producing artwork to high standards, in producing design for online and offline media, in the development of brand identity. However, such descriptions shall be limited to 1 page length. EOIs that do not contain the information requested for evaluation by UNFCCC will be rejected. Please note that this Request for Expression of Interest (EOI) is issued subject to the conditions contained in the EOI introductory page on this website.