



Request for Expression of Interest (EOI)

ATM machines for COP 23 in Bonn, Germany, in November 2017

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) hereby solicits your expression of interest for the above services and is hereby announcing its intent to issue an Invitation to Bid (ITB) to interested and qualified vendors who can provide Bank Automated Teller Machines (ATMs) at the conference zone for the UNFCCC COP 23 in Bonn, Germany, in November 2017.

Date of this EOI: 31 August 2017

Closing Date for Receipt of EOI: 15 September 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, set up and maintain automated teller machines (ATMs) at the CPO 23 conference in Bonn, from the 2nd until the 18th of November 2017. All ATMs should be stocked with cash, monitored and removed by a professional team.

Detailed specifications will only 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 (max. 5MB). 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 registered as a supplier with the United Nations Global Marketplace (UNGM) to complete the online vendor 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.

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 considers 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; and the UNFCCC reserves the right to send the Solicitation Documents to Vendors who were identified through additional market research or others means to source the UN requirements.