

Request for Expression of Interest (EOI)

Subject: Provision of office furniture.

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) hereby solicits your expression of interest for the above requirement, and is hereby announcing its intent to issue an **Invitation to Bid** to interested and qualified vendors that can provide appropriate office furniture.

Date of this EOI: 20 December 2006

Closing Date for Receipt of EOI: 12 January 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 8151999

Brief Description of Requirement:

The objective of the project is to provide the UNFCCC secretariat with office furniture that is, to the extent possible, interchangeable with existing furniture at the secretariat.

The requirement will consist of 20 plus units of furniture each containing desk 1200 X 800 X 25 mm, 2 desks 800 X 800 X 25 mm, roll container with drawers and desk chair. Further details of the furniture will be provided in the bidding documents.

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