



Request for Expression of Interest (EOI)

Framework Contract for Audio-Video Digitization Services

The secretariat of the United Nations Framework Convention on Climate Change hereby solicits your expression of interest for the above project and is announcing its intent to issue a Request for Proposal (RFP 2015-030) to interested and qualified vendors who can provide high quality services in the area of audio-video digitization.

Date of this EOI: **06 March 2015**

Closing Date for Receipt of EOI: **25 March 2015**

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

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

Description of Requirement:

The secretariat of the United Nations Framework Convention on Climate Change seeks qualified vendors who can provide high quality audio/video digitization services and related items.

It is intended to set up a long-term agreement for the provision of these services and related items.

Detailed requirement 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 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 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 the secretariat, 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 secretariat reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The 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.