



REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of EOI:	Office Furniture
Solicitation Number:	ITB 2018-017
Date of this EOI:	10 April 2018
Closing Date for Receipt of EOI:	02 May 2018
UNSPSC Code:	56101700
Address EOI for the Attention of:	Procurement Officer
E-Mail Address:	quotation@unfccc.int

This notice is intended to inform existing and potential suppliers of the UNFCCC secretariat's intent to conduct a solicitation exercise.

DESCRIPTION OF REQUIREMENTS

The UNFCCC secretariat is seeking a qualified vendor who can provide office furniture and other similar items or related services, such as pigeon holes, combizones/lounges, meeting room tables, cabinets, special tools, screws, spare parts or customizing of existing furniture

Detailed specifications will only be provided as part of the ITB, which will be issued after the closing date of this request for EOI. Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

VENDOR REGISTRATION

Vendors must be registered at the UN Global Marketplace ([UNGM](http://www.ungm.org)) in order to be eligible to participate in any solicitation.

Vendors not yet registered should apply for registration on the UNGM (<http://www.ungm.org>). We strongly recommend all companies to register at least at Level 1 prior to participating in any solicitations.

Vendors already registered at the UN Global Marketplace must ensure that information and documentation provided in connection with their registration are up to date in UNGM.

Please verify and ensure that your company is registered under its full legal name.

HOW TO RESPOND TO THIS NOTICE

Vendors interested in participating in the planned solicitation process should complete and submit the Vendor Response Form of this EOI to the Procurement Officer before the closing date set forth above.

Due to the high volume of communications, the UNFCCC secretariat is not in a position to issue confirmation of receipt of EOIs.

NOTE

This notice is posted for information only and does not constitute a solicitation. The UNFCCC secretariat reserves the right to change or cancel these requirements at any time. The UNFCCC secretariat considers a firm'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 firm will be considered for receipt of the solicitation when issued.

VENDOR RESPONSE FORM

Title of EOI:	Office Furniture
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COMPANY INFORMATION

UNGM Vendor ID Number:	
Legal Company Name:	
Company Contact:	
Address:	
City:	
Postal Code:	
Country:	
Phone Number:	
Email Address:	
Company URL:	

To be eligible to participate in the solicitation process, please declare that:

Your company has a written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent. Copy of corporate environmental policy attached	<input type="checkbox"/> YES <input type="checkbox"/> YES
Your company observes the UN Global Compact ten core values in the areas of human rights, labour standards, environment, and anti-corruption.	<input type="checkbox"/> YES
Your company has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against your company that could impair your company's operations in the foreseeable future Your company has no unpaid debts to any public organization exceeding €15,000.00	<input type="checkbox"/> YES <input type="checkbox"/> YES
Your company is not under formal investigation, nor has been sanctioned within the preceding three years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to, corruption, fraud, coercion, collusion, obstruction, or any other unethical practice	<input type="checkbox"/> YES
Your company has not been found guilty of grave professional misconduct, including non-compliance with environmental legislation, or of having not fulfilled obligations relating to the payment of social security contributions.	<input type="checkbox"/> YES

Signature:	
Name and Title:	
Date:	