



United Nations Procurement Division

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Procurement Division. You are therefore requested to direct all queries regarding this EOI to United Nations Procurement Division using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Conference Support Staff Services at the UN Headquarters

**Date of this EOI:** 25 November 2024

**Closing Date for Receipt of EOI:** 23 December 2024

**EOI Number:** EOIUNPD23262

**Beneficiary Country/Territory:** United States of America

**Commodity/Service category:** ICT Professional Services

**Address EOI response by fax or e-mail to the Attention of:** Mr. Yacine Gherbi

**Fax Number:** n.a.

**E-mail Address:** gherbi@un.org

**UNSPSC Code:**

80111600 - Temporary personnel services  
83110000 - Telecommunications media services  
81161700 - Telecommunication Services  
81110000 - Computer services

## DESCRIPTION OF REQUIREMENTS

The United Nations (UN) requires the services of a

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

- This solicitation will be conducted through the ARIBA platform (e-tendering) directly connected to UNGM data. Therefore, interested vendors are instructed to verify that their UNGM account is up to date regarding the contact information (representatives' email addresses) in order to ensure receipt of tender notifications.
- This REOI does not constitute a Solicitation; responding to the REOI does not guarantee that the Vendor will be invited to participate in the Solicitation when issued.
- The UN reserves the right to change or cancel the procurement at any time during the REOI process or the formal Solicitation process.
- The UN reserves the right to send the Solicitation Documents to Vendors who were identified through additional market research or other means to source the UN requirements.

# VENDOR RESPONSE

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- As you express interest in [inj 73.35797119 0 Td 0 g \(\)4-rc8n9lj \(inj 73.35797119 0 T3 \)5B002 Tm RG 0.550](#)

## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company