

Expression of interest (EOI)

Provision of audio and video equipment for UN Bonn conference facilities (Ref. 00045525)

1. Background:

The United Nations Campus in Bonn is home to 23 United Nations Organizations, Agencies and Secretariats, known as UN Bonn.

The various organizations share the same buildings, which offers the opportunity to commonly use certain facilities and services while saving costs and increasing efficiency. The joint management of the premises, its central ICT infrastructure and central services such as security, postal and logistics, conference services, system-wide surveys and the dissemination of information, as well as the relations with the host country fall within the responsibility of the Common Services Section (CS), which is administrated by the United Nations Volunteers (UNV) programme.

2. Scope of the EOI

The United Nations Volunteers programme (UNV) on behalf of the UN Bonn Organizations (UN Bonn) is conducting a request for Expression of Interest to identify suppliers for procurement of various audio-visual (AV) equipment for the conference facilities in the UN Campus

At this stage, UNV is requesting expression of interest from vendors as per equipment list in Annex 1 attached hereto. The aim is to identify vendors who can supply UNV with replacements and upgrades of the existing technical equipment.

An informative session will be conducted online on **11 June 2021, 09.00 – 10.30 Bonn time**. If you are interested in participating please send an email to the procurement@unv.org Ref 00045525 -EOI- Audio-video equipment providing name and contact details.

The aim of this session is to go through the EOI and provide more information on the procurement process, technical requirements and UNDP/UNV online eTendering system (<https://etendering.partneragencies.org>).

ETendering user guides and videos can also be found at the following link:
<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>.

Bidders that have confirmed their interest in response to this EOI, that are qualified and are able to supply the items as described in Annex 1 will be invited to participate in the future open international competitive process , planned for Q4 2021.

3. Requirements/Supporting documents.

Interested suppliers shall include the following set of documentation in their response to this EOI:

- A. Form A: Bid Submission Form
- B. Form B: Bidder Information Form - please include company profile, certificate of incorporation, Quality and Environmental Certificates
- C. References to similar projects implemented earlier
- D. Annex 1 -Equipment list indicating the equipment that the company is able to provide
- E. Financial Standing (Annual turnover and Quick Ratio)

Financial information (in US\$ equivalent)	Historic Information for the last 3 years		
	Year 1	Year 2	Year 3
Annual Turnover			
Quick ratio (Current assets – Inventory / Current Liabilities)			

4. Submission details

The EOI and accompanying documents must be sent to the email address: procurement@unv.org no later than **02 July 2021, 06.00 pm, Bonn time**, clearly labeled “00045525 -EOI- Audio-video equipment”.

EOI received after the above deadline will not be considered.

EOI from suppliers failing to provide the requested information will be disregarded.

This EOI does not entail any commitment on the part of UNV, either financial or otherwise. UNV reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.