Office des Nations Unies à Genève | United Nations Office at Geneva

Vendor Expression of Interest Response Form

To be filled by the Vendor (All fields marked with an '' are mandatory)*

EOI Number *:

TO : **Deputy Chief, Purchase and Transportation Section**

EMAIL: **tenders@unog.ch**

FAX : **+41 22 917 00 13**

FROM (Name – Title) *:

SUBJECT *:

VENDOR INFORMATION	
UN Global Market Place (UNGM) Vendor ID Number :	
UN Office at Geneva (UNOG) Vendor ID Number :	

Company Name *:	
Year of Establishment *:	
Company Contact *:	

Address *:	
City *:	
Country *:	

Telephone Number *:	
Fax Number *:	

Email Address *:	
Company Website :	

Main line of work (five areas of expertise):	**1.** **2.** **3.** **4.** **5.**

Signature: _____ Date: _____

Name and Title: _____

If not already registered with UNOG, please use the following URL to register your company: www.unog.ch> procurement> vendor registration.

IMPORTANT NOTICE: Vendor EOI Response Forms must be completed in full. UNOG reserves the right to not consider any vendor's Expressions of Interest that are incomplete or which are received after the deadline.

Additional information to be submitted as part of this EOI:

NOTE: All information to be provided must not exceed 20 pages.

i. List three similar assignments undertaken by your Company to illustrate the magnitude of previous requirements deemed relevant to this REOI, also describing your Company's demonstrated capacity in terms of project management resources that were made available to those assignments, and which would also be made available for this project:

Assignment # 1
Nature of Project:
Completion Date or Status:
Budget:
Contact Name/Title/Company:
Tel.:
Fax:
Email:

Assignment # 2
Nature of Project:
Completion Date or Status:
Budget:
Contact Name/Title/Company:
Tel.:
Fax:
Email:

Assignment # 3
Nature of Project:
Completion Date or Status:
Budget:
Contact Name/Title/Company:
Tel.:
Fax:
Email:

ii. Please provide Financial Statements for your Company covering the three most recent years of activity.