Attachment 5—Confirmation Letter for Participation in the Non-Mandatory Information Session on 3 May 2018 or on 17 May 2018

Renovation of the Historical Buildings (Buildings A, B, C, D and S) at the Palais des Nations in Geneva, Switzerland.
CONFIRMATION LETTER FOR 
PARTICIPATION IN THE NON-MANDATORY INFORMATION SESSIONS

Subject: Request for Prequalification Submissions

Renovation of the Historical Building (Buildings A, B, C, D and S) at the Palais des Nations in Geneva, Switzerland

We, the undersigned, acknowledge receipt of your RFPQS dated 18 April 2018 and hereby confirm that we:

☐ Intend  (  ) Do not Intend

to attend the Non Mandatory Information Session on:

☐ 3 May 2018 10:00 - 13:00 (Geneva time) Room VIII

☐ 17 May 2018 10:00 - 13:00 (Geneva time) Room XXIII

at the Palais des Nations, Avenue de la Paix 8-14, Pregny Gate, 1211 Geneva 10, Switzerland.

Name of person(s) representing your firm:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

A UNOG representative will meet the visitors at Pregny Gate at 09.30 am each day. You are kindly requested to wait for him or her after you obtain your visitor’s badge.

The conference will start at 10 am. Firms are requested to arrive at least 30 to 45 minutes early at Pregny Gate in order to handle security modalities. Please bring a copy of this confirmation as well as a photo ID so as to facilitate your identification at the gate. In addition, extra time should be allowed if it will be necessary to park vehicles outside the Pregny Gate entry to the Palais des Nations.

Name and Address of the Vendor:

Telephone No:

Name:

Title:

Signature:  Date

Please return this form by email to: unog-shp-tenders@un.org

Purchase and Transportation Section and Strategic Heritage Plan, UNOG

Attention : Ms. Boi-Lan Nguyen Barbillo, SHP Procurement Officer