



The United Nations Economic and Social Commission for Asia and the Pacific
Thailand

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNESCAP, Bangkok, Thailand. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UNESCAP using the fax number provided below.

Title of the EOI:

Provision of Consultancy Service for the Replacement of the Simultaneous Interpretation System (SIS) at UNESCAP

Date of this EOI: 3 November 2009**Closing Date for Receipt of EOI :** 17 November 2009**EOI Number:** EOIUNESCAP5221**E-mail Address:** karasuddhi@un.org**Address EOI response by fax for the Attention of:** Chief, Procurement Unit**Fax Number:** 02 288 1034**UNCCS Code:** 9900000

DESCRIPTION OF REQUIREMENTS

UNESCAP is seeking the services of a consulting company specialized in audio visual systems.

UNESCAP intends to replace the existing simultaneous interpretation system (SIS) in ESCAP Hall which is the largest conference room in the United Nations Conference Centre in Bangkok. The system covers approximately 246 delegate microphones, 1,017 channel selectors, and 16 sets of interpretation equipment in seven booths.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to UNESCAP before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: EOIUNESCAP5221

TO: Chief, Procurement Unit

FAX: 02 288 1034

FROM:

SUBJECT: Provision of Consultancy Service for the Replacement of the Simultaneous Interpretation System (SIS) at UNESCAP

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

COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:

Company Name *:

Company Contact *:

Address *:

City *:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): www.unqm.org. Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.**

EOI INSTRUCTIONS

1) **Registering as a Vendor with UNGM**

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

Prerequisites for Eligibility

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

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) **EOI Process**

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to The United Nations Economic and Social Commission for Asia and the Pacific by the closing date set forth in this EOI. *Due to the high volume of communications The United Nations Economic and Social Commission for Asia and the Pacific is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.