This notice is placed on behalf of UNESCAP. 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 UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND PACIFIC using the fax number or e-mail address provided below.

**Title of the EOI:**
Provision for the Production and Installation of Exhibition Booths/ Displays, Backdrops, Banners and other Printing Materials and Rental of Framing Structures.

**Date of this EOI:** 23 March 2020  
**Closing Date for Receipt of EOI:** 17 April 2020

**EOI Number:** EOIUNESCAP17368

**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer, Escap

**Fax Number:** +66 2 288 1034

**E-mail Address:** escap-pu@un.org, noman.chowdhury@un.org

**UNSPSC Code:** 82000000, 55120000, 55121700, 55121706

### DESCRIPTION OF REQUIREMENTS

The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) seeks Expressions of Interest (EOI) from qualified companies wishing to be considered for the forthcoming solicitation for the Production and Installation of Exhibition Booths/Displays, Backdrops, Banners and Other Printing Materials and Rental of Framing Structures, to the United Nations Building in Bangkok, Thailand and its affiliated agencies.

1. **General Description**

The scope of works covers production and installation of exhibition booths/displays, backdrops, banners and other printing materials in meeting venues for approximately 70 to 90 events per year at the United Nations Conference Centre (UNCC), Bangkok, Thailand. The contract also covers the rental of framing structures for all items listed below, and for item numbers 3, 8, 10, 11 and 12, UNESCAP reserves the option to purchase specific items as decided by the Commercial and General Services Section.

2. **Required Services**

The services involve the production and installation of communications materials, as well as the option of renting an appropriate framing structure, as determined and required by the management of the UNCC. The services required encompass various sizes of outputs, depending on the meeting’s requirements to be produced using different materials and colours, and to be affixed on various surfaces, including curtains, walls, frames, wood and marble, as appropriate. The promotional materials should be easy to
install/dismantle, carry, store and be reusable. It is also important that their spare parts should be readily available for on-site service, if required.

1. Description: X-stand banner, single-sided, full colour (with and without standing or framing material)
   Size m2: 1.70 x 0.70

2. Description: Roll-up banner, single-sided, full colour (with and without standing or framing material)
   Size m2: 2.00 x 0.85

3. Description: Pop-up backdrop, single-sided, full colour (with and without standing or framing material)
   Size m2: 2.40 x 2.40

4. Description: Rostrum banner 1, single-sided, full colour
   Size m2: 0.85 x 8.75

5. Description: Rostrum banner 2, single-sided, full colour
   Size m2: 1.35 x 7.40

6. Description: Rostrum banner 3, single-sided, full colour
   Size m2: 1.20 x 8.35

7. Description: Rostrum banner 4, single-sided, full colour
   Size m2: 1.20 x 6.20

8. Description: Archway, single-sided, full colour (with and without standing or framing material)
   Size m2: 2.35 x 4.00

9. Description: Billboard banner for exterior façade of the UNCC, single-sided, full colour (without standing or framing material)
   Size m2: 2.44 x 7.32

10. Description: Knock-down exhibition booth/display with a shelf, a table and seats, single or double-sided, full colour (with and without standing or framing material).
    Size: To be determined

11. Description: Tension fabric backdrop, single or double-sided, full colour (with and without standing or framing material)
    Size m2: 2.40 x 2.40

12. Description: Tension fabric exhibition booth/display with a shelf, a table and seats, single or double-sided, full colour (with and without standing or framing material)
    Size: To be determined

13. Description: Photo with wooden frame, single-sided, full colour
    Size m2: 0.92 x 0.80

Companies that wish to participate in the upcoming tender are requested to submit their Expression of Interest (EOI) as per below instructions, via fax or e-mail to the address indicated above, and to duly register in the United Nations Global Marketplace (www.ungm.org).

Vendors are advised that this EOI does not constitute a solicitation.

UNESCAP reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.
Qualifications of the Supplier

Vendor Registration (UNGM#, BP#)

Companies interested in being considered for invitation to tenders are also required to register with the United Nations Global Marketplace (UNGM) located at http://ungm.org Companies who have already registered in the UNGM shall keep their information updated at all time.

It is requested that UNGM number, and Business Partner number if available, are included in the response to EOI.

UNESCAP reserves the right to verify the statements and not to invite all those companies who had expressed their interest.

NOTE

Information on tendering for the UN Procurement System is available free of charge at the following address: https://www.ungm.org/Public/Notice

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on http://www.ungm.org

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND PACIFIC (UNESCAP) before the closing date set forth above.
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).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at: https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNESCAP17368

To be completed by the Vendor (All fields marked with an ‘*’ are mandatory)

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *: State:

Postal Code *:

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

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

Signature: ___________________________ Date: ___________________

Name and Title: ___________________________
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) 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:
   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 (as well as any parent, subsidiary of affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company's operations in the foreseeable future;

E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15.

F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat 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. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (http://www.ungm.org); information on the registration process can be found at https://www.un.org/Depts/ptd/vendors. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

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 UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND PACIFIC (UNESCAP) by the closing date set forth in this EOI. Due to the high volume of communications UNESCAP 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.

This EOI is issued subject to the conditions contained in the EOI introductory page available at https://www.un.org/Depts/ptd/eoi.