



United Nations Global Service Centre

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNGSC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Global Service Centre. You are therefore requested to direct all queries regarding this EOI to United Nations Global Service Centre using the fax number or e-mail address provided below.

Title of the EOI:

Supply, Delivery, and Installation of High-Quality Office Furniture for the United Nations Information and Communications Technology Facility (UNICTF), Valencia, Spain

Date of this EOI: 31 December 2025

Closing Date for Receipt of EOI: 15 January 2026

EOI Number: EOIUNGSC24028

Beneficiary Country/Territory: Spain

Commodity/Service category: Interior Furnishings

Address EOI response by fax or e-mail to the Attention of: Ms. Dolores Petrachi

Fax Number: N/A

E-mail Address: unlb-procurement@un.org

UNSPSC Code:

56000000 - Furniture and Furnishings

56110000 - Commercial and industrial furniture

56130000 - Merchandising furniture and accessories

56101700 - Office furniture



DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre (UNGSC), with its Headquarters located in Brindisi, Italy, invites firms to express their interest to participate in a tender exercise for the supply, delivery, and full installation of high-quality, ergonomic, durable, and aesthetically consistent office furniture for the United Nations Information and Communications Technology Facility - UNICTF, located in Valencia, Spain,

The scope includes, but is not limited to, the following categories:

- Conference chairs
- Office chairs
- Modular cabinets
- Meeting tables
- Desks
- Coffee tables
- Auxiliary/folding tables
- Partitions (fixed and mobile)
- Locker units
- Acoustic panels

All items must meet detailed technical specifications, including relevant UNE-EN safety and ergonomic standards, FSC sustainable sourcing, California 93120 Formaldehyde-Free compliance, ISO 9001/14001/14006 certifications (or approved equivalents), and alignment with existing UNICTF interior standards. Equivalent products exceeding these specifications may be considered with supporting justification and evidence.

Delivery terms: DAP (Delivered at Place, INCOTERMS 2010) to UNICTF, Avenida Comarques del País Valencià, 2, 46930 Quart de Poblet, Valencia, Spain.

The supplier will be fully responsible for transport, on-site installation, packaging removal, and environmentally responsible waste disposal. Complete delivery and installation must be achievable within thirty (30) working days from Purchase Order issuance.

Additional emphasis will be placed on sustainability credentials (e.g., LEVEL® 2 or equivalent, verified carbon footprint, high recycled content), extended warranties, faster delivery timelines, and value-added services during evaluation of the subsequent solicitation.

Minimum Eligibility and Qualification Criteria:

- Minimum 5 years of proven experience in supplying and installing similar office furniture to institutional, governmental, or international organization clients.
- Technical capacity to meet or exceed the specified standards, certifications, and sustainability requirements (e.g., UNE-EN, FSC, low-emission materials, ISO certifications).
- Financial and operational capacity to deliver and install within thirty (30) working days, including all-inclusive pricing (supply, delivery, installation, waste disposal).
- Ability to provide a minimum 2-year manufacturer's warranty with post-sales support.

The full technical requirements and details will be provided with a formal solicitation document to be issued at a later stage. Interested vendors must possess the necessary technical expertise and capacity to provide the required services, as only suitably qualified vendors will be invited to participate in the solicitation process, which will commence upon finalization of this REOI exercise.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify eligible vendors that would be interested in participating in the related upcoming tender.

The UNGSC reserves the right to change or cancel this REOI at any time. Submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation documents when issued. Only Vendors who, in the UN's sole discretion, are deemed eligible and qualified may receive the final tender solicitation documents.

Vendors submitting an Expressing of Interest must be registered with UNGM at minimum, the Basic Level. Vendors who are not registered in UNGM will not be eligible to participate in the subsequent solicitation stage.

Details of the technical evaluation criteria and other specific requirements will be shared with vendors invited to the solicitation.

Vendors with any of the following attributes are strongly encouraged to submit an Expression of Interest:

- (a) Disability inclusive organizations,
- (b) Demonstrated commitment to achieving gender equality
- (c) Recognized status as a woman-owned business
- (d) Vendors from developing countries, countries with economies in transition or least developed countries.

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per ST/SGB/2006/15, including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/287477>

In case you have difficulties submitting your interest electronically, please contact unlb-procurement@un.org directly for instructions.



EOI INSTRUCTIONS

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:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
 - 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 or 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 that could impair 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 Global Service Centre (UNGSC) by the closing date set forth in this EOI. *Due to the high volume of communications UNGSC 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>.

