

REQUEST FOR EXPRESSION OF INTEREST (REOI)
Reference REOI-PFP-131127

Subject: **Cleaning Services for UNICEF Offices in Geneva, Switzerland**
Date of the REOI: 1 July 2013
Closing date of the REOI: 12 July 2013
Address EOI by email to: jenstone@unicef.org and nbouvier@unicef.org

Description of requirements

UNICEF invites qualified vendors to submit their expression of interest for the provision of **Cleaning Services** for its offices in Geneva, Switzerland as of 1 February 2014. UNICEF shall issue an initial contract for a period of one (1) year, with the possibility to renew for up to 2 additional one (1) year periods for a maximum contract duration of three (3) years.

Please note that this is not an invitation for submission of a proposal. This is a request for expression of interest in order to identify qualified vendors interested in participating in the upcoming solicitation for cleaning services.

Expression of interest and pre-qualification

Submission of expression of interest (EOI)

Interested suppliers / service providers are encouraged to complete and submit attached EOI form.

EOIs should be sent to Jacqueline Enstone, email: jenstone@unicef.org and Noelle Bouvier, email: nbouvier@unicef.org not later than COB (CET time) on Friday 12 July 2013. Please quote **REOI-PFP-131127** as subject in your correspondence.

This REOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender.

A response to this REOI does not automatically ensure that you will be invited to participate in the tender. The tender documents may be issued in either English or French.

UNICEF reserves the right to change or cancel the requirement at any time during the REOI and/or solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document.

If you have any additional questions about this REOI, please contact Jacqueline Enstone at email. jenstone@unicef.org