



**INTERNATIONAL TRADE CENTRE (ITC)**  
**Major Upcoming Business Opportunity Notice**  
**CALL FOR EXPRESSION OF INTEREST (EOI)**

**Important: The purpose of this call for EOI is to identify appropriate suppliers who can potentially fulfil the requirements. The present call for EOI does not constitute an invitation to tender. Only suppliers deemed qualified by ITC will receive the invitation to tender.**

**Reference: EOI PS/2024-25/WA** Stand Construction at Various Trade Fairs in 2025 & 2026

**Date of this Call for Expression of Interest (EOI):** 19/08/2024

**Closing Date for Receipt of EOI at ITC/PS:** 30/08/2024

**Terms of Reference (summary):**

The International Trade Centre (ITC) supports the participation of various small and medium-sized enterprises (SMEs) at various trade fairs each year.

For the next two (2) years, we estimate requiring booth design and construction services at several trade fairs in Europe and the Middle East, including, but not limited to:

- Fruit Logistica Berlin 2025 & 2026
- Biofach Germany 2025 & 2026
- Gulfood Dubai 2025 & 2026
- Fruit Attraction Spain 2025 & 2026
- Anuga Germany 2025 & 2026
- Food Ingredients Europe 2025 & 2026

To streamline the process, ITC is seeking to establish a system contract for the design and construction of booths at multiple trade fairs in 2025 and 2026. This contract would establish fixed prices for 24 months for the various possible services we would need. ITC would not guarantee any minimum usage of the contract, because our actual trade fair attendance may differ from what is currently estimated. We should be in a position to give exact attendance on an annual basis.

Once the trade fair attendance is confirmed, ITC would submit a request for quotation to the contracted vendor, who then would prepare a specific offer using the contracted prices but tailored to the exact booth size/type and service needs for that particular trade fair. ITC would confirm our acceptance of that specific quotation and design with a purchase order for that particular job, and the vendor would go ahead with the work.

ITC Procurement Services invites interested companies to forward their Expression of Interest (EOI) by email before the closing date to:

Procurement Services  
International Trade Centre  
54-56 Rue de Montbrillant  
1202 Geneva  
Switzerland  
[arndt@intracen.org](mailto:arndt@intracen.org)  
Website: [www.intracen.org](http://www.intracen.org)

Please indicate your vendor ID number and the reference of this EOI in your response. If not registered with ITC/UNOG or UNGM, please follow the Procedure for Registration as Potential Vendor at [www.ungm.org](http://www.ungm.org) as soon as possible.

ITC reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

Please note that only those companies considered qualified by ITC for this project will be invited to participate in this procurement exercise. **ITC strongly encourages businesses owned or led by women and teams composed by women to participate in the procurement exercise.**

For any further information on ITC, please consult our website: [www.intracen.org](http://www.intracen.org)