

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: REOI/PHL/2025/001	Date: 9 April 2025
-----------------------------------	--------------------

United Nations Population Fund Philippines invites interested and eligible suppliers to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify suppliers that wish to participate in a forthcoming solicitation process.

<b>Description</b>	<b>Multimedia, Editorial &amp; Communication, Graphic Design, and Events Management Services</b>
<b>UNSPSC code(s)</b>	82000000 - Editorial and Design and Graphic and Fine Art Services 82121501- Planning or layout of graphic production 82140000- Graphic Design 82141501- Layout or graphics editing services 82141502- Art Design or Graphics 80171500 - Situation and stakeholder analysis and communications planning services 80171600 - Publicity and marketing support services 80172002 - Project based communications service 80171505 - Communication planning 80141607 - Events management 82111401 - Editorial Services - English 82111400 - Language Specific Editorial and Writing Services
<b>Deadline for the Submission of EOI</b>	April 28, 2025, 5:00 PM, Philippines Time If any doubt exists as to the time zone, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Content of EOI</b>	The EOI should include the following information: <ul style="list-style-type: none"> <li>• Brief presentation of company including number of staff, turnover, years in business</li> <li>• Reference list demonstrating qualifications / experience for participating in this upcoming bidding process</li> <li>• Contact information: full name and address, country, telephone number, e-mail address, website and contact person.</li> <li>• List of previous clients and references</li> <li>• Registration with the Philippine Government and valid business permits.</li> </ul> <b>Note: Prices are not required at this stage.</b>
<b>Method of Submission</b>	Expressions of interest shall be sent by email as follows: Email address: <b><a href="mailto:procurement.ph@unfpa.org">procurement.ph@unfpa.org</a></b> <ul style="list-style-type: none"> <li>▪ File Format: .pdf / .doc / .docx</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 20MB</li> <li>▪ Mandatory subject of email: <b><u>REOI/PHL/2025/001 - Multimedia/Editorial/Graphic Design</u></b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ You should receive an email acknowledging receipt.</li> </ul>
<b>Contact Person for correspondence and clarifications</b>	<p>Charis Olethea Malijan  <a href="mailto:malijan@unfpa.org">malijan@unfpa.org</a></p> <p>Rowena Vilorio  <a href="mailto:viloria@unfpa.org">viloria@unfpa.org</a></p>
<b>REOI Conditions</b>	<p>This Request for Expression of Interest does not constitute a solicitation. UNFPA Philippines reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. UNFPA Philippines also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issues in accordance with the rules and procedures of UNFPA Philippines</p>