

EXPRESSION OF INTEREST (EOI)

Reference **REOI/2017/014**

Closing Date of the EOI: 26 May 2017 at 15:00 hrs local time.

The United Nations Children's Fund (UNICEF) is an agency of the United Nations devoted to serving the world's children. UNICEF began providing assistance to the Philippines in November 1948. Since then, we and the Philippine government have been partners in nurturing the Filipino child.

UNICEF in the Philippines, is looking for potential vendors for the provision of **Webpage Hosting Services**.

Interested organisations can submit their expression of interest by email to **phi.bids@unicef.org** or in hard and sealed envelope to UNICEF Philippines Country Office, 31F Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, 1200 Makati City no later than 26 May 2017 (15:00 hrs, local time).

TERMS OF REFERENCE /STATEMENT OF WORK

UNICEF Philippine Country Office is looking for a service provider that can offer web hosting services for non-sensitive and sensitive data processing and security in full compliance with the global UNICEF Website Information Security Policy and Philippine Republic Act No. 10173 (Data Privacy Act).

SUBMISSION OF EXPRESSION OF INTEREST (EOI)

- ✓ Interested organisations/service providers are requested to complete and submit below EOI form.
- ✓ This EOI 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 Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender.
- ✓ UNICEF reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document.

For any additional information on this EOI, please contact us at e-mail: phi.bids@unicef.org.

Required Documents for Submission

1. **General information** such as, organization establishment date, structure, internal quality control and insurance mechanism, financial capacity, company fact sheet.
2. **The Supplier Profile Form** and its annexes should be completed and returned to UNICEF on **Friday, 26th May 2017 on or before 15:00 hrs**, along with the substantiating documents such as copy of company profile, including SEC registration, tax registration certificate, bank details, references list, any additional/substantiating document you deem appropriate. If an overseas, please submit a document which signified that the company is legally registered in the country of domicile and documents to represent financial stability and compliance to your country's business registrations.
3. The organisation must have at least 10 years documented experience in providing similar services in the field of information systems/technology industry.

EXPRESSION OF INTEREST FORM (EOI form)
Reference EOI/PHI/2017/014

[Please check the box when appropriate]

GENERAL INFORMATION

Full name of organization:			
Research Institution: <input type="checkbox"/>	Civil Society Organisation: <input type="checkbox"/>	Service provider: <input type="checkbox"/>	
Address:			
Country:			
Contact Person:			
E-mail address:			
Tel/Mobile:		Mobile:	
Alternative Contact person:			
E-mail address:			
Organization established in	 (year)	
Years of experience providing similar service(s)		
Experience with UN/International Organisations	YES	NO	
Legally registered in the Philippines	YES	NO	
SEC certificate	YES	NO	
BIR registration number	YES	NO	
Local Bank account on company name	YES	NO	
Registration with UNGM ¹	YES	NO	If YES, registration number

Company Name: _____

Designated Official: _____
 Title

Signature: _____

Date: _____

Company Seal _____