

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: <a href="#">Click or tap here to enter text.</a>	Date: <b>05 October 2022</b>
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UN Women 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. The exercise shall establish whether or not a company would be able, willing, and/or qualified to submit a bid, if a specific requirement were to be tendered at a later stage.

<b>Description</b>	<p>To contract service(s) for the development of:</p> <p>(1) A short animated, introductory video and an App to facilitate a Help Desk facility for the agriculture sector in 5 Eastern Caribbean Countries;</p> <p style="text-align: center;">AND / OR</p> <p>(2) 5 short animated instructional videos (3-5 min max) to facilitate a Help Desk facility for the agriculture sector in 5 Eastern Caribbean Countries with appropriate voice overs per location. Content to be provided based on key knowledge products already produced.</p>
<b>UNSPSC code(s)</b>	<a href="#">Click or tap here to enter text.</a>
<b>Deadline for the Submission of EOI</b>	<p><b>19 October 2022 at 23:59 - 04:00 GMT (Barbados)</b></p> <p>If any doubt exists as to the time zone, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Content of EOI</b>	<p>The EOI should include the following information:</p> <ul style="list-style-type: none"> <li>• Brief presentation of company including number of staff, sales/turnover, years in business</li> <li>• Reference list demonstrating qualifications 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> </ul> <p><b>Note:</b> Prices are not required at this stage.</p>
<b>Method of Submission</b>	<p>Expressions of interest shall be sent by email as follows:</p> <p>Email address: <b>procurement.brb@unwomen.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></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> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB</b></li> <li>▪ Mandatory subject of email: <b>EOI 2022/10/04-01</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><b>Procurement Unit</b></p> <p>E-mail address: <b>procurement.brb@unwomen.org</b></p>

<b>REOI Conditions</b>	This Request for Expression of Interest does not constitute a solicitation. UN Women reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. UN Women 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 UN Women
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