



United Nations Economic Commission for Latin America and the Caribbean

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNECLAC. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Economic Commission for Latin America and the Caribbean. You are therefore requested to direct all queries regarding this EOI to United Nations Economic Commission for Latin America and the Caribbean using the fax number or e-mail address provided below.

Title of the EOI:

Supply and Installation of Electronic Name Plate Identification System for ECLAC's Conference Rooms

Date of this EOI: 30 April 2025**Closing Date for Receipt of EOI:** 14 May 2025**EOI Number:** EOIUNECLAC23616**Beneficiary Country/Territory:** Chile**Commodity/Service category:** Facility Management**Address EOI response by fax or e-mail to the Attention of:** Mrs. Marcela Morales, Procurement Unit**Fax Number:****E-mail Address:** raul.valderrama@un.org; rosemarie.clark@un.org; marcela.morales@un.org**UNSPSC Code:**

45110000 - Audio and visual presentation and composing equipment

45111900 - Phone and video conference equipment and hardware and controllers

45111901 - Audioconferencing systems

45111902 - Videoconferencing systems



DESCRIPTION OF REQUIREMENTS

English Version

This is a Request for Expression of Interest for a solicitation process that will follow and not the actual solicitation. Exact requirements will be in the solicitation document which will be shared with the parties expressing their interest.

The United Nations Economic Commission for Latin America and the Caribbean (ECLAC) and the United Nations System in Chile are seeking companies with local representation in Chile, with appropriate experience and technical and financial capacity to participate in the bidding process for the following goods and services:

1) Supply, installation, configuration, and training of electronic Nameplates system

The system is required for two conference rooms in the main building of ECLAC, as well as in two meeting rooms in the new north building, both located at ECLAC, with the address Dag Hammarskjöld 3477, Vitacura.

The system must include all necessary elements to operate independently in each room and with centralized management through a management software that must be included and can be installed in ECLAC's IT infrastructure.

Spanish Version/ Versión Español*

Esta es una solicitud de expresión de interés para un proceso de licitación que se publicará y no de una licitación propiamente. Los requisitos exactos figurarán en el pliego de condiciones, que se comunicará a las partes que manifiesten su interés.

La Comisión Económica para América Latina y el Caribe de las Naciones Unidas (CEPAL) y el Sistema de Naciones Unidas en Chile, buscan empresas con representación local en Chile, debidamente experimentadas y con capacidad técnica y financiera para participar en el proceso de licitación de los siguientes bienes y servicios:

1) Suministro, instalación, configuración y capacitación de sistema de Nameplates electrónicos

El sistema es requerido para dos salas de conferencia del edificio principal de CEPAL, como también en dos salas de reuniones del nuevo edificio norte, ambos ubicados en CEPAL, con dirección en la Calle Dag Hammarskjöld 3477, Comuna de Vitacura.

El sistema debe considerar todos los elementos necesarios para operar de manera independiente, en cada sala y con una administración centralizada a través de un software de gestión que deberá ser incluido y que podrá ser instalado en la infraestructura de TI de CEPAL.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

English Version

Description of Activities:

- 1) Supply, installation, and configuration of electronic Nameplates system: This involves the supply of all necessary parts, importation, and internalization of the complete electronic nameplates system. Additionally, its correct installation and configuration according to the manufacturer's specifications for its operation.
- 2) Training for electronic Nameplates system: In this stage, training must be provided to ECLAC staff who will be responsible for operating the electronic nameplates system. At the end of the process, all technical documentation of the implemented system must be delivered, such as technical manuals, diagrams, licenses, and software used.

In this Expression of Interest stage, ECLAC will evaluate specialist companies capable of providing the necessary services for the implementation of this system.

The general coordination of the projects will be in charge of the STIC section of ECLAC until the service contract is generated.

Spanish Version/ Versión Español

Descripción de Actividades:

- 1) Suministro, instalación y configuración de sistema de Nameplates electrónicos:
Se consulta por el suministro de todas las partes necesarias, importación, internación del sistema completo de nameplates electrónicos. Además, su correcta instalación y configuración según especificaciones del fabricante para su puesta en operación.
- 2) Capacitación de sistema de Nameplates electrónicos:
En esta actividad se deberá brindar una capacitación al personal de CEPAL que tendrá la responsabilidad de operar el sistema de Nameplates electrónicos. Al final del proceso, se deberá entregar toda la documentación técnica del sistema implementado, como manuales técnicos, diagramas, licencias y/o software utilizado, etc.

En esta etapa de Expresión de Interés, la CEPAL evaluará a aquellas empresas especialistas que sean capaces de brindar todos los servicios para la implementación de este sistema.

La coordinación general de los proyectos estará a cargo de la sección de STIC de la CEPAL hasta la generación del contrato de servicio.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>



Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://www.un.org/News/Press/docs/2006/0606_06.html), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/265275>

In case you have difficulties submitting your interest electronically, please contact raul.valderrama@un.org; rosemarie.clark@un.org; marcela.morales@un.org directly for instructions.



EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Economic Commission for Latin America and the Caribbean (UNECLAC) by the closing date set forth in this EOI. *Due to the high volume of communications UNECLAC is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.



