



## **Request for Expression of Interest (EOI)**

### **Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the basis of the intergovernmental negotiating process to address the global problem of climate change. That process is serviced by the UNFCCC secretariat, located in Bonn, Germany. The UNFCCC secretariat organizes over 150 meetings and workshops per year, most of them at its seat in Bonn, some on its premises and others at commercially provided venues.

The UNFCCC secretariat wishes to invite multiple venue service providers in Bonn, Germany and surrounding areas to host smaller meetings and workshops for up to 450 participants.

### **The Dynamic Purchasing System**

The UNFCCC secretariat herewith invites interested vendors to participate in a dynamic purchasing system for venues, which is a process for making commonly used purchases (i.e., venue bookings) within a period of four years. The system is open to any economic operator who meets the selection criteria and submits an indicative tender that is found compliant.

By this open invitation, the UNFCCC secretariat invites all vendors to submit an indicative tender including a price list for their facilities, which will be evaluated within 15 days. Tenderers that comply with the specifications will be admitted to the system for future booking for UNFCCC meetings or workshops in or around Bonn.

Tenders and price lists submitted can be submitted now or at any later time. Once submitted, they shall be binding, but they may be updated and resubmitted at any point in time.

In addition, prior to each individual meeting or workshop expected to exceed USD 4,000, a simplified contract notice will be published, which will give tenderers that have not yet been admitted to the system the possibility of submitting an indicative tender within 7 days.

All indicative tenders that comply with the minimum requirements will be classified according to the specific facilities they offer, and ranked on the basis of the price lists submitted with the tender. Subsequently, for each individual meeting or workshop, the venue will be selected according to (a) the specific requirements, (b) availability, and (c) ranking (i.e., price).

The UNFCCC secretariat will not resort to this system to prevent, restrict or distort competition. The system will remain open and in force for the full period of 4 years up to 31 March, 2019.



### Categories and frequency of UNFCCC meetings and workshops

The UNFCCC secretariat arranges a wide range of meeting types. The total space requirement generally ranges from 400m<sup>2</sup> to 1500m<sup>2</sup>, depending on the type of meeting held.

As a reference, the table below provides an estimate of the expected number and size of workshops and meetings that the secretariat organizes in Bonn each year, and the related venue requirements:

Category	No. of participants	Number of workshops p.a.	Minimum venue requirements
1	2-40	50	- 2 meeting rooms - 3 offices - 1 participants' centre
2	41-80	25	- 2 meeting rooms - 3 offices - 1 participants' centre
3	81-450	15	- 4 meeting rooms - 3 offices - 1 participants' centre

All meeting rooms shall be soundproof and equipped with an adequate ventilation, air-conditioning, light, furniture and power and ICT connections as defined by the UNFCCC secretariat case by case. Typical meeting room set-ups are:

Seating style	seating capacity	Meeting room size (in square meters)
classroom	120 to 250	230 to 500
U-shape	70	200
square	20	60
square	10	30
U-shape	30	100
classroom	150	330
square	25	65

### General and minimum requirements

The following minimum requirements are valid, irrespective of the type of meeting held.

Venue Availability: The meeting premises shall be available before the start of the meeting and, normally, at least 24 hours after its conclusion in accordance with the time line for set-up, installation, testing and dismantling of equipment determined by the UNFCCC secretariat. It shall normally remain at the disposal of the UNFCCC secretariat 24 hours a day throughout the duration of the meeting.



**Meeting Layout:** The detailed layout of offices, meeting space and service areas shall be designed in close cooperation with the UNFCCC secretariat. In all areas particular attention should be given to lighting, ventilation, air-conditioning, heating and adequate soundproofing.

**Utilities and Services:** The meeting premises referred to below shall include all necessary utility services, such as: water, electricity and Internet services, a sufficient number of utility facilities such as separate public toilets for gentlemen and ladies, adequate cleaning and maintenance services, and waste management, in accordance with the total expected amount of participants.

**Connectivity:** The provider shall ensure a stable and uninterrupted power supply in the meeting premises, with special attention to sensitive technical areas such as registration, server rooms, network switching rooms, webcast live stream rooms, etc. Sufficient number of extension cords shall be provided for the connection of electrical/electronic equipment such as staff laptops.

**Environmental performance:** The provider is expected to have a documented, comprehensive environmental policy and practice. Capacity to calculate consumption of power, heat, water, paper, refrigerants, food and drinks, and generation of waste and waste water, etc., is highly desirable, so the UNFCCC secretariat can measure the greenhouse gas emissions of the meeting or workshop.

### **How to participate**

Please contact [quotation@unfccc.int](mailto:quotation@unfccc.int) to obtain the background documentation outlining examples of the meetings/sessions typically held by the UNFCCC secretariat and instructions on how to submit your indicative tender.