



United Nations
Economic Commission for Africa

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNECA. You are therefore requested to direct all your queries to United Nations Economic Commission for Africa using the e-mail address provided below.

Title of the EOI: Request for Procurement of an Event Management Application for UNECA Conference Services

Date of this EOI: 23 January 2025

Closing Date for Receipt of EOI: 31 January 2025

EOI Number: EOIUNECA23372

E-mail address: welela.berihu@un.org; assaad@un.org

Address EOI response by fax for the Attention of:

Mrs. Welela Berihu / Mr. Ali Assaad

UNSPSC Code: 43220000 - Data Voice or Multimedia Network Equipment or Platforms and Accessories

DESCRIPTION OF REQUIREMENTS

REQUEST FOR EXPRESSION OF INTEREST

The United Nations Economic Commission for Africa (UNECA)

is seeking Expression of Interest (EOI) to procure an Event Management Application for UNECA Conference Services.

UNECA requires sophisticated tools to facilitate participant engagement, streamline event logistics, and ensure the seamless execution of event services. The solution should support functionalities such as attendee management, event scheduling, real-time updates, networking features, and detailed analytics to measure engagement and event success.

The objective is to procure an existing, proven event management system that is fully customizable to UNECA's needs. The solution must offer both a mobile application and cloud backend support for event planning, management, and post-event analysis.

Please note that the UNECA is precluded from entering into contract with a firm that is not fully registered with UNGM. Those interested in responding to this invitation but not currently fully registered as vendors with UNGM, are encouraged to register before submission of the bid. Further details may be obtained by visiting <https://www.ungm.org/Vendor/Registration>. In order to be eligible for UN Registration, please make sure to declare in writing the Prerequisite for Eligibility criteria itemized from A-F as contained in EOI instruction on the notice. UNECA reserves the right to verify statements by the EOI respondent and not to invite all those companies who had expressed interest. Only eligible firms that are successful at this pre-qualification stage will be invited to participate in the later stage. Those interested should write to the above-mentioned email address to submit their "Expression of Interest" by the deadline of 31 January 2025. Interested vendors should

submit a fully completed Vendor Response Form to the link provided. It is to be noted that the successful bidder will be required to Register in UNGM before Contract award.

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form <https://www.ungm.org/Public/Notice/257842> of this EOI before the closing date set forth above.