

United Nations  Nations Unies

UNITED NATIONS OFFICE AT NAIROBI
OFFICE OF THE DIRECTOR-GENERAL

P.O. BOX 67578, NAIROBI 00200

OFFICE DES NATIONS UNIES À NAIROBI • BP 67578, NAIROBI 00200

TÉL: + 254 (0)20 762 25695 • FAX: 254 (0)20 762 24681

ODG/2014

The Office of the Director-General of the United Nations Office at Nairobi (UNON) presents its compliments to the Permanent Missions of Member States to the United Nations and the Permanent Observer Missions to the United Nations, and has the honour to inform of a seminar that will be held to provide information and guidance to potential vendors on the procurement procedures of the United Nations, how to register as vendors and how to identify business opportunities with the United Nations working in Kenya and Somalia.

The Business Seminar will be held on 18 and 19 November 2014 at the United Nations Gigiri Complex in Nairobi.

The United Nations Office at Nairobi wishes to extend an invitation to vendors from the respective countries, within the following seven (7) categories, to participate in the Business Seminar for both Kenya and Somalia: Construction; Facilities Management Services (catering, cleaning, gardening, architectural and interior design); Information and Communication Technology (Global System for Mobile Communications (GSM) services, internet services, audio and video conference services, physical access control systems); Medical Supplies (excluding medicines); Green and Sustainable Goods; Monitoring and Evaluation Services and Inland Ground Transport (within Somalia only).

The United Nations Office at Nairobi wishes to extend the invitation to vendors who have been in business for no less than 3 years within any of the above mentioned categories. Vendors are requested to send their expression of interest in participating in the Business Seminar by 22 October 2014 via e-mail to unon.procurement@unon.org. Vendors will need to confirm that they have been in business for at least 3 years indicating which of the seven categories they are interested in. If this information is not provided, UNON will not do a follow up and vendor(s) will not be considered further. Due to limited space, UNON will review all vendors meeting the requirements and invite vendors to the Business Seminar on a first come-first serve basis by 1 November 2014.

The United Nations Office at Nairobi avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.



10 September 2014