

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Subject: Rental of Venue and training facilities

Date of this EOI: 13 June 2013

Closing date of this EOI: 28 June 2013

Reference Number: ICC ref. 115556

Address EOI for the attention of: Mr. Kent Foster

Fax no.: +31 70 515 8336

E-mail address: kent.foster@icc-cpi.int

It is anticipated that the International Criminal Court (ICC) located in The Hague, The Netherlands, will shortly be issuing a solicitation for the Rental of a Venue and Training facilities for a seminar in October 2013. In this connection, the ICC is requesting expression of interest from qualified firms.

Scope of work: Rental of Venue and Training Facilities

Tentative dates:

Seminar: 21-22 October 2013 (2 days)

Training: 23-25 October 2013 (3 days)

Seminar:

- 270 persons, in classroom setting.
- 2 coffee breaks (mid-morning & mid-afternoon)
- 1 optional quote for welcome coffee in the morning and afternoon for these 2 days
- Separate quote for lunch during these 2 days
- Audio video and interpretation facilities (laptop, beamer, interpretation booths, receivers, AV personnel, recording sessions, etc)
- Location reachable by public transportation
- 1 room with all relevant office facilities for ICC- Conference staff

Training:

- 2 Rooms, classroom setting, for 70 persons each (total of 140 persons)
- 2 coffee breaks (mid-morning and mid-afternoon)
- 1 optional quote for welcome coffee in the morning and afternoon for these 3 days
- Separate quote for lunch during these 3 days
- Audio video and interpretation facilities(laptop, beamer, interpretation booths, receivers, AV personnel, recording sessions, etc)
- Location reachable by public transportation
- 1 room with all relevant office facilities for ICC- Conference staff

The Request for Proposal will be sent to the firms who respond to this EOI. Interested firms/organizations should forward their Expression of Interest by facsimile or e-mail to the attention of Mr. Kent Foster at fax no. +31 70 515 8336 or by e-mail kent.foster@icc-cpi.int Please use the attached form.

Interested firms/organizations registered with the UN Global Marketplace, please indicate your vendor registration number. Please be advised that this Request for EOI does not constitute a solicitation. It should also be noted that the ICC reserves the right to change or cancel this requirement at any time.

EXPRESSION OF INTEREST
ICC RFP # 115556

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1. Company information:

a) Company's name: _____

b) Address (address responding to this EOI): _____

c) Telephone: _____

d) Fax: _____

e) E-mail: _____

f) Company contact: _____

g) UNGM Vendor Registration No.: _____