

## **Letter of Intention to Bid**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Division of External Relations, invites qualified supplier to make a firm offer for the establishment of Frame Agreement(s) for the provision of specialized records centre, warehousing and digitization services as per the below lots:

1) Lot 1 - Specialized Records Centre and warehousing services in Switzerland, maximum 25 km from UNHCR headquarters in Geneva.

2) Lot 2 - Specialized Records Centre, warehousing and digitization services in one of the following European countries: Austria, Belgium, Czechia, Denmark, France, Germany, Ireland, the Netherlands, Sweden, Switzerland or the United Kingdom of Great Britain and Northern Ireland.

### **This specific tender is managed via the new UNHCR Cloud ERP supplier portal.**

If you have not registered previously, please create a profile using the registration link provided in the procurement notice or by following the instructions in the guides available on the UNHCR website.

If you already have a profile, please log in to the UNHCR Cloud ERP supplier portal, then search for the negotiation using the reference number UNHCR ITB 923.

To express your interest in participating in the subject tender, please follow the instructions below:

#### **1. Supplier Registration**

If you have not registered previously, please create a profile using the registration link:

<https://fa-esrv-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000009859468>

or by following the instructions in the guides available on the UNHCR website:

<https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier>

If you already have a profile, do not create a new one. Instead, use the forgotten password feature if you cannot recall your password or username from your previous registration.

To avoid any issues with the company's user email address, it is recommended to use the company email address instead of individual person.

#### **2. Create Response Draft in Cloud ERP**

To confirm your intention to participate in this tender, please create a draft in the ERP System, which will validate your interest.