



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR BOOKS, COMPUTERS & ACCESSORIES, HARDWARE AND REPAIR TOOLS, ELECTRONICS, HEALTH CARE, LIGHTING AND FURNITURE SUPPLIES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations (hereinafter the “Mission”) issues a call for expressions of interest to provide the supplies indicated below.

Location

- The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)

Date and Time

Next business day or same week delivery.

Duration

- One-year (2026).

Recipients

This call is addressed to general supply companies and e-commerce platforms that meet the requirements described above and who have the authorizations, qualifications, expertise, and resources to enter into such an agreement.

Duties and Activities

Including, but not limited, to the following supplies:

- Books, newspapers, publications, magazines on international affairs
- Computers and Accessories
- Computer components
- Data storage
- Networking products
- Hardware and repair tools
- Software
- Electronics (Accessories & Supplies)
- Headphones
- Plugs and Outlets
- Printmaking and Custom Stamps
- Health Care
- Medical Supplies & Equipment
- Furniture

- Lighting and Bulbs
- Batteries
- Storage Organization
- Event Supplies
- Flags, Poles and Accessories
- Pest control products

Insurance

COI is mandatory.

Purpose

This call is aimed to start a constructive dialogue with interested companies. At this stage, expressions of interest are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

Requirements

As a guarantee of sound business practices, companies must include in the expression of interest the following information:

- Business license and permits
- Company profile
- Letters of reference (or equivalent)

The expression of interest shall also indicate:

- Special discounts
- Online catalog (link)
- Delivery options and lead-times; same-day delivery costs (if available)
- Customer service and return policy
- Ordering experience (e-commerce, phone, etc.)
- Online budgets (ability by account administrators to assign budgets to users or cost centers; if a user or cost center goes over budget, prevent checkout or send a notification to the user/manager).

Submission of the Expression of Interest

The expression of interest must be submitted by email no later than November 28th, 2025, to the address admin.italyun@esteri.it (subject: *"EXPRESSION OF INTEREST GENERAL SUPPLIES"*).

New York,