



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR THE SUPPLY OF GENERAL GOODS (BOOKS, COMPUTERS & ACCESSORIES, HARDWARE AND REPAIR TOOLS, ELECTRONICS, HEALTH CARE, LIGHTING AND FURNITURE)

1. Introduction and Purpose

The Permanent Mission of Italy to the United Nations (hereinafter, the “Mission”) invites interested companies to submit expressions of interest for the supply of general goods and related products during calendar year 2027.

This initiative is intended to identify potential suppliers, gather information on available products and services, and explore the commercial terms and ordering arrangements offered by interested companies.

This expression of interest is preliminary and non-binding. It does not constitute a call for tenders, a request for proposals, or a commitment by the Mission to purchase any goods or to award any contract.

2. Location

The goods will be delivered to the following address:

Permanent Mission of Italy to the United Nations

One Dag Hammarskjöld Plaza

885 Second Avenue, 49th Floor

New York, NY 10017, USA

3. Duration and Delivery Requirements

The anticipated period of supply is January 1 through December 31, 2027.

The Mission is particularly interested in suppliers capable of providing next-business-day or same-week delivery, as appropriate to the products ordered. Applicants should specify their standard and expedited delivery options, applicable lead times, and any additional charges for expedited or same-day delivery.

4. Eligible Applicants

This expression of interest is open to general merchandise suppliers, specialized retailers, and e-commerce platforms with the legal authorizations, qualifications, experience, and operational capacity necessary to supply the goods listed below.

5. Scope of Supplies

The anticipated categories of goods include, but are not limited to:

- **Books and publications:** books, newspapers, magazines, and publications relating to international affairs.

- **Computers and information technology:** computers, accessories, components, data storage devices, networking products, and software.
- **Hardware and repair tools:** hardware, hand tools, and repair and maintenance supplies.
- **Electronics and accessories:** electronic equipment and accessories, headphones, plugs, outlets, and related supplies.
- **Printing and identification:** printing supplies, printmaking materials, and custom stamps.
- **Healthcare and medical supplies:** healthcare products, medical supplies, and equipment.
- **Furniture and storage:** furniture, storage and organization products, and related accessories.
- **Lighting and electrical supplies:** lighting fixtures, light bulbs, batteries, and related products.
- **Event supplies:** materials and accessories required for meetings, conferences, and official events.
- **Flags and accessories:** flags, flagpoles, and related accessories.
- **Pest control:** pest control products and related supplies.

The categories above are indicative and do not guarantee that the Mission will purchase any particular product or quantity.

6. Insurance Requirements

Applicants must be able to provide a valid Certificate of Insurance (COI) meeting the Mission's applicable requirements. Applicants should indicate the insurance coverage currently maintained by their company and confirm their ability to provide the relevant documentation upon request.

7. Information Required from Applicants

To enable the Mission to assess the suitability and capabilities of interested suppliers, applicants are requested to submit the following documentation and information.

A. Company documentation

- Valid business licenses, permits, and other authorizations applicable to the proposed activities.
- Company profile, including business activities, areas of specialization, and operational capacity.
- Letters of reference from previous or current clients, or equivalent evidence of relevant experience.

B. Commercial and operational information

- **Discounts:** preferential pricing, institutional discounts, volume discounts, or other special commercial terms available to the Mission.
- **Online catalog:** a link to the company's online catalog or e-commerce platform.
- **Delivery options and lead times:** standard delivery arrangements, estimated delivery times, geographic coverage, and any additional charges for expedited or same-day delivery, where available.
- **Customer service and returns:** customer support channels, service hours, procedures for handling defective or incorrect items, and applicable return and replacement policies.

- **Ordering methods:** available ordering channels, including online ordering, dedicated business accounts, telephone orders, or other relevant arrangements.
- **Budget management and user controls:** availability of online account-management features that allow administrators to assign budgets to individual users or cost centers and, where a budget is exceeded, either prevent checkout or generate an automatic notification to the relevant user or manager.

Applicants are encouraged to provide any additional information that may help the Mission evaluate the range, quality, availability, and cost-effectiveness of their offerings.

8. Submission Procedure and Deadline

Expressions of interest must be submitted by email no later than **November 20, 2026**, to:

Email: admin.italyun@esteri.it

Subject line: EXPRESSION OF INTEREST – GENERAL SUPPLIES

Applicants should ensure that their submissions include the documentation and information requested in Section 7.

9. Non-Binding Nature of the Expression of Interest

This initiative is intended solely to facilitate preliminary market engagement and dialogue with potential suppliers.

Submission of an expression of interest does not create any contractual relationship or entitlement, nor does it confer any preferential status or advantage in any subsequent procurement procedure.

The Mission reserves the right to determine its future procurement needs and the applicable procurement procedures, to request further information from interested companies, and to decide whether or not to initiate a subsequent procurement procedure.

Participation in this initiative does not guarantee inclusion in any future procurement process, the placement of orders, or the award of a contract.

New York,

Head of Administration
Eugenio BOLDRINI

Firmato Digitalmente da/Signed by:
EUGENIO BOLDRINI

In Data/On Date:
martedì 13 ottobre 2026 16:55:09