



General Secretariat (SG)

Geneva, 12 September 2024

Ref.: **CL-24/52**

To: ITU Member States

E-mail: newbuilding@itu.int

Subject: **Pre-qualification process for the planning and design of the new ITU Headquarters building**

Dear Madam/Sir,

During the 2024 Session, the ITU Council adopted the decision to proceed with the alternative reassessed project for ITU's headquarters premises ([Decision 640](#)), which has now received the concurrence of the majority of Member States of the Union ([CL-24/49](#)). As per the decision, ITU is now proceeding to develop a new design based on the revised and approved scope. A new tender process will be launched to procure planning, architectural and design services for the new Varembe building project.

In this regard, ITU would like to inform Member States that a request for pre-qualification has been published on 10 September 2024. This request invites interested companies to submit, before 17h00 Geneva time on 1 October 2024, an expression of interest and supporting documentation to provide planning, architectural and design services for this building project.

ITU would like to encourage Member States to inform reputable firms of this business opportunity and invite them to express their interest in participating in this pre-qualification process via the United Nations Global Marketplace at [Invitation to Pre-qualification of firms providing planning, architectural and design services \(ungm.org\)](https://ungm.org).

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Cc: Permanent Missions of ITU Member States