



REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNESCAP. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UNESCAP using the fax number or e-mail address provided below.

Title of the EOI:

Provision for moving services systems contract for UNESCAP in Bangkok, Thailand.

Date of this EOI: 27 August 2018

Closing Date for Receipt of EOI: 24 September 2018

EOI Number: EOIUNESCAP15446

Address EOI response by fax or e-mail to the Attention of: Procurement Officer

Fax Number: + 66 2 288 1034

E-mail Address: abliamitova@un.org

UNSPSC Code: 72154004, 72000000

DESCRIPTION OF REQUIREMENTS

The UNESCAP invites Expression of Interest (EOI) and seeks to engage a qualified moving company with the capability, and relevant experience to provide (1) SMP project-specific moving services for relocation of building occupants and equipment to and from temporary on-site swing space (2) on-call moving services and (3) warehouse storage services, if necessary. These moving services will predominately involve relocation of an office space environment.

The SMP moves will involve large scale moves (movement of personnel estimated in the range of 150-250 persons per cycle and/or roughly 3000-4500sqm). There are 5 major move cycles planned over a 4-year period and will involve moving multiple tenant entities [Occupant Groups] and their belongings to and from on-site swing space. Each move cycle will require support from a move manager(s) from the 'Moving Company.' The move manager will coordinate and manage all moves and support the SMP project team with the development of the required moving documentation (plans and packages) for each Occupant Group. The work will involve site visits, conducting surveys of furniture, filing and other items to be moved and creating move plans to ensure proper execution without disruption to UN operations. Effective coordination with all key stakeholders and various degrees of reporting and quality control are required, as well as participation in weekly move coordination meetings on-site, facilitated by the SMP Team, and internal stakeholders (IT, security, and Occupant Group focal point(s)). Some relocation of offices may require temporary storage of furniture or either items at either on or off-site locations

The services provided by the qualified Moving Company shall include the relocation of all of the following:

- Occupants at the ESCAP premises and their belongings,

- Office furniture and accessories (disassemble and reassemble),
- IT equipment (including computers, printers, and other IT office accessories), and
- Partition walls: half and/or full-height partition walls (disassemble and reassemble).

(2)On-call Moving Services

The on-call moving services requires that the qualified Moving Company have the capacity to provide moving services on an “as needed basis”. The moving company shall provide all labour, transportation, equipment and miscellaneous supplies in variable quantity as necessary to support small to medium size moves as well as provide staff on urgent/short notice basis. A focal point or team lead to be provided by the move company and will act as the focal point and liaison between the UN and the contracted moving team(s).

(3)Warehouse Storage Services

The warehouse storage services require that the qualified Moving Company have the capacity to provide safe and suitable storage space in a not too distant proximity from the ESCAP premises. Moving services to and from the storage facility is also required. If the qualified Moving Company is not able to provide storage facilities the UN may secure a warehouse facility, under a separate contract, but the UN would still require the moving services of the qualified Moving Company to move materials to and from the storage facility location(s).

Background

The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) is the regional development arm of the United Nations for the Asia-Pacific region and it is headquartered in Bangkok, Thailand. UNESCAP premises in Bangkok presently comprise of three reinforced concrete buildings: the Secretariat Building, a 15-floor high-rise reinforced concrete building constructed in 1975 totalling more than 29,500 sqm of total constructed area and 17,000 sqm of office space; the Service Building, a 4-floor reinforced concrete building built in 1975 with a total of 19,727 sqm of constructed area; and the United Nations Conference Centre built more recently in the early 1990s and with 50,730 square meters.

In August 2016, the UN General Assembly approved the Seismic Mitigation Project (SMP) for UNESCAP. The scope of the SMP project includes construction works in the Secretariat and Service Buildings, including structural seismic retrofitting, to ensure compliance with seismic and other fire and life-safety codes. It also includes a complete redesign of office layouts to achieve space efficiencies in the Secretariat and the life-cycle replacement of building systems that have reached the end of their useful lives. Tenants of the 15-story Secretariat building will occupy it during construction; the construction works within the building will occur in 8-9-month cycles where partial relocation will occur for occupants in half of 5-7 floors per cycle. Tenants will be relocated to swing space, within the UN ESCAP compound, which includes other vacated building(s) and/or other floor(s) within the Secretariat Building.

Companies who wish to be considered for receipt of the tender documents must submit vendor applications for review and consideration by the United Nations. The vendor registration form can be accessed at www.unescap.org/procurement/vendor-registration/registration.aspx.

This EOI does not constitute a solicitation. UNESCAP reserves the right to change or cancel the requirement at any time during the EOI phase or solicitation process. Submitting a response to this EOI does not automatically guarantee that a vendor will receive an invitation to participate in the solicitation. Only those companies deemed qualified, upon completion of an objective evaluation of the vendor application, will receive the final Request for Proposal.

Fax or mail your Expression Of Interest (EOI) with the vendor application form and relevant documentation, to the attention of the Chief, Procurement Unit, Division of Administration, UNESCAP, United Nations Building, Rajadamnern Nok Avenue, Bangkok 10200, Thailand. Fax: (66 2) 288 1034.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The moving company interested in providing these services, ideally, shall comply with the following requirements:

- To have at least 5 years of experience in large commercial moves (150-250 persons and/or 3000-4500sq.m) in Thailand.
- To be able to operate and provide moving and storage services in Thailand.
- To have experience in similar projects, within the past 5 years, which required temporary relocation of space furnishings during a renovation project.
- To be able to provide all labour, supervision, tools, equipment, transportation, permits, incidentals and materials necessary to perform moves under this category of service.
- To be able to provide proof of client satisfaction for quality, dependability and professionalism within the past 5 years.
- To have personnel with move project management experience with large moves (150-250 persons and/or 3000-4500sq.m) and with good written and spoken English skills.
- The qualified moving company may choose to collaborate with other companies for these works, but the majority of the work shall be performed by the main moving company which is awarded the contract and shall be responsible for the quality of the services provided.

UNESCAP reserves the right to verify the statements and not to invite all those companies who had expressed their interest.

Companies that have not registered with UNESCAP and wish to be considered for receipt of the future tender documents must submit applications for vendor registration. The vendor registration form can be accessed at the following website: www.unescap.org/procurement/vendor-registration/registration.aspx

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UNESCAP (UNESCAP) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Procurement Officer

EOI Number: EOIUNESCAP15446

Email: abliamitova@un.org

FAX: + 66 2 288 1034

FROM:

SUBJECT: Provision for moving services systems contract for UNESCAP in Bangkok, Thailand.

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNESCAP15446>

To be completed by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to UNESCAP (UNESCAP) by the closing date set forth in this EOI. *Due to the high volume of communications UNESCAP is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.