

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 United Nations Office at Geneva using the fax number or e-mail address provided below.

**Title of the EOI:**

Temporary Infrastructure for Conferences (TIC)

**Date of this EOI:** 1 October 2018

**Closing Date for Receipt of EOI:** 22 October 2018

**EOI Number:** EOIUNOG15598

**Address EOI response by fax or e-mail to the Attention of:** Jonathan Morgan

**Fax Number:** n/a

**E-mail Address:** jonathan.morgan@un.org

**UNSPSC Code:** 90111601, 81101513, 72121101

### DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva ("UNOG"), Switzerland, located at the Palais des Nations, is the largest United Nations Office in Europe, providing conference support and facilitating the multi-lateral international diplomacy of the worldwide community. The United Nations General Assembly approved the establishment of the Strategic Heritage Plan ("SHP") which includes the renovation of the existing Palais des Nations with more than 200,000 square meters and more than 30 conference rooms. UNOG will be launching a solicitation to provide a Temporary Infrastructure for Conferences during the SHP works UNOG seeks expressions of interest from companies wishing to tender the provision of a Temporary Infrastructure for Conferences at UNOG.

UNOG is seeking a Company able to Design, Build and Maintain a facility for 600 delegates. The facility has to be operational from mid 2019 to end 2023, during the expected renovation works of the Strategic Heritage Plan. The facility will have two different configurations during this period: in the first half, it will be 3 separate conference rooms with a capacity of 200 delegates each, to be transformed in the second period in a unique room with the full 600 delegates capacity.

The daily operation of the Infrastructure will remain under UNOG responsibility and the Company will be in charge to dismantle the facility at the end of SHP program.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The temporary infrastructure is to include:

- A covered hall, with cloakrooms, document distribution counter and sanitary facilities for approximately 600 people,
- The infrastructure must be able to be secured (doors lockable) and the installation of mobile security metal detectors and X-rays machines must be possible,
- Statutory installations to ensure local fire and life safety requirements are met (e.g. fire alarm, public address, fire hoses/hydrants/extinguishers, emergency exits, smoke and heat extraction, statutory signage, etc.),
- All furniture,
- Raised podium with presidency and secretary functionalities,
- A complete audio-visual system with simultaneous interpretations
- Connectivity to the UNTV studio,
- Any HVAC installations needed for the comfort of the users,
- Normal and emergency lighting,
- Normal and UPS power,
- Full Wi fi coverage

All the necessary works to reach this requirement will be under the responsibility of the Company:

1. Design
2. Redaction of all documents necessary to get all statutory authorisations (including accesibility norms) and building licence
3. Preparatory works and infrastructure works
4. Structural and building works
5. Arquitectural works and finishes
6. Installation works
7. Any exterior works to insure connection with existing services
8. Furniture
9. Maintenance
10. Dismantling of all the installation and restoring the surfaces once the buildings are removed

The detailed scope of work will be given under the Request for Proposal document that will be sent to the firms who respond to this EOI.

Bidders will be expected to have worked in turnkey projects for conferences and have the capability to deal with a complex site and installation timeline.

The UN seeks to promote effective international competition for the goods and service included within this bidding exercise. It is stressed however, that the appointed vendor must be onsite at UNOG during the design and execution works. During the warranty and maintenance periods, the vendor must be onsite within two (2) hours of a request by the UN. Further details will be sent out in the tender documentation but it is anticipated that this requirement may only be met by means of a presence in the region by the vendor or a member of its consortium (partnership or joint venture). These consortiums do not need to be identified now as part of the EOI response.

### 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 United Nations Office at Geneva (UNOG) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Jonathan Morgan  
**Email:** jonathan.morgan@un.org  
**FAX:** n/a  
**FROM:**

**EOI Number:** EOIUNOG15598

**SUBJECT:** Temporary Infrastructure for Conferences (TIC)

## 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](http://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](http://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=EOIUNOG15598>

*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](http://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 United Nations Office at Geneva (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.