REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of OSESGY. 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 Office of the Special Envoy of the Secretary-General to Yemen (OSESGY) using the fax number or e-mail address provided below.

Title of the EOI: Rental of Office Space in Amman, Jordan

Date of this EOI: 25 February 2019   Closing Date for Receipt of EOI: 11 March 2019

EOI Number: EOIPOSESGY16100

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

Fax Number: E-mail Address: osesyprocurement@un.org

UNSPSC Code: 80130000, 90110000

DESCRIPTION OF REQUIREMENTS

The Special Envoy of Secretary-General for Yemen (OSESGY) is looking to lease office space in Amman, Jordan, for an initial period of one (1) year, with optional extensions. The premises required should provide office space for an approximate number of eighty (80) staff members. It should be located in a safe neighborhood with easy access to the Airport / Airport Road.

Ideally OSESGY is looking for a flexible space with a minimum floor area of 800m² to provide office and conference space for its staff in Amman, as well as other members of the UN Country Team in Jordan.

In addition to standard office spaces, OSESGY will also consider offices with the modular capacity to increase or decrease the occupancy based on operational changes, as well as hotels and business parks.

This EOI does not constitute a solicitation. OSESGY reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to an EOI does not automatically guarantee that such company will be considered for receipt of the solicitation when issued. Only those prospective companies that are deemed qualified upon completion of an objective evaluation of their submission will receive the final Solicitation Documents.

Closing date for receipt of expressions of interest: 11 March 2019.
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 Office of the Special Envoy of the Secretary-General to Yemen (OSESGY) (OSESGY) before the closing date set forth above.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

To responding to this Request for Expression of Interest:

The Interested candidates should complete the document below and return it to the Email address osesgyprocurement@un.org before the deadline of 11 March 2019 at 16:00 hrs Jordan local time. The OSESGY reserves the right to reject expressions of interest which are partially or incorrectly completed or received after the deadline.
TO: Osesgy Procurement
Email: osesgyprocurement@un.org

EOI Number: EOI0SESGY16100

FAX: 

FROM: 

SUBJECT: Rental of Office Space in Amman, Jordan

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**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=EOIOSESGY16100](https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIOSESGY16100)

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

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**COMPANY INFORMATION**

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<thead>
<tr>
<th><strong>UNGM Vendor ID Number</strong>*:</th>
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<tbody>
<tr>
<td><strong>Legal Company Name (Not trade name or DBA name)</strong>*:</td>
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<tr>
<td><strong>Company Contact</strong>*:</td>
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<tr>
<td><strong>Address</strong>*:</td>
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<td>City*:</td>
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<td><strong>Email Address</strong>*:</td>
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<td><strong>Company Website</strong>:</td>
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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](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:
   - 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 of 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'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](http://www.ungm.org)); information on the registration process can be found at [https://www.un.org/Depts/ptd/vendors](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 Office of the Special Envoy of the Secretary-General to Yemen (OSESGY) (OSESGY) by the closing date set forth in this EOI. Due to the high volume of communications OSESGY 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](https://www.un.org/Depts/ptd/eoi).