United Nations Nations Unies

United Nations Economic Commission for Africa (UNECA
Ethiopia

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNECA. 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 Economic Commission for Africa (UNECA using the fax number or e-mail address provided below.

Title of the EOI:
Construction Work for Upgrading United Nations Confrence Center (UNCC) Confrence Room 1 (CR1) and Conference Room 2 (CR2) Podiums

Date of this EOI: 9 May 2019

Closing Date for Receipt of EOI: 31 May 2019

EOI Number: EOIUNECA16349

Address EOI response by fax or e-mail to the Attention of: Mr.Hezkias Sintayehu

Fax Number:

E-mail Address: sintayehuh@un.org

UNSPSC Code: 72000000

DESCRIPTION OF REQUIREMENTS

The United Nations Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia seeks a qualified contractor with valid licenses to express their interest to be engaged for Construction work of upgrading UNited Nations Conference Center (UNCC) Conference Room 1(CR1) and Conference Room 2(CR2) Podiums.

1.1 Background
The UNCC building was constructed in 1996 for the UNECA to satisfy the need for conference facilities. The center is capable of hosting meetings of all sizes in equal comfort. Two main conference halls offer a combined space of 2,200 square meters with a total capacity of nearly 1,300 persons. The podiums with in the main conference halls, CR1 and CR2, are not designed to aid persons with disabilities(PWD). They are not accessible for people with disabilities. The existing lectern also is not PWD accessible. This has raised concerns with people using the conference facilities.
Both conference halls, CR1 and CR2, in order for the podiums to be PWD accessible need remodeling work by removing the top upper level and making it the same level as the lower one. This makes the whole podium one level.
Existing joinery and carpentry at the top level will be reutilized on the lower level. The scope calls for a demountable delegates table to free up the podium for various type activities and sessions. A platform lift is proposed to make the podiums PDW accessible.
It is anticipated that the construction of the podiums is done concurrently not to disrupt the use of the conference hall.

1.2 Scope of work

— Remove existing joinery and equipment, modify and reuse;
— Demolish the existing podium to into a single platform;
— Re-integrate the existing joinery panelling to the podium by introducing a mechanism to make it demountable for conference room 1 (CR1);
— Introduce height adjustable lectern;
— Replacement fixtures, fittings and finishes sympathetic to the existing room's design intent and quality;
— Provide a wheelchair compliant platform lift for vertical movement between conference room floor and podium level. House in joinery to suit existing finishes and detailing;
— Enable wheelchair accessibility to the back rooms from the podium;
— Rewire the power outlets and audio / visual cabling underneath the podium as well as provide a cable trunking system on the podium for ease of rewiring and change;
— Electrical
—Re-use existing:
- Power & data distribution boards & risers.
- Audio visual wiring.
- Voice & data passive infrastructure.
—Provide new:
- Cable management system for power, data and AV.
- Concealed, floor mounted outlets for power, data and AV.
- Additional power outlets with USB capability with the control mechanism of the podium desks.
— New electrical and communications works associated with new platform lift.
— Integrate a fire detection and alarm system underneath the podium.
— Provide new cable trunking to the conference manager table.
— Light steel joists with SHS steel support posts and steel support beams.
— 200mm Solid block wall around perimeter of podium.
— Modifications to the existing ductwork and local diffusers to accommodate the change in levels in the podium by reconfiguring the duct-work.

1.3 Construction methodology and phasing

These are some points to be considered ,
— A Construction methodology should submitted by the contractor that refers to the planned method of construction, taking into account all contractual and legal requirements, construction constraints, risks, and opportunities. Business continuity of a conference building should be maintained at all times.
— The methodology includes the temporary and permanent works and the services required to complete the construction works.
— A Construction Environmental Management Plan should be prepared to describe to avoid, minimise or mitigate any construction effects on the environment and the surrounding spaces when carrying out the associated construction activities.
— Construction methodology and phasing of the Development.
— The contractor should also propose site management proposals. The aim of the site setup measures is to minimise risk to the environment and, provide welfare facilities for staff, ensure security of the site and promote efficient use of resources. Such facilities will include:
- Temporary protective fencing and lighting;
- Site security facilities;
- Temporary car parking, offices and welfare facilities;
- Temporary and secure equipment storage areas;
- Emergency spill kits;
- Dust management facilities including wheel washing;
- Material and plant storage areas; and
- Material recycling and waste segregation areas.

Companies expressing interest should note that this Request for Expression of Interest (REOI) serves as pre-qualification of the companies that will be invited to participate in the tender process .Intrested firms will be invited to the tender by "Request for Proposal (RFP)" at later stage and the detail requiremnt will be further specfied in the RFP document.

UNECA reserves the right to change or cancel the requirements at any time during the EOI/ or solicitation process. Thus, submitting a reply to this EOI does not automatically guarantee that your company will be

considered for receipt of the solicitation when issued. The RFP and any subsequent commitment to contract will be issued in accordance with UN rules and regulations.

UNECA is precluded from entering into contract with a vendor that is not registered with United Nations Global Market Place(UNGM). Thus, only those vendors who are registered or provisionaly registered or have started their registration process in UNGM will be eligible to receive the solicitation document RFP.

Those interested in responding to this EOI but not currently registered as vendors with UNGM, are encouraged to register before submission date for closing of the EOI in the United Nations Global Market Place (UNGM). Further details may be obtained by visiting https://www.ungm.org/Vendor/Registration . In order to be eligible for UN Registration, please make sure to declare in writing the Prerequisite for Eligibility criteria itemized from A-F as contained in EOI instruction attached.

Those interested vendors who fullfill the above requirements are required to submit the Completed Vendor Response Form plus all required supplemental documentation through the e-mail address: sintayehuh@un.org (copy to assaad@un.org) on or before the closing date of 31 May 2019.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

By submitting an EOI, the Applicant acknowledges that neither the United Nations nor the Applicant intends to create any contract or other relationship under which the United Nations is legally obliged to conduct the Expression of Interest process for the works in any manner or to proceed to tender on the basis set out in this Invitation to Expression of Interest or any other basis and that there is in fact no such contract or other relationship in existence.

UNECA reserves the right to verify statements by the EOI respondent and not to invite all those companies who had expressed interest. Only eligible firms that are successful at this pre-qualification stage will be invited to participate in the ensuing tender invitation.

Interested vendors should submit a fully completed Vendor Response Form to the above-listed email address .

All questions which the vendors should have must be sent through the same email address not later than 10 days before the closing date. The UN reserves the right to reject incomplete Expressions of Interest responses.

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form in UN website of http://www.un.org/depts/ptd/pdf/eoi(insert the above EOI number here) or a pdf of this EOI and fax it or email it to UNECA using the email mentioned in this document before the closing date set forth above.

The successful bidder will be required to Register in UNGM at Level 2 before Contract award.

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 Economic Commission for Africa (UNECA (UNECA) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Mr.Hezkias Sintayehu **EOI Number:** EOIUNECA16349

Email: sintayehuh@un.org

FAX:

FROM:

SUBJECT: Construction Work for Upgrading United Nations Confrence Center (UNCC) Confrence Room 1 (CR1) and Conference Room 2 (CR2) Podiums

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=EOIUNECA16349

*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 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 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 Economic Commission for Africa (UNECA (UNECA) by the closing date set forth in this EOI. *Due to the high volume of communications UNECA 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**.