



## 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 United Nations Economic and Social Commission for Asia and the Pacific using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Construction Administration and Support Services

**Date of this EOI:** 1 October 2019

**Closing Date for Receipt of EOI:** 18 October 2019

**EOI Number:** EOIUNESCAP16793

**Address EOI response by fax or e-mail to the Attention of:** Doreen Nimneh-Togba  
Associate Procurement Officer

**Fax Number:** +66 3 22881034

**E-mail Address:** togbad@un.org, cucalaescorihuela@un.org, escap-pu@un.org

**UNSPSC Code:** 81100000, 81101500

### DESCRIPTION OF REQUIREMENTS

**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.

The UNESCAP premises in Bangkok presently comprise of three reinforced concrete buildings:

- a) the Secretariat Building, a 15-floor high-rise reinforced concrete building constructed in 1975 totaling more than 29,500 sqm of total constructed area including 17,000 sqm of office space;
- b) the Service Building, a 4-floor reinforced concrete building built in 1975 with a total of 19,727 sqm of constructed area; and
- c) 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 and the life-cycle replacement of building systems that have reached the end of their useful lives in the Secretariat Building.

Description of Requirements

UNESCAP seeks to engage qualified firms for the provision of construction administration and technical support services to assist with the major renovation of its office tower in Bangkok, Thailand. The works are expected to be carried out over approximately four (4) years while the building is occupied.

The services are required to assist the SMP Team in managing the i) construction; ii) project completion and iii) post completion phases of the refurbishment and renovation project. These services may include the day-to-day management of the contractor, site inspections and providing technical expertise to review and approve the contractor's submittals. The services shall support the SMP team to ensure the construction contractor's works are performed in an efficient and coordinated manner with consideration to cost, schedule, quality and risk management.

Companies responding to this EOI need to have a deep understanding, expertise and experience with these activities in the renovation and construction industry. These construction administration and technical expertise services shall be provided on-site in Bangkok. Some off-site support may be required depending on the tasks. These services shall be performed by licensed and/or qualified experts in Thailand, depending on the nature of the services. The services will likely include a reoccurring / fixed level of effort for the contract administration support and a variable, on-call portion, as-required.

The expertise that may be required under these service include, but are not limited to:

1. Construction Project Manager
2. Construction Health and Safety Specialist
3. Document Control Manager
4. Administrative Support
5. Design Manager
6. Architect
7. Structural Engineer
8. Civil / Utilities engineering
9. Mechanical Engineer
10. Electrical Engineer
11. Building Management / Automation Systems Engineer
12. Building Inspector
13. Commissioning Specialist
14. Construction site quality assurance manager
15. Fire Protection Engineer
16. Project Scheduler
17. Cost Estimator
18. Move and Logistics Officer
19. Information Technology
20. Interior design
21. Risk Manager
22. Report editor
23. Translation
24. Move coordinator
25. Accessibility Expert
26. Building surveying
27. Land surveying
28. Vertical transportation specialist
29. Information technology specialist
30. Security and threat resistance specialist
31. Sustainability specialist
32. CAD / REVIT / BIM specialist
33. Hazardous Materials Expert
34. Other related expertise

The detailed Scope of Work will be given under the Request for Proposal document that will be issued.

II. Pre-qualification Requirements / Information:

Interested firms /entities shall submit their EOI (in accordance with the "Instructions for submitting EOI"

indicated under III below) and demonstrate that they meet or exceed the following requirement. Firms / entities who do not meet these minimum requirements will not be invited to participate in the solicitation (Request for Proposal - RFP) to be issued for the requirement:

- a. Company experience: Minimum of five years of proven experience in providing Construction Administration Services and control for projects of similar scope and profile. Bidders shall provide a summary of company background, field of expertise and number of years in business.
- b. Project references: Provide a minimum of three (3) local or international project references where the firm / entity has provided construction administration services within the last 10 years. Each project reference shall include the value, surface area, services provided, employer, contract duration and location, plus any other pertinent information.
- c. Local experience: Provide at least one (1) local project reference where the firm / entity has provided construction administration services within the last 10 years. Include the value, surface area, services provided, employer, contract duration and location, plus any other pertinent information. This reference project can be the same as the one referenced under item 'b' above.
- d. Mobilization time: By responding to this EOI, the firm / entity confirms the ability to provide on-site in Bangkok, the required full personnel within 60 days of the UN's request for long term assignments, and within 3-day for short term personnel.

The UN seeks to promote effective international competition for the service. It is stressed however, that the appointed Contractor must perform most of these services onsite at UNESCAP for the duration of the resultant Contract. Full details of the requirement will be communicated in the tender documentation however; it is anticipated that this requirement may only be effectively fulfilled by means of a presence in the region, by the successful Contractor or a member of its consortium (partnership or joint venture). Joint Venture or Consortium relationships are not required as part of the EOI response nevertheless; participating companies must ensure registration at the United Nations Global Marketplace prior to the resultant RFP closing date.

### III. Instructions for submitting the EOI

1. Please submit your Expression of Interest by returning the duly completed Vendor Response Form along with the relevant documentation requested for preliminary assessment. Do note, this request for EOI does not constitute a solicitation.
3. Indepth technical queries and/or site visits are not entertained at this stage. UNESCAP reserves the right to change or cancel the requirement at any time during the sourcing process. Please note that only those Companies that meets the pre-qualification requirements and submit the requested documentation under this EOI, shall be considered qualified by UNESCAP, and will be invited to participate in the solicitation to be issued.
4. The submission of your EOI must be in English.

### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

All responses shall be submitted to UNESCAP no later than 13:00 hours Bangkok local time on Friday, 18 October 2019, via email to: [togbad@un.org](mailto:togbad@un.org); [cucalaescorihuela@un.org](mailto:cucalaescorihuela@un.org) and [escap-pu@un.org](mailto:escap-pu@un.org).

Questions of a general nature may be directed to the above-mentioned email addresses.

### **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 and Social Commission for Asia and the Pacific (UNESCAP) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Doreen Nimneh-Togba  
Associate Procurement Officer  
**EOI Number:** EOIUNESCAP16793

**Email:** togbad@un.org, cucalaescorihuela@un.org, escap-pu@un.org

**FAX:** +66 3 22881034

**FROM:**

**SUBJECT:** Provision of Construction Administration and Support Services

## 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=EOIUNESCAP16793>

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 Economic and Social Commission for Asia and the Pacific (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>.

