REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNON. 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 Nairobi using the fax number or e-mail address provided below.

<table>
<thead>
<tr>
<th>Title of the EOI:</th>
<th>Renovation of an existing one Office Block as part of the Pilot phase of the Flexible Workplace Strategy component of the replacement of Office blocks A-J Project.</th>
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<tbody>
<tr>
<td>Date of this EOI:</td>
<td>17 March 2020</td>
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<tr>
<td>EOI Number:</td>
<td>EOIUNON17361</td>
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<tr>
<td>Address EOI response by fax or e-mail to the Attention of:</td>
<td><a href="mailto:Unon-Procurement-Rfx@Un.Org">Unon-Procurement-Rfx@Un.Org</a></td>
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<tr>
<td>Fax Number:</td>
<td>n/a</td>
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<tr>
<td>E-mail Address:</td>
<td><a href="mailto:unon-procurement-rfx@un.org">unon-procurement-rfx@un.org</a></td>
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<td>UNSPSC Code:</td>
<td>72000000</td>
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DESCRIPTION OF REQUIREMENTS

UNON is seeking a skilled and qualified General Building Contractor to refurbish and remodel Office Block V which is a major part of the implementation of the Pilot Phase of the Flexible Workplace component of the Replacement of Office Blocks A – J project at the UNON Complex, Gigiri, Nairobi Kenya.

The Flexible Workplace Strategy component involves the implementation of flexible workplace strategies across all the office buildings on the UNON complex in order to optimize the use of office space. This component also involves construction services required across all offices on the UNON Gigiri complex including different types of pilot projects to test the flexible workplace concepts, showcase what future office furniture would look like, and to obtain user feedback for the final design development. This EOI is limited to the construction and fit-out works for the pilot office block only.

The existing Office Block V to be used as a pilot project is an approximately 804sq.m (GIFA), 3-storey structure constructed in the 1980's and comprises a masonry structure with concrete tiled roof.

The preferred Contractor shall have highly experienced and qualified personnel in terms of managers, planners, health and safety auditors/officers, engineers and technicians, as well as relevant, appropriate, modern and advanced tools and machinery to provide UNON with high-quality building and equipment installations in compliance with the highest quality standards, the current local and international regulations and UNON's requirements. The Contractor shall demonstrate to have the required financial funds to speedily mobilize the resources necessary to complete the works within a maximum of a three month time frame for a phased occupation, at the expected level of quality. The contractor shall also demonstrate to have previous experiences in refurbishment, remodelling, renovation and fitting-out of similar complex...
Due to the multidisciplinary nature of the requirement, a consortium of contractors, sub-contractors or single general contractors are encouraged to express interest. Also, General Contractors with long standing contractual or construction affiliation with experienced specialist sub-contractors are encouraged to express interest. In a consortium, the Principal Contractor shall have core competence in building construction with extensive experience in major, complex renovations and fit-out works. A consortium shall provide proof of agreement by the parties to participate in the anticipated upcoming tender.

It should be noted that the scope of this EOI is considered a project on its own and does not include other services related to implementation of other components of the A-J Project in UNON Gigiri complex.

In summary, the works shall consist of the following:

• Refurbishment, renovations, remodelling and fit-out of the existing 804m², 3-storey office building. This will include the necessary modifications to the existing structure, strip-out, minor demolitions and the fit-out of all new partitions and internal new structures including washroom facilities, cubicles, wall and base units.
• Building and set-up of new ICT switch and communication rooms complete with Electro-Mechanical and ICT installations
• Installation of structured cabling (fibre, UTP, RF etc) for the building with physical links to Data Centres elsewhere.
• Installation and commissioning of the new electrical, plumbing and HVAC equipment as required.
• Installation of the required carpentry, joinery and finishing as per the architectural design.
• Possible installation of sustainable technologies such as the retrofit of Photo voltaic panels and solar water heaters.
• Accessibility upgrades including the possible installation of passenger lifts.
• Coordination and management of installation of furniture, ICT, Public Address systems, security and safety equipment all by others.
• Execution of minor external civil and landscape works to adapt the existing infrastructure to the new layouts and requirements.
• Provision of as-built drawings in electronic (AutoCAD/Revit compatible) format.

Additional details, specifications and terms of reference shall be provided in the tender document to be issued subsequent to this EOI.

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

**PRE-QUALIFICATION REQUIREMENTS**

Only those vendors meeting the following pre-qualification criteria will be invited to participate in the anticipated tender exercise:

a. The vendor shall provide Certificate of Incorporation showing proof of seven years of experience as an established Main General Building Contractor.

b. In case of sub-contracting, the vendor shall submit a written statement confirming that:
   1. Signed agreements from domestic sub-contractors will be provided during the solicitation process in the following categories as a minimum: i) building and civil works, ii) mechanical & electrical installation works, iii) interior fit-out and finishing works, iv) Voice and data installations works.
   2. The Certificate of Incorporation for each sub-contractor will be provided during the solicitation process showing proof of five years of experience as an established specialist installer in their relevant field of expertise.

c. The General Contractor and interior fit-out and finishing domestic sub-contractor (if applicable) shall provide proof of a minimum of three relevant and comparable projects completed over the past seven years that showcases their respective quality controls, historical financial capabilities, health and safety record and ability to work to tight timelines. The following information to document the above shall be submitted:

• Name of project.
NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: [https://www.ungm.org/Public/Notice](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](http://www.ungm.org)

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**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 Nairobi (UNON) before the closing date set forth above.**
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=EOIUNON17361

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

**COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>UNGM Vendor ID Number*:</th>
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<tbody>
<tr>
<td>Legal Company Name <em>(Not trade name or DBA name)</em>:</td>
</tr>
<tr>
<td>Company Contact*:</td>
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<td>Address*:</td>
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<tr>
<td>Email Address*:</td>
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<td>Company Website:</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:
   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'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 United Nations Office at Nairobi (UNON) by the closing date set forth in this EOI. Due to the high volume of communications UNON 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/doi](https://www.un.org/Depts/ptd/doi).