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.

**Title of the EOI:**
PROFESSIONAL SERVICES FOR THE DESIGN AND CONSTRUCTION ADMINISTRATION OF THE REPLACEMENT OF OFFICE BLOCKS A-J AT THE UNITED NATIONS OFFICE AT NAIROBI (UNON)

**Date of this EOI:** 4 May 2020  
**Closing Date for Receipt of EOI:** 22 May 2020

**EOI Number:** EOIUNON17470

**Address EOI response by fax or e-mail to the Attention of:** Unon-Procurement-Rfx@Un.Org

**Fax Number:** n/a

**E-mail Address:** unon-procurement-rfx@un.org

**UNSPSC Code:** 72000000

**DESCRIPTION OF REQUIREMENTS**

The UN Gigiri Complex comprises 140 acres, 40 buildings of mixed office and commercial space and hosts approximately 50 UN Agencies, Funds and Programs and 3,500 UN staff.

Office buildings/ blocks A-J at the UNON complex were constructed as semi-prefabricated buildings in 1978, intended as temporary accommodation. They comprise nine blocks for offices, medical and other operational functions, and three blocks of workshops and a canteen. The overarching objective of the Replacement of Office Blocks A-J Project is the construction of new, right sized buildings to replace office blocks A-J which are now fast approaching the end of their design lives.

Flexible workplace strategies are also to be incorporated into these new office buildings (approximately 10,000 square meters of rentable office space). The remaining parts of the UN Gigiri Complex are also expected to undergo a comprehensive renovation under a separate project component done by others. This will incorporate flexible workplace strategies into existing office buildings (approximately 45,000 square meters of rentable office space).

In summary, the works will consist of the following:
1) Demolition of the existing buildings, temporary infrastructures and platforms to vacate the area designated for the new construction, including the evacuation of all the debris.
2) Construction of the new office buildings. The projected total area is expected to be approximately 10,000 square meters of rentable office space. Nevertheless, the requirements of the Organisation in terms of office space are not fully set as yet. These will be further defined as result of both, the outcome of the Flexible Workspace Strategy implementation on the office blocks currently under refurbishment, and
the consolidation of the ongoing space survey. The preliminary approach to the design will therefore need to be modular and/or scalable, subject to adjustments during the subsequent stages of the design and to future expansion.

3) Execution of the external civil works to adapt the existing infrastructure to the new layouts and requirements, including a full integration in the existing landscaped areas.

For the construction of new, right sized buildings to replace office blocks A-J, UNON is considering the engagement of an established international multidisciplinary company/ firm or a consortium of firms to provide integrated consultancy services for the design, construction administration of the New Buildings. The expertise of the firm/s shall include, but not be limited to the following key disciplines; architectural services, project management, structural, civil, mechanical, electrical engineering services, accessibility design, space planning and interior design services, landscaping design services, information and communication technology services, pre-construction and construction health and safety services, environmental, cost planning and estimating services.

Being a full service, tasks to be performed will include all the work stages/ plan of work, site appraisal/ survey, concept/ schematic and detailed design drawings, technical/ construction drawings, project management, bills of quantities, specifications and contract documentation sufficient for tender and construction purposes, site supervision and health & safety coordination, contract and construction administration, quality control, handover and project close out services.

Due to the multidisciplinary nature of the requirement, a consortium of firms or single multidisciplinary firms are encouraged to express interest. In the consortium, the prime firm or lead consultant shall have core competence in the architectural and/or project management discipline.

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

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

Firms/ consortiums selected as part of the Eol process, may be required to submit concept proposals as part of their submission to the solicitation in response to the design brief that may be provided.

### 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 the proof of ten years of experience as an established multi-disciplinary company or consultancy firm providing integrated and full service structured around the key disciplines of a) architecture, b) project management, c) green building design, d) structural engineering, e) civil engineering, f) mechanical and electrical engineering, g) space planning and interior design, accessibility compliance design, h) specialist information and communication technology, i) environmental assessment and design, l) cost planning and estimating services m) quality control and health and safety. In case of a consortium/joint venture (JV), the lead firm must be drawn from the architectural or project management discipline, and must have ten years of experience in their core discipline. Each consortium/JV member must also have a minimum of ten years of experience in their core discipline(s) under the consortium.

**B.** The prime vendor or the lead firm under a consortium shall provide the proof of a minimum of three projects of a similar nature completed over the past ten years comparable to the key disciplines itemized above.

**B.1.** Projects will be considered of similar nature if they feature the following criteria:

- Office space project
- Accounting more than 5,000m2 of rentable office space
- Featuring green building design approach (international green building certification to be mentioned,
if any)

• A lead consultant/ project management role had to be included in the scope of works, covering all the relevant disciplines listed for this project.

B.2 Each consortium members shall also provide proof of a minimum of three projects completed over the past ten years in their core discipline(s) under the consortium. The vendor shall provide the following information to document their experience.

• Name of project.
• The value of the awarded contract.
• The start and completion dates of the project.
• Name and contact details of client including physical Address, point of contact, telephone contact and e-mail address.
• A description of the project works clearly explaining how the scope is comparable to key disciplines outlined in UNON’s scope of services.
• As built photograps of the completed projects focusing on the relevant building elements related to the vendor or works, when available.

C. In case of consortium/ joint venture, the vendor shall submit a written statement confirming that:
• Signed agreements from consortium/ joint venture members in the required area will be provided during the solicitation process.
• The Certificate of Incorporation (or equivalent Certificate) for each consortium/joint venture member will be provided during the solicitation process showing proof of ten years of experience in their relevant field expertise.

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 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:

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: _______________
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:
   
   
   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); 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 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.