



United Nations Support Mission in Libya

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNSMIL. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Support Mission in Libya. You are therefore requested to direct all queries regarding this EOI to United Nations Support Mission in Libya using the fax number or e-mail address provided below.

Title of the EOI:

PROVISION OF OFFICE AND PARKING SPACE IN TUNIS, TUNISIA

Date of this EOI: 31 January 2024**Closing Date for Receipt of EOI:** 8 March 2024**EOI Number:** EOIUNSMIL22313**Beneficiary Country/Territory:** Tunisia**Commodity/Service category:** Property Leasing**Address EOI response by fax or e-mail to the Attention of:** OIC- Procurement Unit**Fax Number:****E-mail Address:** selmi@un.org; mwangobole@un.org; procurement-unsmil@un.org; williams29@un.org**UNSPSC Code:**

80130000 - Real estate services

80131500 - Lease and rental of property or building



DESCRIPTION OF REQUIREMENTS

Lease of office and parking Space in Tunis, Tunisia.

The United Nations Support Mission in Libya (UNSMIL) is undertaking a market survey to identify potential and available properties with capacity to be used as office and parking space in Tunis, Tunisia.

UNSMIL projects that the properties will be required in the first quarter of 2025 for lease for an initial period of three (3) years, with two (2) optional one-year term extensions.

UNSMIL current requirements in Tunis are as follows:

- a) min required office space area around 750 sqm +/- 20% allowance of space with 25 car parking slots
- b) The property must have capacity to accommodate between 18 and 35 staff members of UNSMIL.
- c) The property must have capacity to accommodate between two offices space measuring atleast 28sqm each for senior managers, four offices measuring 14 square meters for staff members. Two offices each measuring 56 sqm, and 36 sqm.
- d) A townhall meeting room totalling 100sqm.
- e) Conference room totaling 60 sqm.
- f) Storage facilities measuring 60 sqm.
- g) Dining area/ Kicthen measuring 40 sqm.
- h) Minimum two (2) bathrooms (Men and women bathrooms in separated areas) measuring 36 sqm
- i) Corridors/staircases occupying total area of 120 sqm
- j) The premises should have at least a small kitchen/cafeteria area - Utilities should be included in the monthly cost as a reimbursement amount.
- k) Parking space for UN vehicles and staff

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The premises/properties should include the following general considerations which will be evaluated to determine if the properties meet the minimum requirements: You are required to offer actual properties that will be ready for occupation first quarter of 2025.

- a) Name, Surname or company name of the owners(s), attach copies of ID
- b) Contact details such as email and mobile number
- c) Company registration details if available
- d) Location of the properties =
- e) Year the property was constructed or first occupied=
- f) Indicate the condition of the property and any defects that require works to be done if any.
- g) Minimum and maximum size of the property – area in square meters=
- h) Minimum and maximum number of rooms to be used as offices =
- i) Minimum and maximum size for room=
- j) Facilities for conference areas=
- k) Maximum number of cars that can be parked within the compound=
- l) Minimum two (2) bathrooms (Men and women bathrooms in separated areas)
- m) The premises should have at least a small kitchen/cafeteria area - Utilities should be included in the monthly cost as a reimbursement amount.
- n) The layout/floor plan of the premises is requested to be attached to the proposal and to be submitted in a separate email selmi@un.org; mwangobole@un.org; procurement-unsmil@un.org; williams29@un.org .
- o) Cleaning and gardening should be considered in the proposal.

Preventive and corrective maintenance for the premises includes, but not limited to general maintenance electrical, pumping system, heating system, AC System (if supplied by contractor), firefighting system, water supply system, sewer system, etc. All required tools, labour, and consumables will be provided by the



contractor. As part of the maintenance services, the contractor must guarantee the provision of spare parts such as: Light bulbs, extra cabling, plumbing and bathroom accessories, painting, door handles, etc, to ensure the correct functioning of the premises 24 hours per day, 7 days per week.

Following receipt of your submission, UNSMIL technical and security teams will conduct a physical assessment on suitability of the properties.

You are required to submit your expression of interest no later than 08 March 2024.

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](#), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/225341>

In case you have difficulties submitting your interest electronically, please contact selmi@un.org; mwangobole@un.org; procurement-unsmil@un.org; williams29@un.org directly for instructions.



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/securitycouncil/content/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 Support Mission in Libya (UNSMIL) by the closing date set forth in this EOI. *Due to the high volume of communications UNSMIL 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>.

