



United Nations Office at Nairobi

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Prequalification for the Provision of Construction Services for the Multi-Purpose Pavilion and related site-wide utility infrastructure Works for the Renovation and Expansion of the Conference Facilities at the United Nations Office at Nairobi, Kenya

Date of this EOI: 25 June 2025**Closing Date for Receipt of EOI:** 24 July 2025**EOI Number:** EOIUNON23720**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Engineering Design and Construction**Address EOI response by fax or e-mail to the Attention of:** Jackline Eva Wangui Ndegwa**Fax Number:** N/A**E-mail Address:** unon-cfcp.procurement@un.org**UNSPSC Code:**

22000000 - Building and Construction Machinery and Accessories
22100000 - Heavy construction machinery and equipment
22101900 - Building construction machinery and accessories
72000000 - Building and Facility Construction and Maintenance Services
72100000 - Building and facility maintenance and repair services
72110000 - Residential building construction services
72120000 - Nonresidential building construction services
72140000 - Heavy construction services
72141000 - Highway and road construction services
72141100 - Infrastructure building and surfacing and paving services
72150000 - Specialized trade construction and maintenance services
72141001 - Highway and road new construction service
81100000 - Professional engineering services
81101500 - Civil engineering
81101600 - Mechanical engineering
81101700 - Electrical and electronic engineering



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) is seeking expression of interest from suitably qualified and interested vendors to participate in a Request for Proposal at a later stage, for the provision of construction services for the Multi-Purpose Pavillion and related site-wide utility infrastructure works for the Renovation and Expansion of the Conference Facilities at the United Nations Office at Nairobi, Kenya. These works comprise a preliminary construction phase prior to the commencement of the main project construction.

The UNON facilitates approximately 4,000 high-level multilingual meetings and conferences per year. In addition, the UNON facilities are capable of hosting inter alia, exhibitions, campaigns, performances, press events and receptions.

UNON has embarked on a major capital project, referred to as Renovation and Expansion of the Conference Facility Project. The objective of this project is to meet the current and future conferencing needs and address foreseeable conferencing requirements of the Organization over the next 25 to 30 years. The plan for the refurbishment/construction and design works comprises several phases over the period between 2023 and 2029. The Multi-Purpose Pavilion and Associated Works is the second phase of works to ensure continuity of business prior to commencement of Main Works for the state-of-the-art conference facility in later component of the project under Main Works. The Multi-purpose pavilion works component, which is the preliminary phase of the main project, entails the construction of a flexible hall designed to host a variety of events such as conferencing, exhibitions and banqueting.

The United Nations Office at Nairobi (UNON), the UN headquarters in Africa, was established by the General Assembly in 1996. Led by a Director-General, at the Under-Secretary General level, UNON serves as the representative office of the Secretary-General in Nairobi and functions as the representational and liaison agent with permanent missions, the host-country and other Governments, and intergovernmental and non-governmental organizations in Nairobi, as well as other organizations of the United Nation's system in Kenya. The UNON hosts the global headquarters for two programmes: the United Nations Environmental Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat). UNON also provides administrative and other support services to these programmes and the UN Resident Coordinator System. It provides joint and common services to other UN Country Offices, UN Regional Offices and UN entities based in Kenya.

The UN facilities in Kenya were initially established in 1974 as home of the UN Environmental Programme and has rapidly evolved into a mega-complex serving the UN and its agencies in Africa. The conference facilities are in need of renovation and expansion and the Secretary General has proposed a major project to modernise and significantly enhance the existing facility.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Interested vendors must possess the necessary technical expertise and capacity to provide the required services, as only suitably qualified vendors will be invited to participate.

Vendors are required to complete the attached self-declaration form ([Annex A](#)) and return the form via email to unon-cfcp.procurement@un.org with a copy to wangui.ndegwa@un.org.

Vendors expressing interest must be registered with the United Nations Global Marketplace (UNGM) at minimum of Basic Registration Level. Vendors not registered in UNGM will not be eligible to participate in the Request for Proposal at a later stage.

Details of the technical evaluation criteria and other particular requirements will be provided under the Request for Proposal stage.

Vendors possessing the following attributes are strongly encouraged to participate:

- (a) Inclusive of persons with disabilities,
- (b) A demonstrated commitment to achieving gender equality,
- (c) Woman-owned business status,
- (d) Originating from developing countries, countries with economies in transition, or least developed countries.

An Expression of Interest does not guarantee participation in the request for proposal as only suitably qualified vendors will be invited to participate.

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/270561>

In case you have difficulties submitting your interest electronically, please contact unon-cfcp.procurement@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 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/eoi>.

