



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 Construction Services for the Phase 1A (Assembly Hall, Visitors Center, Pavilion B and C, External Works and Infrastructure) & 1B (Renovation of Existing South Conference, New Main Entrance, Main Concourse, Roof Pavilion) Construction Works for the Nairobi Conference Facilities Project (CFP) at the UNON in Nairobi, Kenya

Date of this EOI: 17 November 2025**Closing Date for Receipt of EOI:** 16 January 2026**EOI Number:** EOIUNON23974**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Engineering Design and Construction**Address EOI response by fax or e-mail to the Attention of:** Unon Procurement Conference Facilities Project**Fax Number:** N/A**E-mail Address:** unon-cfcp.procurement@un.org**UNSPSC Code:**

30000000 - Structures and Building and Construction and Manufacturing Components and Supplies
72000000 - Building and Facility Construction and Maintenance Services
72120000 - Nonresidential building construction services
72121104 - Restaurant construction service
72140000 - Heavy construction services
72150000 - Specialized trade construction and maintenance services
72153100 - Athletic and recreational facility construction services
72121000 - New industrial building and warehouse construction services
72121101 - Commercial and office building new construction service
72141128 - Public square construction and or remodelling service



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) is seeking expressions of interest (as part of a larger multi stage tendering process) from suitably qualified and interested vendors for the provision of construction services/ infrastructure works for the renovation and expansion of the conference facilities at the United Nations Office at Nairobi, Kenya. Additional Details of the project can be found on the website link: <https://www.unon.org/content/conference-facilities-project>.

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 Nations 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 very large-scale complex serving the UN and its agencies in Africa. 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. The conference facilities are in need of renovation and expansion, accordingly UNON has embarked on a major capital project, referred to as 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 refurbishment/construction works comprises of the following phases over the period between 2023 and 2029.

- ☐ Phase 0: Early Works - this is the construction required to ensure continuity of business prior to commencement of the main construction works below. The components comprises establishment of horizontal service infrastructure within the project site. This Phase has been awarded and contracted with services/ works currently underway.
- ☐ Phase 1: Multi Purpose Pavilion (MPP) and Associated Works - this phase of works entails the construction of a flexible hall designed to host a variety of events such as conferencing, exhibitions and banqueting to ensure continuity of business prior to commencement of Main Works for the state-of-the-art conference facility in phases below of the project.
- ☐ Phase 1A: Assembly Hall, Visitors Center, Pavilion Band C, External Works and Infrastructure
- ☐ Phase 1B: Renovation of Existing South Conference, New Main Entrance, Main Concourse, Roof Pavilion
- ☐ Phase 2A: Renovation of Existing North East Conference (Conference Rooms 2-4), New Main Cafeteria, Roof Pavilion.
- ☐ Phase 2B: Renovation of Existing North West Conference (Conference Room 1), Main Courtyard, Roof Pavilion

Please note that this REOI is not an invitation for submission of tenders. With this REOI, UNON is now seeking to pre-qualify suitable qualified Vendors for the Phase 1A and 1B (as detailed below and annexes) i.e its sole purpose is to establish a short-list of potential vendors that will be invited, in due course, to participate in the subsequent upcoming tender Request for Proposal (RFP) stage.

This REOI is made up of the following:

This invitation letter

[Annex A: Preliminary Scope Of Works](#)



Vendors are required to carefully review the Preliminary Scope Of Works (Annex A) and pre-qualification criteria (Annex B). The detailed Scope of Work, along with the technical evaluation criteria and other specific requirements, will be provided at the later tender stage.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

SECTION I: UN PROCUREMENT STRATEGY / APPROACH

Noting the complexity and time sensitivity of this capital investment project, the UN aims to optimize identification of potential acceptable technical proposals including alternative and innovative solutions. Accordingly the UN is using a 'UN multi-stage Request for Proposal' approach to the procurement of the works which is made up of:

Stage 1 - As the first step of the multi stage process, the UN will conduct a prequalification of firms who wish to participate in the subsequent tender solicitation. The prequalification phase contains the request for and the submission of the firm's Prequalification Submission in response to this Request for Expressions of Interest (EOI) and the UN's assessment of the submissions received, based on the described requirements and criteria in this document. Please note that this REOI does not constitute a solicitation. The prequalification phase aims to obtain confirmation from firms of their interest and willingness to participate in the subsequent tender for these works and to provide the UN all the necessary information to determine, whether or not to invite the vendor to participate in the tender process. This information will allow the UN to determine if the firm is suitably experienced and qualified to perform the scope of works and if it has the institutional, workload and financial capacities to undertake the works. The UN will rank the firms according to the prequalification criteria contained in the supporting document. Only pre-qualified vendors will be invited to RFP.

Stage 2 - Tender RFP will be issued (via UNGM platform) in English to only the pre-qualified vendors. The solicitation documents will include a complete set of Technical Design documents (SOW, drawings, technical specifications etc), returnable schedules, unpriced Bill of Quantity (BoQ) and a draft construction contract for the project. During the tender the UN will enter into discussion/dialogue with the prequalified bidders. Dialogue Sessions will be held jointly and individually with bidders. Bidders will be requested to submit an interim proposal comprised of a technical and legal component. The UN will enter into discussion/dialogue with those bidders that passed the interim evaluation to enable them to submit final proposals. In connection with the evaluation of the interim proposals and the subsequent dialogues, the UN multi-stage RFP may be amended to clarify the terms of the requirements. The bidders will submit as part of its final proposal a fixed lump sum price elements detailed in the BoQ, overheads and profits.

Stage 3 - Evaluation of bid submissions including advance background checks/ due diligence processes. The selection and appointment of the contractor will be based upon the re-established criteria for the technical, legal and commercial proposals of the UN multi-Stage tender RFP process.

Stage 4 - Award on a Best Value for Money basis.

The United Nations shall select the successful bidder(s) on a best-value-for-money basis, taking into account the technical quality, price, and other factors that will be detailed in RFP documents.

Other responsibilities of the Contractor will be defined in the Specifications as a part of the RFP document including requirements for Performance Security, liquidated damages, retention sums etc.

SECTION II: PREQUALIFICATION SUBMISSION

This REOI is made up of the following:

This invitation letter

[Annex A: Preliminary Scope Of Works](#)

[Annex B: PQ Evaluation Criteria](#)

[Annex C: Returnable Schedules.](#)

Vendors are required to carefully review the Preliminary Scope Of Works (Annex A) and pre-qualification criteria (Annex B). The detailed Scope of Work, along with the technical evaluation criteria and other specific requirements, will be provided at the later tender stage.

Virtual Non-Mandatory Vendor Seminar

Vendors are invited to participate in an Non-Mandatory virtual sessions as follows:

Date: 3 December 2025

Time: 1430 hours Kenya Time

Teams Meeting Meeting ID:378 592 029 430 14 ; Passcode: 9Hi2Nn9H

This session is intended to provide interested vendors with the opportunity to receive a general presentation and non-binding information on UN registration procedures, this EOI and the subsequent RFP solicitation of the CFP and Q&A /Clarifications.

Vendors who are interested to participate in the Non-Mandatory Information Sessions shall submit the name of company, representative and email address via email to:

unon-cfcp.procurement@un.org

cc:

kripa.shah@un.org

wangui.ndegwa@un.org

The UN also provides vendors the opportunity to request clarification on the requirements of the prequalification described herein. Only questions submitted in writing by the 09 December 2025 via email below will be processed. A reply to all request for clarifications will be provided in writing to all participating vendors.

unon-cfcp.procurement@un.org

cc:

kripa.shah@un.org

wangui.ndegwa@un.org



Deadline for Submission:

Vendors must submit (by the deadline specified above) the returnables provided under Annex C and all other necessary / supporting documentation via email to:

unon-cfcp.procurement@un.org

cc:

kripa.shah@un.org

wangui.ndegwa@un.org

Submission Instructions:

Vendor submissions in response to this EOI must meet the following requirements:

The subject section of your email submission should state the EOI reference number, title, vendor name and the number of emails. Please see sample below:

((Subject: REOI/UNON/xxxx - PQ Phase 1A & 1B Construction Works for Nairobi CFP (Vendor Name) Email X of Y)))

All applications, including the required documents shall be submitted within the timeline stipulated in this REOI.

All documents submitted by the applicants for this REOI shall be written in English. Official documents provided in their original language must also be translated and submitted in English by a certified translator.. It is the Bidder's responsibility to ensure documents are translated. The UN will not bear the cost for translating any documents. Documents not translated will not be evaluated and will be viewed as non-compliance.

All pages of the document submitted must contain the Name(s) of the vendor(s), bear the signature of an Authorized Official (electronic signatures are accepted), the Stamp of the vendor(s) and the Date of Signature.

All annexes of the vendors submission should clearly be identified to the associated section of the returnable if applicable.

Vendors can reduce their zip folder sizes by: right-click on the zipped folder, open the drop-down "compress to..." click on "additional options", on the tab "Compression Method", select option 'BZip2' to set it at a smaller size instead of Zstandard.

Governing Conditions of the Prequalification (not exhaustive)

By submitting a response to this REOI, the vendor(s) agree to the content and the procedure of this prequalification process. Furthermore, the vendors also declare, if selected, to submit a proposal on time and to ensure they have enough institutional, workload and financial capacity to do so.

During the whole of the subsequent RFP solicitation process, the vendors must continue to meet all prequalification criteria as defined in this EOI. If this is not the case, the vendor should report this immediately to the UN which reserves the right to exclude the vendor concerned.

Performance evaluation of suppliers - In the event that a prequalified vendor is awarded a contract in the



subsequent tendering process, the UN will evaluate the performance of vendor against that contract. Suppliers may be removed from the prequalified shortlist due to poor performance or other elements that renders the vendor ineligible.

The UN reserves the right to assess and verify all the information provided by the applicant. Vendors should note that the UN, at its sole discretion, reserves the right to request for additional information or documentation should this be required. UNON also reserves the right to conduct reference checks on your company including but not limited to interviews and/or random site visits can be carried out to verify information submitted by applicants;

Vendors have no right to any kind of compensation for participation, ie no payment will be made by the UN to vendors or any other entity for any costs, expenses, losses or damages incurred or suffered by the vendor or any other entity arising out of or in connection with the preparation of their submission to this REOI or subsequent steps of the UN RFP solicitation process.

Interested vendors must possess and demonstrate the necessary technical expertise and capacity to provide the required services. Suitably qualified vendors are those who in the UN's sole discretion, meet the qualification criteria specified in this pre-qualification exercise and thus are deemed eligible and qualified, upon completion by the UN of the evaluation of the EOI submissions. Unsuitable vendors will not receive the tender invitations. The pre-qualified (shortlisted) vendors may be invited to other construction/ renovation tenders for a period of 1+1 years, after the effective date of establishment of the shortlist.

It is important to note that the UN reserves the right to change or cancel the requirement at any time during the REOI and/or tender process. The UN also reserves the right to require compliance with additional conditions as and when issuing the final tender documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the tender documents when issued. Invitations to tender/s and any subsequent contract/s will be issued in accordance with the rules and procedures of the UN. The UN is not obliged to award a contract at the end of the solicitation process.

Registration in UNGM - 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 able to participate in the Request for Proposal at a later stage as they would not be able to access the E-tendering platform. We urge all vendors to ensure their contact details are updated for current relevant emails for those person/s in your company that are assigned to receive tender notices and responsible for tender submissions. Vendors must be registered at Level 2 to be eligible for a contract award.

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.

Vendors shall submit only one prequalification submission, either independently or as part of a joint venture.

Joint Ventures - Vendors may make a submission in association with other entities. Members of a joint venture will be referred to as the 'JV'. A joint venture shall indicate which member of the joint venture shall take the lead contracting role. In addition, in the case of a joint venture or consortium:

- ☐ All parties of a joint venture or consortium shall be jointly and severally liable to the UN for any obligations arising from their submission, subsequent offer and the contract that may be awarded to them as a result of the subsequent tender process.



- ☐ The submission shall clearly identify the entity designated to act as the contact point/lead entity to deal with the UN. Such entity shall have the authority to make binding decisions upon the joint venture or consortium during the REOI and subsequent tender process, and any such authority shall not be altered during the tender process (and, with respect to the winning bidder, during the term of the contract) without the prior consent of the UN.
- ☐ The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the UN.

UN Privileges and Immunities

Pursuant, inter alia, to the Charter of the United Nations and the Convention on the Privileges and Immunities of the United Nations, the United Nations, including its subsidiary organs, has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfillment of its purposes.

The Contractor shall have the legal status of an independent contractor vis-à-vis the United Nations, and nothing contained in or relating to the Contract shall be construed as establishing or creating between the Parties the relationship of employer and employee or of principal and agent. The officials, representatives, employees, or subcontractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party, and each Party shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified vendor of goods or services to the United Nations, as such obligations are set forth in the United Nations vendor registration procedures.

Evaluation

Vendors will be evaluated based on the prequalification criteria outlined in Annex B: PQ Evaluation Criteria. In order to be ranked, a vendor shall meet all the mandatory requirements set out in REOI and submit all requested documents.

A submission should only be submitted by vendor/s which is/are able to demonstrate that it meets the criteria set out in the REOI. Vendors should respond completely and truthfully and not add any information other than what has been requested. Incomplete responses shall not be accepted. A vendor which fails to provide the required documentation, fails to meet the prequalification submission or does not respond to all of the criteria will be determined to fail this Phase and will not be considered in the ranking of the prequalification.

An assessment of whether each and all criteria are met will be conducted by the UN.

Vendors who meet all the Mandatory Eligibility and Technical Criteria will be evaluated against the Scored Technical Criteria base on which a final ranked List of Prequalified vendors will be established.

STEP ONE: An assessment of whether each and all mandatory criteria are met will be conducted. This will be evaluated on a Pass or Fail basis. In the case the of joint venture, please refer to the compliance requirements specified under the evaluation criteria to determine how the criteria will be applied.

In case that a prequalification submission is submitted by a (proposed) joint venture, the reference projects



should be clearly stated to which member they belong.

STEP TWO: Evaluation and scoring of the Technical Criteria (maximum 100 total points). Firms must obtain a minimum of 70 total points to be considered as prequalified.

The scored Technical Criteria will be assessed as follows:

Exceed the requirements - The submission adequately addresses the requirement, satisfactorily substantiates it, is technically feasible and demonstrates added value. The following statements (one or more) can help substantiate this.

- i. Addresses additional subjects / items above those stated in the criteria,
- ii. Demonstrates full capacity to perform the work quicker / more efficiently than requested in the criteria,
- iii. Addresses the issues with an approach that is innovative, thoroughly explored and conclusions reached are developed in to detailed method statements, programmes or similar plans for implementation.
- iv. Proposes best practices which will provide added value to the project.

Meets the Technical criteria - The submission adequately addresses the requirement, satisfactorily substantiates it and is technically feasible. The following statements (one or more) can help substantiate this:

- i. Addresses the subjects / items stated in the criteria;
- ii. Demonstrates the capacity to perform the work as requested in the criteria;
- iii. Issues are fully explored, and conclusions worked up into feasible solutions.

Partially meets the Technical criteria - The submission partially addresses the requirement or partially substantiates it and is technically feasible. The following statements (one or more) can help substantiate this:

- i. Addresses some of the subjects / items stated in the criteria;
- ii. Demonstrates partial capacity to perform the work as requested in the criteria,
- iii. Issues are explored and studied, with an explanation of conclusions drawn but are missing details to substantiate;
- iv. Shows certain elements of concern, which will require attention, however they can be remedied.

Does not meet Technical criteria - The submission addresses only marginally the requirement, does not satisfactorily substantiate it or is not technically feasible. The following statements (one or more) can help substantiate this:

- i. Addresses none or to a marginal extent the subjects / items stated in the criteria;
- ii. There is insufficient / poor evidence to demonstrate capacity to address the requirements;
- iii. There is at least one issue raising significant concern.

Background check/in-depth due diligence: The UN has the right to conduct background checks/in-depth due diligence on the vendors being considered for shortlisting. The UN reserves the right to conduct physical reviews to verify submissions made by vendors applying for pre-qualification against this REOI. In this case, vendors shall permit UN representatives to access their facilities at any reasonable time to inspect the vendors's premises, equipment, Plant or Materials. At any time during the evaluation process, the UN may request clarification or further information in writing from vendors. The UN may reject a bidder's bid on the basis of the findings.



End

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 (<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 (<http://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 <https://undocs.org/Home/Mobile?FinalSymbol=ST%2FSGB%2F2006%2F15&Language=F&DeviceType=Mobile>, 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/284822>

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 (<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/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>.



ANNEX A – UNON Conference Facility Project (CFP) Scope of Works (SOW)

For

Phase 1A: Assembly Halls, Visitors Pavilion, Pavilion Band C, External Works and Infrastructure

And

Phase 1B – Renovations of South Conference Facility, External Works and Infrastructure

Introduction

- 1.1 The refurbishment/construction are required to address the deteriorating conditions and the limited capacity of the conference services facility at the United Nations Office at Nairobi.
- 1.2 The objectives of the project are to meet the current and future conferencing needs and address foreseeable conferencing requirements over the next 25 to 30 years. At the completion of the project, the United Nations Office at Nairobi will be on par with the New York Headquarters, the United Nations Office at Geneva and the United Nations Office at Vienna as an exemplary conference centre. It will be able to facilitate key multilateral actions, as well as address the risks posed by an ageing existing facility nearing the end of its design life. In addition to serving the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat), a fully functional conference centre at the United Nations Office at Nairobi is intended to support the programmatic objectives, overall mandates and communications strategies of the many other humanitarian, development and peacebuilding United Nations entities operating in, and from Nairobi.
- 1.3 The plan for the refurbishment/construction and design works comprises several phases over the period between 2023 and 2029, culminating in substantial completion of the project. This is the second phase of Early Works (also referred to as Enabling Works), Phase 0B, required for the preparation of a site in readiness for the first stage of development. These preliminary construction works, such as demolition of existing site infrastructure, construction of Multi-Purpose Pavilion and new infrastructure along the western portion of the site. Such works include site drainage, fresh water and wastewater infrastructure, electrical and information technology infrastructure (pathways), ground levelling are included in these works, resulting in a site that is prepared and ready for the commencement of the main works.
- 1.4 During the construction phases of the project the occupants shall be temporarily relocated into ‘swing spaces,’ either new permanent facilities or adaptive re-use of existing facilities. This temporary relocation will be coordinated and managed by the UNON.

2. Background

- 2.1 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.

- 2.2 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.
- 2.3 The UNON facilitates cooperation between the United Nations and regional organizations; manages and implements the programmes of administration, conference services and public information and provides security and safety services for United Nations staff and facilities in the United Nations Office at Nairobi.
- 2.4 The UNON complex is set on 140 acres of landscaped gardens and woodland, bordered by the lively Gigiri district on one side and Karura Forest on the other. Gigiri is a vibrant diplomatic, business and shopping district with many restaurants, shops, services and entertainment businesses, all set in verdant surroundings.
- 2.5 The complex has four on-site restaurants and eight coffee stations. It is equipped with conference spaces, exhibition, and outdoor spaces. Currently there are 14 conference rooms which are used for high-level multilingual meetings, conferences, and training. 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.
- 2.6 The UN facilities in Kenya were initially established in 1974 as home of the UN Environment Programme and has rapidly evolved into a mega-complex serving the UN and its agencies in Africa. The conference facilities need renovation and expansion, and the Secretary General has proposed a project to modernise and significantly enhance the existing facility.
- 2.7 The United Nations was founded in 1945 in the aftermath of World War II. Since the design and construction of UN Headquarters in New York, designed by a board of twelve notable architects, including Le Corbusier (Switzerland, France) and Oscar Neimeyer (Brazil), the modernist style has been emblematic of the international character of the Organisation. Subsequently, the headquarters of several notable UN entities -- including: The UN Educational Scientific and Cultural Organization (UNESCO) in Paris, the World Health Organisation (WHO) and the International Labour Organisation (ILO) in Geneva, the Economic Commission for Africa (ECA) in Addis Ababa and the Economic Commission for Latin America and the Caribbean (ECLAC) in Santiago – have also been designed in the modernist style, each with adjustments to represent their local context.
- 2.8 In keeping with the history and values of the Organisation, the Design Consultant will be tasked with revitalizing the central core and the public face of the UNON facility in a manner befitting of the institution, and in particular the two headquarters entities housed here – UNEP and UN-

HABITAT. Subject to extensive design studies and discussions with the project Owner, stakeholders, and the General Assembly, it is the intent of the project team that the new facility will also embody modernist design principles, while representing perhaps a ‘new African modernism’ to create an elevated (both in terms of function and symbolism) meeting place at the United Nations Headquarters in Africa.

OBJECTIVES OF UNON CONFERENCE FACILITY PROJECT (CFP)

- To meet industry norms relating to health and safety issues, including fire and life safety planning and systems design, fire suppression and fire alarm and fire exit planning.
- To maintain the property value of United Nations premises, relating to building life cycle replacement.
- To meet industry norms relative to facility preparedness and design against potential natural disasters and emergency situations, such as earthquakes, tsunamis, hurricanes and typhoons.
- To ensure compliance with all relevant regulations relating to persons with disabilities, including provisions concerning accessibility and technology.
- To ensure that hazardous materials are removed from facilities.
- To improve space usage efficiency by maximizing the use of available office and meeting spaces and minimizing the size of building support spaces, which is to be achieved by optimizing the use of available interior spaces and meeting facilities and providing flexible and functional spaces.
- To modernize outdated major building systems, including mechanical, electrical, low-voltage electrical, plumbing and conveying and vertical transportation systems, to meet industry norms.
- To move towards more energy-efficient facilities, specifically by reducing energy consumption, freshwater consumption, the use of non-renewable material resources and waste generation and by improving atmospheric and indoor air quality.
- To keep disruption of the work of the United Nations to a minimum and to ensure business and operational continuity throughout any project implementation.

STATEMENT OF WORKS (SOW)

The United Nations Office at Nairobi (UNON) is undertaking the development of several facilities under this contract, including:

PHASE 1A: ASSEMBLY HALL, VISITORS PAVILION, PAVILION BAND C, EXTERNAL WORKS AND INFRASTRUCTURE

A. Assembly Hall

The New Assembly Hall will be constructed on United Nations-owned land in Nairobi County and is designed to accommodate large-scale events and gatherings. The centerpiece of the facility is the Assembly Hall, which will have a total capacity for 1,550 individuals. The main auditorium on the ground floor will seat more than 1,000 delegates, while an upper gallery will provide seating for an additional 500 attendees.

The building will include a basement level that houses storage spaces for furniture, plant equipment, service rooms, and thermal storage units to support the facility's operational needs. The ground floor will feature the main auditorium, designed for optimal viewing and acoustics, while Level 1 will house the elevated gallery seating, offering clear sightlines over the main floor. A designated VVIP holding area and a Quiet Room will be provided to meet the needs of distinguished guests and those requiring a peaceful space during events. Comprehensive conference support spaces will be incorporated throughout, including backstage preparation zones, dedicated writers' rooms, interpreter booths for multilingual events, and technical and control rooms for managing audiovisual and operational systems. Modern and accessible ablution facilities will be provided for the convenience of all users.

On Level 2, a viewing balcony will be constructed to offer panoramic perspectives of the main hall and surrounding areas. At the top of the building, a rooftop lounge will be created, providing an exclusive and comfortable environment for informal gatherings or breaks between sessions. To enable the new construction, adjacent structures will be demolished as needed.

The architectural design includes a stepped roof that enhances both aesthetics and natural light penetration. The interior fit-out will use high-quality finishes, including pink granite flooring throughout primary circulation areas, terrazzo surfaces in washrooms for durability and appearance, specialized acoustic wall treatments to ensure sound clarity, and suspended ceilings for a modern and cohesive look.

All primary building systems will be fully integrated, with comprehensive installations of mechanical, electrical, and plumbing (MEP) services. The facility will be equipped with lifts for accessibility, advanced audiovisual and stage lighting systems, theater curtains, and a full complement of equipment required for conferences and presentations. Additional features include fitted fixtures, soft furnishings, loose and built-in furniture, and clear signage to guide users throughout the complex.

B. Visitors Centre Pavilion

The pavilion will be constructed on reinforced concrete foundations to ensure maximum stability and durability. Its exterior will feature a glazed façade, providing ample natural light and a modern aesthetic, while the structural steel framing will support the building's stepped roof design, which not only adds architectural interest but also enhances daylight penetration. Wooden shutters will be installed for both functional shading and visual warmth, complemented by sleek glazed aluminum doors that offer a seamless transition between indoor and outdoor spaces.

Inside, the primary circulation areas will be finished with elegant pink granite flooring, creating a high-quality and resilient surface. The walls will be adorned with a combination of porcelain and ceramic tiles, selected for both their durability and refined appearance. The pavilion's interior will include custom-built counters and vanity tops, shop-fitted to meet the operational needs of the space and provide a cohesive design.

The facility will be fully equipped with comprehensive electrical and mechanical systems to ensure comfort and safety for all users. Advanced audiovisual and theater lighting systems will be installed to support a wide range of events and presentations. Additionally, the pavilion will be furnished with a selection of loose furniture, allowing for flexible configurations to accommodate various functions and gatherings.

C. Security Pavilion

The Security Pavilion will be constructed as a highly secure facility, beginning with robust reinforced concrete foundations engineered to provide maximum structural stability and resilience against potential threats. The building will incorporate reinforced shear walls throughout, offering enhanced lateral strength and resistance to external forces. Suspended concrete slabs will be used for each floor, ensuring both durability and the ability to accommodate specialized security features.

To further fortify the structure, selected sections will be built with rammed concrete walls, delivering additional mass and protection against forced entry or ballistic impacts. Access to the facility will be tightly controlled through security turnstiles at all main entry points, effectively managing and monitoring the flow of personnel.

All doors and windows installed in the pavilion will be ballistic-rated, specifically designed and tested to withstand high-impact projectiles and provide a secure barrier for occupants. Every element of the facility, from the structural core to the finishing details, will be completed according to exacting specifications to ensure both the highest standards of safety and a professional, cohesive interior environment.

D. Pavilions B & C

These buildings are constructed with robust reinforced concrete foundations to ensure structural stability and longevity. The flooring systems incorporate specialized slab treatments, while the superstructure features a combination of steel framing and elegant timber pergolas that provide both aesthetic appeal and functional shading. Washroom areas are built using dense rammed concrete sections for added durability and resilience in wet environments. High-quality aluminum windows are installed throughout to maximize natural light and energy efficiency, complemented by a selection of both steel and timber doors for security and design versatility.

The audio-visual (AV) rooms are equipped with raised floors to accommodate cable and technical infrastructure needs, and power-floated concrete slabs are used in key areas for a smooth, durable surface. Washrooms are completed with expertly screeded and tiled floors, and all interior walls are meticulously plastered and painted for a clean, modern finish. Ceilings utilize moisture-resistant gypsum boards to prevent damage in humid conditions.

Additionally, the spaces are outfitted with custom-fitted fixtures, vanity countertops, and are fully integrated with comprehensive electrical and mechanical systems to support all operational requirements.

E. External Works and Infrastructure

Scope includes completion of ring/access roads, foul and stormwater drainage systems, site clearance (including vegetation and service relocation), and landscaping with granite/concrete paving and soft landscaping. It also covers remaining site infrastructure such as medium and low voltage power distribution, fire hydrants, water supply, ICT, and security systems.

F. Demolition Works for Phase 1A

Demolition of existing structures, road surface milling, removal of parking and hardstand areas, general site clearance, and tree cutting while preserving designated trees to facilitate Phase 1A works.

G. Reconnaissance and Service Relocation

Surveying and decommissioning or relocating existing services, including foul and stormwater drainage, electrical power, street lighting, water supply, fire hydrants, Information and Communication Technology (ICT) backbone and fibre networks, and security systems.

Phase 1B – Renovations of South Conference Facility, External Works and Infrastructure

A. South Conference Facility

The South Conference component involves the comprehensive construction and renovation of multiple key facilities. This includes establishing a prominent Main VIP entrance to welcome distinguished guests, as well as creating dedicated dining areas for delegates and a fully equipped main kitchen to support catering operations. Additional facilities to be constructed or upgraded encompass modern ablution blocks and changing rooms, the refurbishment of the plant room for essential building services, and the development of a press briefing area to accommodate media activities.

The project scope further extends to the construction or renovation of a Network Operations Center (NOC), support service zones (referred to as "grey box" areas), and a series of conference rooms, boardrooms, and offices designed to facilitate various administrative and meeting functions. Special provisions are made for high-level visitors, including a VVIP holding area and a private VIP office with ensuite amenities.

A significant portion of the work consists of partial demolition and subsequent renovation of the existing concourse area to integrate these new features seamlessly. In addition to the architectural and structural elements, the project will deliver complete Mechanical, Electrical, and Plumbing (MEP) installations throughout the facility. This includes the installation of elevators, advanced

audiovisual systems, specialized stage lighting, curtains, and related equipment. The interiors will be furnished with built-in fixtures, soft furnishings, loose furniture, and comprehensive signage to ensure functionality and a cohesive aesthetic across all spaces.

B. External Works and Infrastructure

Scope includes completion of ring/access roads, foul and stormwater drainage systems, site clearance (including vegetation and service relocation), and landscaping with granite/concrete paving and soft landscaping. It also covers remaining site infrastructure such as medium and low voltage power distribution, fire hydrants, water supply, ICT, and security systems.

C. Reconnaissance and Service Relocation

Surveying and decommissioning or relocating existing services, including foul and stormwater drainage, electrical power, street lighting, water supply, fire hydrants, Information and Communication Technology (ICT) backbone and fibre networks, and security systems

Note:

The UNON CFP may opt for a competitive tendering approach that divides the overall procurement contract into several distinct sections, known as 'lots', to facilitate the contractor selection process. This strategy enables the project to be broken down into manageable components, allowing for greater flexibility and the engagement of multiple contractors where appropriate.

Certain specialised works such as the installation of Audio-Visual systems, Chiller Plant Equipment, Theatre and Stage installations, Security Systems, the Building Management System (BMS), and the supply of Loose Furniture may be executed through direct contracts with specialist contractors or suppliers. The responsibility for managing these direct contracts between UNON CFP and the relevant specialist contractors, suppliers, or service providers generally lies with the UNON CFP Contract Manager or Procurement Lead, but this role may also be delegated to the Consultant as needed.

The Main Works Contractor is required to facilitate the activities of these direct contractors by ensuring the following:

- Providing unrestricted access to the areas of work for all direct contractors involved in specialist installations or services;
- Allocating adequate and appropriate space within the building to allow for the storage of materials, tools, and equipment belonging to these contractors;
- Coordinating and supporting the operational activities of the direct contractors to ensure that their works are seamlessly integrated with the main construction programme and do not disrupt the overall progress of the project.

PROJECT SCHEDULE

The project schedule envisages three main phases for the project: 1) Construction; and 2) Close-out. The Contractor will be tasked with updating and refining the proposed construction schedule to include detailed planning and milestones, as well as to propose updated construction phasing in line with the Client's requirements.

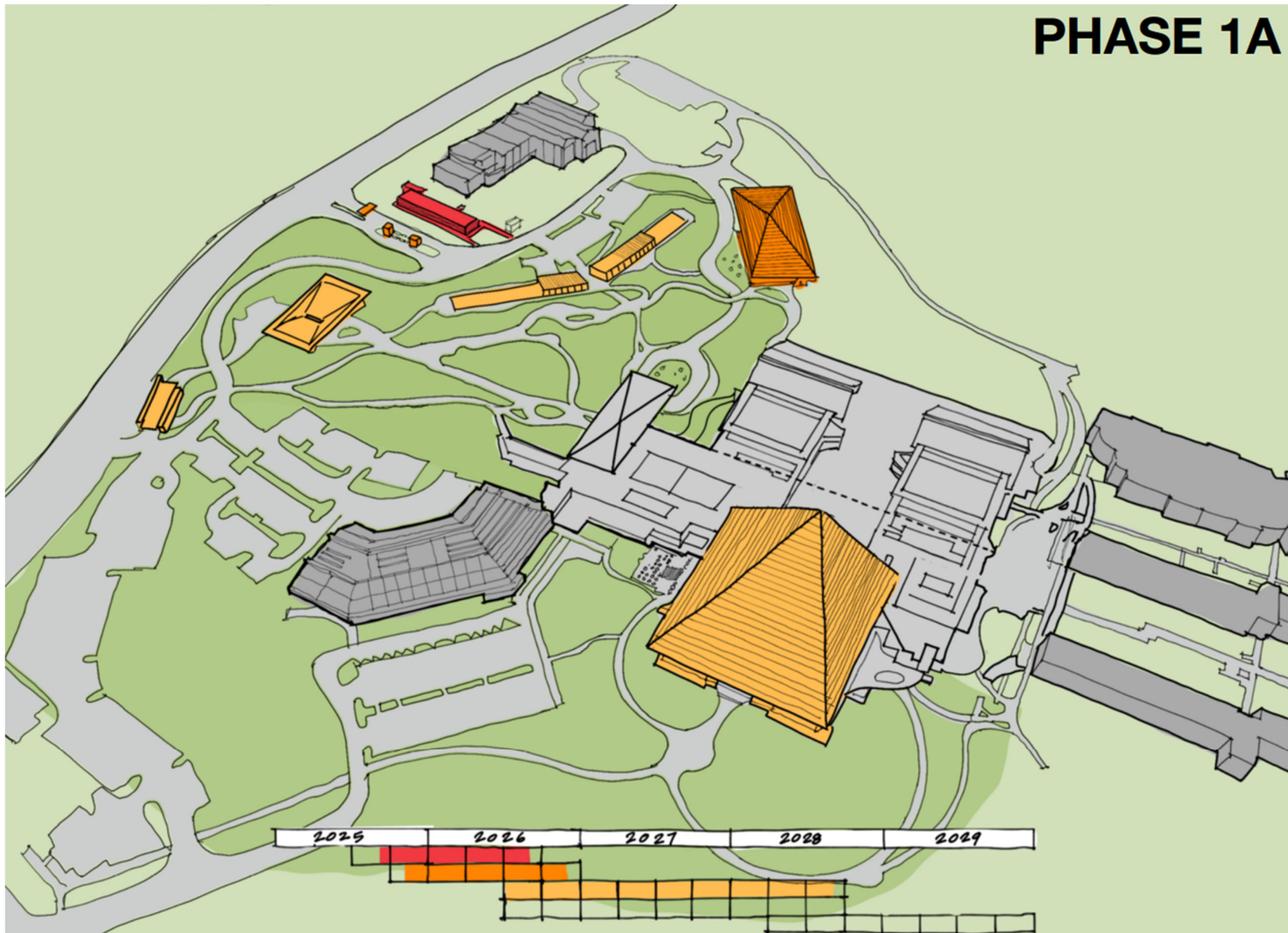
Currently, the schedule is as follows:

- Construction Phase (Start July 2025; End October 2028)
- Closeout Phase (Start October 2028; End September 2029)

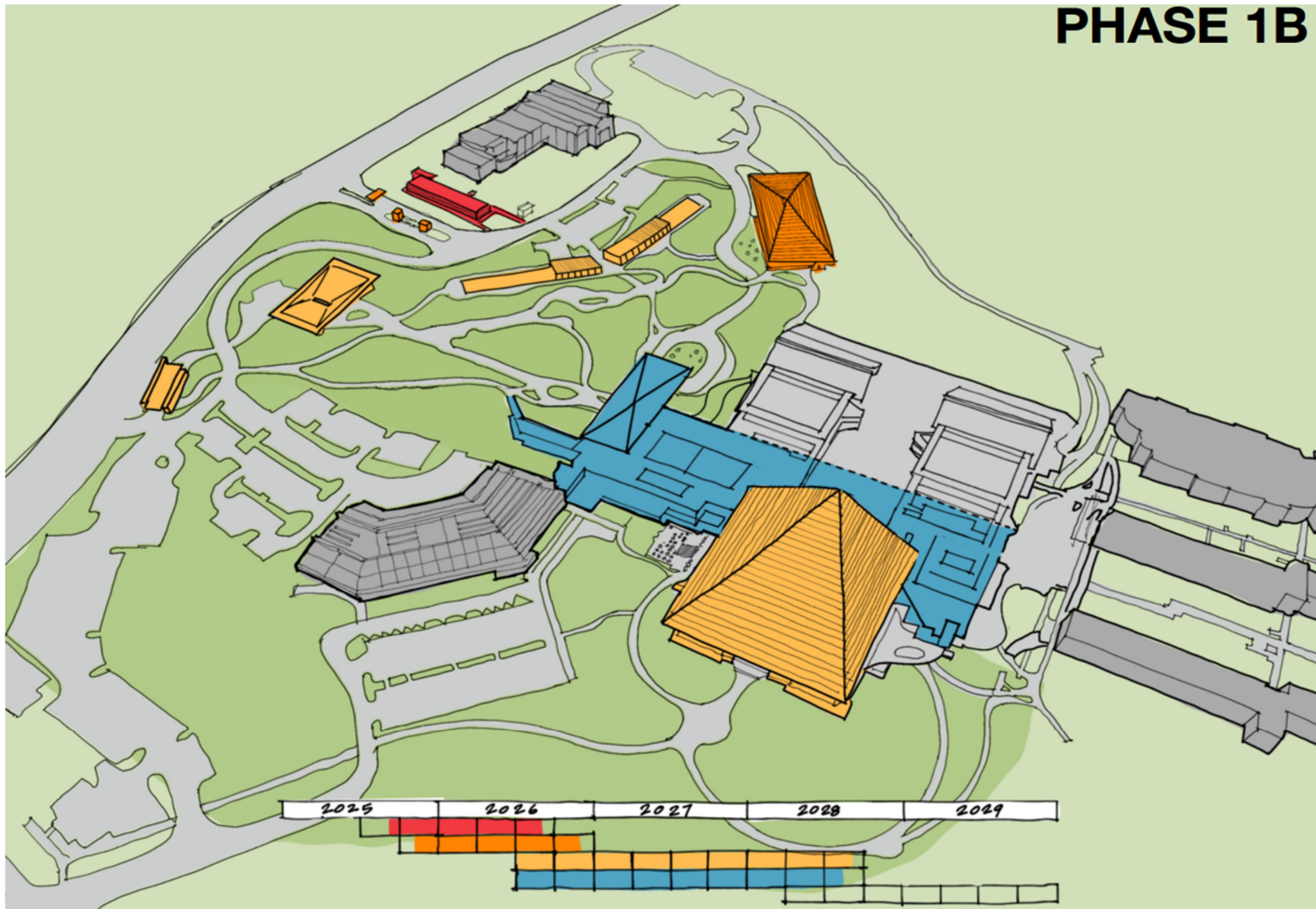
UNON Conference Facility Project (CFP) Consultant Directory

1. Boogertman and Partners (PTY) Ltd (South Africa)
2. Turner and Townsend (Pty) Ltd (South Africa)

PHASE 1A



PHASE 1B



S/No	Evaluation Criteria NB A Vendor refers to a Firm, main/prime contractor, member of the Joint Venture/ consortium or Subsidiary and/or sub-contractor/consultant		Submission Requirements: Documents required from vendor to establish compliance with the criteria. Vendors will be evaluated on the completeness of the documents, i.e all requested documents have been correctly completed and other supporting documents including technical documentation requested have been provided (e.g. Audited Financial Statements, Licenses, certificates etc.)	Compliance Requirements				Evaluation Score
				Single Entity	Joint Venture/Consortium (existing or intended)			Score Breakdown
					All Members Combined	Each Member	One Member	
1. Formal, Legislative and Eligibility requirements								
1.1	Company Information	A detailed company profile along with Vendors information has been provided	Company Profile, Returnable Schedule 1: Vendor’s Information Returnable Schedule 3: Statement of Qualification Returnable Schedule 9: Conflicts of interest Returnable Schedule 10: Dispute Details	Must meet requirement		Must meet requirement		Pass/ Fail
1.2	Affiliation and Association	(a)Firm, main contractor and member of the Joint Venture to disclose ownership structures, including parent companies, subsidiaries and affiliates. (b)Joint Ventures and/or Consortiums must declare their intent to form an association	Returnable Schedule 2: Joint Venture Partner Information, if applicable	Must meet requirement		Must meet requirement		Pass/ Fail
1.3	Ineligible/ Sanctioned lists	Vendor is not currently suspended from doing business with UN and removed from its vendor database(s), for reasons other than engaging in proscribed practices under the mandate of the Vendor Review Committee. In addition, vendor is not included in any of the identified ineligibility lists, namely: United Nations Ineligibility List (UNIL); Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; World Bank Corporate Procurement Listing of Non-Responsible Vendors World Bank Listing of Ineligible Firms and Individuals. Lists of sanctioned or suspended suppliers maintained by other UN organizations	Returnable Schedule 1: Vendor’s Information	Must meet requirement		Must meet requirement		Pass/ Fail
1.4	Ethical Standards and conflicts of interest	Vendor agrees to abide by the UN Supplier Code of Conduct (https://www.un.org/Depts/ptd/about-us/un-supplier-codeconduct) Vendors does not have conflict of interest in accordance with UN Procurement Manual (https://www.un.org/Depts/ptd/about-us/procurement-manual) NB: Vendors (Firm, main/prime contractor, member of the Joint Venture or Subsidiary and/or sub-contractor/consultant) will be considered to have a conflict of interest if it is associated, or has been associated in the past, with a firm or any of its affiliates which have been engaged by the UN Conference Facilities Capital Project/Gigiri Masterplan project to provide services that are inputs required in the present procurement process; Joint Ventures - A contractor shall be considered to have a conflict of interest in a procurement process if a contractor has an interest in other contractors bidding for the same procurement activity, including when they have common ownership and/or management. As such, contractors who are pre-qualified more than once due to multiple Joint Ventures and a stand-alone submission to the PQ Process will only be allowed to submit once in a specific tender.	Returnable Schedule 1: Vendor’s Information Returnable Schedule 9: Conflicts of interest	Must meet requirement		Must meet requirement		Pass/ Fail

1.5	Financial and Legal Compliance	Vendors (Firm, main/prime contractor, member of the Joint Venture or Subsidiary and/or sub-contractor/consultant) submit a formal statement confirming adherence to all applicable financial, legal, and regulatory requirements in each jurisdiction where it operate. Supported with valid company documents showing certificate of registration, tax compliance and other related relevant licenses (For international Vendors only) Compliance with all applicable Kenyan legislative requirements for undertaking construction works will be required at the time of award of contract in future. Vendors should therefore submit for this REOI process, a formal commitment demonstrating they will obtain all the required licenses/ permits/ registrations etc to deliver on the contract requirements. It is important to note that the UN does not provide any assistance to Vendors on this matter.	Returnable Schedule 1: Vendor's Information Returnable Schedule 6: Financial Capacity	Must meet requirement		Must meet requirement		Pass/ Fail
1.6	Bankruptcy	I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the firm that could impair operations in the foreseeable future. If no – please provide details explaining the circumstance for answering “no”.	Returnable Schedule 1: Vendor's Information Returnable Schedule 8: Bankruptcy	Must meet requirement		Must meet requirement		Pass/ Fail
2. Technical capability and experience								
2.1	Major complex Projects experience / size	Does the firm (or its members in the case of a JV) have proven experience in large and complex projects involving buildings (such as hospitals, airports, railway stations, convention centres, or other similar types of buildings)? The reference projects (a minimum of 3 and a maximum of 6) should each cover a floor area of at least 15,000 m², with a total aggregate area of at least 60,000 m², and should have commenced within the past 10 years. Additionally, at least 1 of these projects must include a building renovation component.	Returnable Schedule 3: Statement of Qualifications Returnable Schedule 4: Performance Statement of Experience	Must meet requirement	Must meet requirement			Pass/ Fail
2.2	Major complex Projects experience / value	Does the firm (or its members in the case of a JV) have proven experience in large and complex projects involving buildings (such as hospitals, airports, railway stations, convention centres, or other similar types of buildings)? The reference projects (minimum of two and maximum three) shall be of an aggregate construction value of at least USD 80 Million and were works shall have started in the past 10 years.	Returnable Schedule 3: Statement of Qualifications Returnable Schedule 4: Performance Statement of Experience	Must meet requirement	Must meet requirement			Pass/ Fail
2.3	Business Continuity	Does the firm and all its members (in the case of a joint venture) have proven experience in ensuring Business continuity in Renovation or construction of buildings where total or partial business activity is maintained while the renovation or construction works are being carried out based on a specific strategy is implemented to minimize the business disruption. The reference projects (minimum of two and maximum four) shall all have started in the past ten years.		Must meet requirement	Must meet requirement			Pass/ Fail
3. Financial capability, Situation and Performance								
3.1	Overall Financial Situation	The vendor should provide audited financial statements at least three (3) of the last six (6) financial years(2024, 2023, 2022, 2021, 2020,2019) of operation, as well as his latest annual report, in order for UNON to assess the supplier's financial strength and stability as detailed below.	Returnable Schedule 6: Financial Capacity	Must meet requirement	Must meet requirement			Pass/ Fail
3.2	financial health	working Capital Ratio = Total current Assets/Total Current Liabilities. Ratio should be > 1 at least three (3) of the last six (6) financial years(2024, 2023, 2022, 2021, 2020,2019) of operation. By ensuring that the ratio is greater than one, we are given reasonable assurance that a supplier can pay off his financial obligations, both short-term as well as long-term, and will not be forced into bankruptcy. A firm with a low quick ratio may also be more likely to delay payments because its assets are tied up elsewhere. working capital ratio (minimum 1.0 to 2.0)	Returnable Schedule 6: Financial Capacity	Must meet requirement	Must meet requirement			Pass/ Fail
3.3	Cash flow capacity:	Can your firm demonstrate access to financial resources of up to USD 30 million, including a valid line of credit of at least USD 20 million, through liquid assets, lines of credit, or other financial means?	Returnable Schedule 6: Financial Capacity	Must meet requirement	Must meet requirement			Pass/ Fail

3.4	Size of Business Operation	Vendors Average / Annual turnover for at least three (3) of the last six (6) financial years(2024, 2023, 2022, 2021, 2020,2019) of operation should be equivalent to or greater than USD 20 M., based on contracts completed or in progress?	Returnable Schedule 6: Financial Capacity	Must meet requirement	Must meet requirement			Pass/ Fail
4. Scored Technical Criteria								
4.1	General Project Management Document Format	<p>The overall organization of the submission document makes a statement about the professional ability of the bidder’s organization. A simple design with a header and footer is required. The footer should contain the page number and proposal title. Throughout the document there should be a consistent font, text size, alignment and numbering sequencing used. The submission is clear, concise and easy to understand.</p> <p>Reference documents and examples provided shall be clearly identified and numbered. When project references are used to respond to multiple questions a reference shall be made to the name of the project and page where the example can be found.</p>		Must meet requirement	Must meet requirement			<p>Weighted Score that will determine if vendor:</p> <p>Exceed the requirements</p> <p>Meet</p> <p>Partially meet</p> <p>Does not meet</p>
4.2	Project Experience Complex building projects	<p>Please provide detailed information for the 3 most relevant projects as per the following specifications:</p> <p>*Project Specifications:</p> <p>1)Type of Projects: Complex building projects (Examples of Relevant Projects: Hospitals, airports, railway stations, convention centres, or other similar types of buildings.)</p> <p>2)Minimum Project Value: USD 20M</p> <p>3)It is considered an advantage if the project includes a renovation component.</p> <p>For each of the selected projects, please include the following details:</p> <p>1)Project Name and Location</p> <p>2)Client/Owner</p> <p>3)Project Value (USD)</p> <p>4)Project Type/Category (e.g., hospital, airport, railway station, etc.)</p> <p>5)Scope of Work:</p> <p>A brief description of the scope, including key deliverables, main activities, and any special requirements.</p> <p>6)Project Timeline:Start and end dates, Phases of the project</p> <p>7)Construction/Design Challenges:</p> <p>Any significant challenges faced during the construction phases</p> <p>8)Outcome/Results: Photos or videos of the construction shall be provided to demonstrate the actual quality. <u>During the REOI evaluation stage, UNON will request the right to visit the site if verification is required.</u></p> <p>9)Lessons Learned/Best Practice:provide at least 3 major Lessons Learned or Best Practices from the project that contributed to process improvements or efficiencies</p> <p>10)Client referral: client referral for each project using schedule 5</p>	<p>Returnable Schedule 3: Statement of Qualifications</p> <p>Returnable Schedule 4: Performance Statement of Experience</p> <p>Returnable Schedule 5: Client Reference Performance Report</p> <p>Returnable Schedule 11: Additional Information</p>	Must meet requirement	Must meet requirement			<p>Weighted Score that will determine if vendor:</p> <p>Exceed the requirements</p> <p>Meet</p> <p>Partially meet</p> <p>Does not meet</p>
4.3	Quality Assurance and Control Plan	<p>Provide a sample Quality Assurance methodology with certification that can be applied to general projects, outlining the following areas:</p> <p>A. Inspection and testing of materials.</p> <p>B. Inspection and testing of equipment/plant.</p> <p>C. Inspection of workmanship.</p> <p>D. Rectification processes.</p>	Returnable Schedule 7: Works Management System	Must meet requirement	Must meet requirement			<p>weighted score that will determine if vendor:</p> <p>Exceed the requirements</p> <p>Meet</p> <p>Partially meet</p>

4.4	Construction Health and Safety Plan	Provide a sample Construction Health and Safety Plan from a past project (commenced within the past 10 years) that adheres to relevant national and international safety regulations for construction projects. The plan must cover the following aspects: A. Contractor's Health & Safety Policy/Statement B. Emergency and accident response C. Training and communication D. Record keeping	Returnable Schedule 7: Works Management System	Must meet requirement	Must meet requirement			Weighted Score that will determine if vendor: Exceed the requirements Meet Partially meet Does not meet
4.5	Environmental Management Plan	Provide a sample Environmental Management Plan from a recent past project (commenced within the past 10 years). The Plan must cover the following aspects: A. Site management including the protection of existing nature and trees, clearance, demolitions B. New works, including waste recycling/reuse targets C. Environmental monitoring, including debris/waste sorting, dust and noise controls, prevention of contaminated water run-off D. Environmental/waste reporting	Returnable Schedule 7: Works Management System	Must meet requirement	Must meet requirement			Weighted Score that will determine if vendor: Exceed the requirements Meet Partially meet Does not meet

ANNEX C

RETURNABLE SCHEDULES

This annex is made up of the following returnable schedules which are guideline templates proposed by the UN. Vendors are encouraged to use these templates if they do not already have their own formats.

- Schedule 1: Vendor's Information
- Schedule 2: Joint Venture Partner Information, if applicable
- Schedule 3: Statement of Qualifications
- Schedule 4: Performance Statement of Experience
- Schedule 5: Client Reference Performance Report
- Schedule 6: Financial Capacity
- Schedule 7: Works Management System
- Schedule 8: Bankruptcy
- Schedule 9: Conflicts of interest
- Schedule 10: Dispute Details
- Schedule 11: Additional Information

We encourage vendors to include a table of contents on their submission to facilitate evaluation and ease of reference. Vendors can use the above as a guide to the format of their submission.

Returnable Schedule 1: Vendor Information

Note to Vendors: Please complete this schedule for your company and if applicable any other member of the joint venture.

To select an option, put an **X** over the relevant blank box]

Full legal name of offeror	
Country of Origin of the Vendor or the Lead Vendor (in the case of a joint venture)	
Physical address of Registered Office:	
Postal Address of the Vendor	
Is the Vendor registered as a legal entity with authority and/or certifications to provide construction services? We adherence to all applicable financial, legal, and regulatory requirements in each jurisdiction where we operate.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Year the entity was established	
Trade Licence Title & Number	
Company Details and Registration certificates, licenses and Company Profile attached	
Number of Employees	
Regional Offices (if any)	
Contractor's address for communication	Name:
	Position title:
	Address:
	Email address:
	Telephone/Mobile number:
Name of offeror representative	Name:
	Position title:
	Address:
	Email address:
	Telephone/Mobile number:
Contact details of persons that UN may contact for requests for clarification during evaluation (if different from above). This person must be available during the weeks following receipt of the proposal.	Name and surname
	Title
	Telephone number (direct)
	Email address (direct):
UNGM – vendor UNGM registration number showing at a minimum, Basic	

Name of Vendor: (please complete)

Submission date: ___/___/___ (please complete)

REOI reference No.: (please complete)

Level.	
<p>If the registration higher than the Basic Level in UNGM, please indicate the level of registration.</p> <p>We encourage vendors to register at Level 2 if not already done.</p>	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2
<p>Ethical Standards*: We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Has the entity ever filed or petitioned for bankruptcy? *</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <p>If "Yes", please explain in detail the reasons why, filing date and current status in the schedule provided below.</p>
<p>Does the entity have an actual or potential conflict of interest in this procurement process? *</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <p>If "Yes", please provide details on the entity's actual or potential conflict of interest in the schedule provided below..</p>
<p>Prohibitions* - Is the vendor or any of its members (in the case of a joint venture) associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <p>If "Yes", please provide details on the schedule provided below.</p>
<p>Suspension* - Is the vendor or any of its members (in the case of a joint venture) its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – have not been declared ineligible by UN. Or currently removed from the UN registered vendor list hosted in the United Nations Global Marketplace (UNGMP) or suspended as registered vendors by the United Nations or any other entity of the UN system including the World Bank?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <p>If "Yes", please provide details on the schedule provided below.</p>

<p>Investigations and sanctions for illegal activities* - We are 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.</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If “Yes”, please provide details on the schedule provided below.</p>
<p>UN post-employment restrictions *– Have you as the vendor or any of its members (in the case of a joint venture) employ, or anticipate employing, any person(s) who is or has been a UN staff member within the last one year (12 months), 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 (36 months) of service with the UN (in accordance with UN post-employment restrictions contained in ST/SGB/2006/15?</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If “Yes”, please provide details on the schedule provided below.</p>
<p>Proscribed practices* – Have you as the vendor or any of its members (in the case of a joint venture) 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?</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If “Yes”, please provide details on the schedule provided below.</p>
<p>We have not offered and will not offer fees, gifts and/or favours of any kind in exchange for this RFP and will not engage in any such activity during the performance of any Contract awarded;</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If “Yes”, please provide details on the schedule provided below.</p>
<p>History of Non Performing Contracts*: Has the vendor and its members had in the past any non-performance of a contract.</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If “Yes”, please provide details on the schedule provided below.</p>
<p>Reputation / Litigation History*: Has the vendor and its members had any suspension, censure, and/or any</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>

other disciplinary action by any professional, state, or national / statutory or regulatory entity. Are there any no current or recent history of court/arbitral award decisions against the vendor.

If "Yes", please provide background/ details and justifications on the schedule provided below.

*Note that the information provided in the schedules will be reviewed to determine if any such termination or disqualification would permit the vendor or any of its members (in case of a joint venture) to continue in the prequalification process.

*** In case of a joint venture, please complete this returnable schedule, as a separate sheet for each member of the joint venture ***

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]

Returnable Schedule 2: Joint Venture Information

Note to Vendors This Schedule should only be completed and returned with if you are submitted as a Joint Venture.

In case of a joint venture, please indicate below the organization of the combination of vendors, providing the information requested for each member of the joint venture and defining the currently envisaged distribution of the contract among the members of the joint venture in percentage terms

Name and Contact (address, telephone numbers, fax numbers, email address)	Works Supplied	% of Contract Distribution - Proposed proportion of responsibilities between partners (in %) with indication of the type of the Works to be performed by each
<p>Lead Vendor (with authority to bind the Joint Venture, during the proposal process and, in the event a Contract is awarded, during Contract execution).</p> <p>Will be designated to act as the contact point to deal with the UN, have the authority to make binding decisions upon the joint venture during the solicitation process, and any such authority shall not be altered during the solicitation process (and, with respect to the winning bidder, during the term of the contract) without the prior consent of the UN.</p>		
Member of Joint venture		
Member of Joint venture		
Member of Joint venture		
Member of Joint venture		

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*** Add more rows to the table as applicable***

Please attach for each JV partner the following:

- company profile,
- a Certificate of Registration/Incorporation with the Registrar of Companies,
- Ownership Disclosure e.g Cr12 Form in Kenya or equivalent for international vendors from the Companies Registry Records
- Kenya Revenue Authority (KRA) PIN Certificate,
- valid Tax Compliance Certificate,
- valid Business Permit,
- details of physical business address, and
- registration with the Kenyan National Construction Authority (NCA) under Category 1 for Building Works or Civil Works.

For all other entities from outside Kenya submit the above documents, that is demonstrably equivalent to above documents for Kenya's National Authorities including revenue, Construction Authority etc from in their respective country,

Signatures of all partners of the Joint Venture:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture shall be jointly and severally liable to the UN for any obligations arising from their submission and the contract that may be awarded to them as a result of the multi-stage process.

<hr/> Name of partner: <hr/> Date: <hr/> Signature:	<hr/> Name of partner: <hr/> Date: <hr/> Signature:
<hr/>	<hr/>
<hr/> Name of partner: <hr/> Date: <hr/> Signature:	<hr/> Name of partner: <hr/> Date: <hr/> Signature:
<hr/>	<hr/>

*** Add more signature blocks as applicable***

[Stamp this form with official stamp of the vendor/s]

Returnable Schedule 3: Statement of Qualification.

Note to Vendors: Vendors are requested to provide a narrative (between 2-5 pages) that details your experience, skills, and knowledge in relation to requirements for this project. Vendors are encouraged to provide all relevant information. This document supports the details of the specific past project history requested in the schedules below.

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]

Returnable Schedule 4: Performance Statement of Experience (2 parts)

Part 1 - Overview

Note to Vendors: Vendors are requested to provide details of specific experience by providing details of projects undertaken.

2.1 Major complex Projects experience / size

Does the firm (or its members in the case of a JV) have proven experience in large and complex projects involving buildings (such as hospitals, airports, railway stations, convention centres, or other similar types of buildings)? The reference projects (a minimum of 3 and a maximum of 6) should each cover a floor area of at least 15,000 m², with a total aggregate area of at least 60,000 m², and should have commenced within the past 10 years. Additionally, at least 1 of these projects must include a building renovation component.

Yes

☐

No

☐

	Project Client	Contracting Entity	Role in the Contract	Commencement date	Completion Date	Total area (m2)
1						
2						
3						
4						
5						
6						
Total floor area						

2.2 Major complex Projects experience / value

Does the firm (or its members in the case of a JV) have proven experience in large and complex projects involving buildings (such as hospitals, airports, railway stations, convention centres, or other similar types of buildings)? The reference projects (minimum of two and maximum three) shall be of an aggregate construction value of at least USD 80 Million and were works shall have started in the past 10 years.

Yes

☐

No

☐

	Project Client	Contracting Entity	Role in the Contract	Commencement date	Completion Date	Value(USD)
1						
2						
3						
Total Vaule(USD)						

2.3 Business Continuity

Does the firm and all its members (in the case of a joint venture) have proven experience in ensuring Business continuity in Renovation or construction of buildings where total or partial business activity is maintained while the renovation or construction works are being carried out based on a specific strategy is implemented to minimize the business disruption where works have started in the past ten years?

Yes

☐

No

☐

	Project Client	Contracting Entity	Role in the Contract	Commencement date	Completion Date	Total area (m2)
1						
2						
3						
4						
Total floor area(m2)						

****Add more rows as needed*****

Part 2 - Specific projects

Important Note to Vendors: With reference to the weighted evaluation step, **vendors are required to provide on a separate document, a narrative of specific reference projects that will be evaluated against the weighted criteria specified under Annex B.** Vendors shall include but no limited brief description of the project works outlining how the scope is comparable to UNON's scope; supported with documentation that certifies the amount of the project, the execution time and the characteristics of the project etc. indicating satisfaction on performance, reasons for late completion or any other risks/ challenges identified, materialised and how it was addressed and photos. **We also request vendors to share location of the projects which if within the region then the UN team (at the UN cost) may consider visiting. Vendors are also asked to provide alternative Interactive Digital and New Media Alternatives e.g Video recordings/Vlogging; Interactive digital stories that combine various media formats (photos, videos, audio, text); 360-degree media; Social media Platforms that would showcase the projects to the UN without having to visit them**

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]

Returnable Schedule 5: Client Reference Performance Report

Note to Vendors: Vendors are requested to provide the client reference below for the specific projects provided under Schedule 4 above. This document must be completed by your client

Name of Vendor (Vendor/JV/Consortium)	
Title of Project	
Location of Project	
Value of Project	
Time Period	

Using the below rating scale, please respond to the required questions 1-4.

Excellent	Exceeded the company's expectations, demonstrated extra effort
Good	Met the company's expectations
Acceptable	Met the company's minimum requirements, demonstrated little or no effort
Poor	Did not meet the company's minimum acceptable standards

1. Please rate the vendor's communication skills, responsiveness, and timeliness to project deliverables:

Excellent	Good	Acceptable	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (if any):

2. Please rate the vendor's adherence to the agreed schedules and their effective management of business relations:

Excellent	Good	Acceptable	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (if any):

3. Please rate the vendor's performance in relation to their quality of work, reports, deliverables:

Excellent	Good	Acceptable	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (if any):

4. Please rate the vendor's avoidance of changes and cost overruns during the contract period:

Excellent	Good	Acceptable	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (if any):

Additional question:

5. Please discuss significant obstacles, if any, faced by the Vendor, and how those obstacles were addressed:

Print Reference's Name Print Reference's Title

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp this form with official stamp of the vendor]

Name of Vendor: (please complete)

Submission date: ____/____/____ (please complete)

REOI reference No.: (please complete)

Returnable Schedule 6: Financial Capacity

Note to Vendors: Vendors must submit audited accounts / certified Financial Statements/ balance sheets for at least three (3) of the last six (6) financial years(2024, 2023, 2022, 2021, 2020,2019) and financial supporting documents such Letter of Credit from the bank, banker's certificate, Letter from bankers indicating satisfactory account performance and/or proof of access to credit facilities, evidence of financial access up to USD\$30m, including at least Line of credit USD\$20m demonstrating the soundness of the vendors financial position

Vendors can submit an audit report by a certified auditor for the years indicated. The audit report shall be stamped with the auditors official stamp and copy of the auditors registration and complete business address should be included in the audit report.

For the financial statements to be considered as “audited”, they must have been reviewed and verified by an independent/third party certified accountant. An auditor's report must be submitted as part of the financial statements and the report must include an explicit statement that the third party has audited the financial statements. If an organization submits financial statements prepared by a third party but without this statement, their financials will not be considered audited.

Summary of the annual turnover table, calculated as the average of any three of the last six financial years, showing a minimum value of USD 20M.

Summary of the working capital ratio, calculated as the average of any three of the last six financial years, showing a minimum value between 1.0 and 2.0

Year			
Annual Turnover			
Annual Building & Construction Turnover			
Average Annual Turnover for the last three years			
Current Assets			
Current Liabilities			

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of vendor]

Returnable Schedule 7: Works Management Systems

Note to Vendors: Vendors are required to provide the information requested under the 3 works management systems below.

1 Quality Assurance and Control Management *demonstrating the vendor's capacity to consistently be able to construct works to the required quality.* Accordingly, Vendors to submit the following:

- Your vendor's already existing quality assurance management manual/policy (if any);
- Quality Assurance Certificate (if any);
- Example of a past project Preliminary Quality Management Plan.

2 Health and Safety Management System - The vendor must submit a health and safety plan that covers the site occupational health, public health, personal and works safety plans that demonstrate the vendor's capacity to consistently and safely construct the works in a suitably controlled manner.

National and international regulations regarding safety requirements on a construction site must be observed.

Accordingly, Vendors must submit the following:

- Vendor's already existing Health and safety management manual/ Policy/Statement ;
- Example of a past project Health and Safety Management Plan, demonstrating the vendors experience in managing Health and Safety in Construction Sites

3 Environmental Management System demonstrating vendors capacity to include environmentally practical construction elements and to construct works in an environmentally sound manner. Accordingly, Vendors to submit the following:

- Vendor's already existing Environmental management manual/policy(if any);
- Example of a past project Environmental Management Plan, demonstrating the Vendor's experience in environmental management.

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]

Returnable Schedule 8: Bankruptcy

Note to Vendors: Vendors to complete the below honestly and accurately.

Has the entity ever filed or petitioned for bankruptcy? Is the vendor or any of its members (in the case of a joint venture) declared bankrupt, or involved in bankruptcy or receivership proceedings, and is there a judgment or pending legal action against it that could impair its operations in the foreseeable future?

☐ YES ☐ NO

If "Yes", please explain below in detail the reasons why, filing date and current status.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp this form with official stamp of the vendor]

Returnable Schedule 9: Conflict of Interest

Note to Vendor: Vendor shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:

- (i) UNON and the vendor and
- (ii) UNON and any consultants proposed by the vendor

For this purpose, a list with the names of UNON's consultants and vendors involved in the design and programme management have been included Annex A SOW.

The listed UNON consultants, its joint venture members and consultants may not be used by vendors in the preparation of its submissions for this multi stage tender process (prequalification, proposal for the tender, or as part of their proposed consultants or subcontractors for the contract). Any potential vendors falling in this category, without prior written approval from UNON shall be considered as a potential Conflict of Interest and shall be considered as grounds for disqualification.

Does the vendor or any of its members (in the case of a joint venture) have any potential conflict of interest?

☐ YES ☐ NO

We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UN; we confirm we are not under the current UNON contract and/or have not had contractual relationships with UNON in the context of the Conference Facilities Capital Project/Gigiri Masterplan project, and/or with any of their past and/or present consultants and/or service providers since the inception of the project in 2018

Our entity confirm that we the offeror and the subcontractors identified have not been associated or have not been involved in any way, directly or indirectly, with the preparation of the design, terms of reference and/or other documents used as a part of this process;

If the answer to the above is yes, details and justifications are to be provided below (or on an attached document) that will be reviewed to determine if any such conflict of interest would permit the vendor or its members to continue in the prequalification process

.

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]

Returnable Schedule 10: Dispute Details

Note to Vendors: Vendor shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the vendor. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the vendor against a client or a client of the vendor against the vendor.

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]

Returnable Schedule 11: Additional Information

Note to Vendors: Vendors can use this to schedule to provide any other relevant information if applicable.

Name:

Title:

Date:

Signature:

[Stamp this form with official stamp of the vendor]