



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:

Provision of Specialized UPS Maintenance Services in Server Rooms and Office Blocks at the UN Complex, Gigiri, Nairobi.

Date of this EOI: 28 November 2025**Closing Date for Receipt of EOI:** 15 December 2025**EOI Number:** EOIUNON23996**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Energy**Address EOI response by fax or e-mail to the Attention of:** Benson Kangangi**Fax Number:** N/a**E-mail Address:** benson.kangangi@un.org; unon-procurement-rfx@un.org**UNSPSC Code:**

39121011 - Uninterruptible power supply UPS



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON) invites qualified interested firms to submit their Expression of Interest (EOI) to participate in an upcoming competitive bidding exercise for the provision of specialized UPS maintenance services in server rooms and office blocks at the UN Complex, Gigiri, Nairobi, Kenya.

The Expression of Interest (EOI) process is intended to prequalify vendors for participation in the subsequent tendering stage. Vendors are therefore required to submit the documents / information in the "Specific Requirements / Information" section of this document.

The contract resulting from the intended tender process will have an implementation period of three years, with the possibility of extending for two additional periods of one year each (3+1+1), contingent upon the selected contractor's performance.

The scope of services shall include, but not be limited to the following:

- a) Provision of routine UPS maintenance: The selected contractor will be required to provide specialized staff and all the tools, uniforms, safety gear, software and test equipment required for the successful implementation of the contract, while UNON will provide the requisite replacement materials, spares and parts required for the routine (quarterly) maintenance/ replacements of the UPS installations. Maintenance will be required on a quarterly basis.
- b) Provision of UPS installations materials/ spare parts: The selected contractor may be required to provide maintenance items/ parts that may not be in stock in the UNON stores.
- c) Provision of ad hoc labour: The selected contractor will be required to provide adhoc labour on an "as and when required" basis. Ad hoc services may be required during: 1) equipment breakdown requiring technicians to carry out repairs beyond normal working hours; 2) decommissioning or re-installation of equipment and recommissioning due to internal office renovations; or 3) conference events as part of technical maintenance to ensure services reliability.
- d) Disconnection and re-installation of UPS units as shall be directed by UNON.
- e) Remote monitoring of the performance of the UPS units: UNON has installed network management cards in some of the UPS units to help in managing the UPS performance and monitor the UPS.
- f) Maintenance of the switchgear and associated installations for the UPS units.
- g) Real time monitoring and, generation and distribution of alerts and alarms from the UPS systems. These shall be via SMS and email to UNON supervision team.
- h) Supplying, installing and carrying out settings for remote transmission network management cards for each UPS to enable remote monitoring and communications.

While carrying out the above-listed services, the selected contractor will be required to provide all consumables, tools, test equipment, safety equipment, applicable software, warning signs, consumables and fully maintain the required tools and equipment at its own cost.

Complete details of the requirements will be provided in the tender documents, which will be issued to pre-qualified vendors after this request for Expression of Interest (EOI) is closed.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

PRE-QUALIFICATION OF VENDORS

This pre-qualification is intended to assess vendors against pre-determined criteria listed below. The UN will judiciously apply the criteria below to prequalify adequate number of vendors with the goal to maximize competition. Only those vendors who, by the UN assessment, meet the mandatory criteria listed below will be shortlisted to participate in the upcoming tender exercise.

1.0 NCA (National Construction Authority) certification and licensing: Vendors shall submit a copy of their own, or their joint venture partner's NCA – 2 certificate or higher and a corresponding valid license or equivalent as General Electrical Contractor.

2.0 Schneider Electric Manufacturer's Authorization: Vendors shall submit a copy of their own, or their joint venture partner's manufacturer authorization (MAF) for maintenance of the Schneider brand UPS' and for the supply of approved Schneider brand UPS spare parts.

3.0 Proof of local presence in Kenya: Vendors shall demonstrate their own presence or that of their joint venture partner in Kenya by providing verifiable evidence of an operational office located within a 40km radius of the UN Complex, Gigiri, Nairobi. Vendors should include the following information:

- GPS coordinates of the office location
- Physical address i.e. city, street name and building name, floor, apartment
- Telephone number.
- Email address and website if available.

Vendors without an existing operational office within 40km of the UN Complex, Gigiri, Nairobi shall submit a written commitment to establish one within 30 days of contract award.

Vendors should express their interest electronically via the link provided on page 4 of this document and further submit the above requested documents/information via email unon-procurement-rfx@un.org with a copy to samuka.bawoh@un.org and benson.kangangi@un.org, by the REOI closing date of 15 December 2025. Any questions should be sent to the same email addresses by the REOI closing date.

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued.

UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Vendors that are deemed eligible upon completion of an objective evaluation of their EOI submission will receive the final tender solicitation documents.

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/285945>

In case you have difficulties submitting your interest electronically, please contact benson.kangangi@un.org; unon-procurement-rfx@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>.

