



United Nations Office at Nairobi (UNON)  
Kenya

## REQUEST FOR INFORMATION (RFI)

This notice is placed on behalf of UNON. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this RFI. You are therefore requested to direct all your queries to United Nations Office at Nairobi (UNON) using the fax number provided below.

**Title of the RFI:**

Provision of office furniture for Flexible Workspace at United Nations Office at Nairobi (UNON)

**Date of this RFI:** 21 May 2019

**Closing Date for Receipt of RFI at PD:** 5 June 2019

**RFI Number:** RFIUNON212

**Address RFI response by fax or e-mail to the Attention of:** Jecinta Cheruiyot

**Fax Number:**

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

**UNSPSC Code:** 56000000,56101500,56101700,72153606,72153613

### DESCRIPTION OF REQUIREMENTS

The United Nations headquarters in New York, and offices around the globe are moving towards making their offices climate-neutral and environmentally sustainable, and to see the renovated headquarters, and other complexes eventually become globally acclaimed models of efficient use of energy and resources. Beyond this, the initiative also incorporates flexible workplace, a new way of working, that enables staff to have greater choices in deciding how and where they want to work.

In Nairobi, UNON, is moving towards these changes offering flexible workplace practices. This will allow flexibility for the user to select the space they wish to use, when they want to use it, offer a greater choice of where they would like to work, and to connect to the network wherever they need to. UNON is currently in the process of developing flexible workplace strategies, including but not limited to, a pilot program environment for testing flexible workplace, sample flexible workplace office zone, and thereafter further proposals to roll-out flexible workplace utilization within the renovated offices of the Secretariat buildings at the complex.

The UNON complex comprises approximately 142 acres, 40 buildings of mixed office and commercial space and hosts approximately 50 UN agencies, funds and programs. The compound currently accommodates a population of approximately 3,500 staff in over 67,000 square meters of office, conference and common built space.

Project objectives are:

a. To improve space usage efficiency by maximizing the use of available office, meeting spaces and

minimizing sizes of building support spaces. This will be achieved via optimization of the use of the available interior spaces and meeting facilities to provide more flexible and functional spaces.

- b. To upgrade the existing outdated furniture systems and move towards a more aesthetic environment where a well-being work place will be enhanced reflecting the UNON community's needs and brand identity.
- c. To move towards more modern and effective workspaces throughout the complex promoting collaboration, productivity, and focused concentration.
- d. To provide staff with a choice of flexible workspaces which offer new technologies for staying connected and more efficient.
- e. To work in a variety of open and closed spaces with more natural light, enjoying better team support as well as getting to know more staff.
- f. To provide pop-up outdoor work zones that help generate creativity and a new well-being work environment, as well as allow staff to move from indoor to unique outdoor work spaces & informal meeting zones within UNON's existing green spaces in the complex.
- g. To keep disruption of the work of the United Nations during the incorporation of flexible workplace initiatives to a minimum and to ensure business and operational continuity throughout all project implementation.

To facilitate this process, we would like to solicit the following information from your company;

- Please provide a current catalogue for all your furniture types that support flexible working arrangements;
- Please state whether you have the option to lease the furniture items to UNON and if so, provide your standard Terms and Conditions for the lease options;
- Please provide your price list for both lease and outright purchase for the furniture types that you have listed.

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Please note that this Request for Information (RFI) does not constitute a solicitation process/bidding exercise. Furthermore, please note:

- All costs for preparing a response for the RFI must be covered by the vendor.
- The requested information will only be used by the UN for internal planning purposes, be kept strictly confidential and only authorized personnel will have access to it.
- The response to this RFI will not be used to pre-qualify vendors.
- The information provided will not be contractually binding to the vendor.
- Please email your responses to [unon-procurementtrfx@un.org](mailto:unon-procurementtrfx@un.org). The deadline for submitting your response is 29 May 2019.

UNON reserves the right to change or cancel this RFI at any time.

#### **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>

# VENDOR RESPONSE FORM

**TO:** Jecinta Cheruiyot  
**Email:** unon-procurement-rfx@un.org

**RFI Number:**

**FAX:**

**FROM:**

**SUBJECT:** Provision of office furniture for Flexible Workspace at United Nations Office at Nairobi (UNON)

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

COMPANY INFORMATION	
UNGM Vendor ID Number*:	
Legal Company Name (Not trade name or DBA name) *:	
Company Contact *:	
Address *:	
City *:	State:
Postal Code*:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**\*\* If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org).**

## RFI 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](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/sc/suborg/en/sanctions/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>.

**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) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to United Nations Office at Nairobi (UNON) (the United Nations Office at Nairobi (UNON)) by the closing date set forth in this RFI. *Due to the high volume of communications, the United Nations Office at Nairobi (UNON) is not in a position to issue confirmation of receipt of RFIs.*

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 RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.

