



## United Nations Office at Nairobi

**REQUEST FOR INFORMATION (RFI)**

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 RFI to United Nations Office at Nairobi using the fax number or e-mail address provided below.

**Title of the RFI:**

Request for Information for the Design, Supply, Installation and Maintenance of Modular Office Partitions for various facilities located at UNON (Gigiri Complex, Nairobi, Kenya).

**Date of this RFI:** 27 July 2023

**Closing Date for Receipt of RFI:** 31 August 2023

**RFI Number:** RFIUNON21643

**Beneficiary Country/Territory:** Kenya

**Commodity/Service category:** Interior Furnishings

**Address RFI 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:**

30162400 - Partition walls

56000000 - Furniture and Furnishings

72153600 - Interior finishing and furnishing and remodeling services



## DESCRIPTION OF REQUIREMENTS

### 1. Background:

UNON planned a series of interventions for the renovation of existing facilities as well for the construction of new office blocks at UNON Gigiri Complex. In line with the UN Flexible Working Space standards, UNON would like to improve the usage of space and introduce more flexible structures to create private and common spaces for office/workshop/meeting/conference/etc. Moreover, UNON has a requirement to possibly move and re-use the provided partitions to different locations as per emerging space needs. Considering the above, UNON would like to assess if modular partitions could represent a valid alternative to standard wall partitions, a sustainable construction method, fit for purpose for UNON strategy, focusing on material-based innovation and incorporation of technologies practices, for living and working well-being.

### 2. Objective:

The purpose of this RFI is to provide the UNON Facilities Management and Transport Section (FMTS) with the available knowledge and capabilities of the market, with respect to latest technologies, solutions, systems, potential vendors for the design, provision, installation and maintenance of modular partition systems.

This request intends to receive information to identify suppliers with verified technical and financial capacity to provide the goods and related services.

The gathered information will be used to determine the technologies feasibility, scope, cost estimate, timeframe, and resources required by the UNON.

UN expects to follow this RFI with a possible Request for Proposal (RFP) that will be able to meet the operational requirements of the UNON.

The outcome of this RFI will help UNON to evaluate available options, with the use of recycled materials and sourced materials (if available), aiming at shorter lead times, improved supply chain efficiency and reduced total cost of ownership.

### 3. Use of Information:

- All costs for preparing a response for the RFI must be covered by the vendor.
- The requested information will only be used by the UNON 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 provided information will not be contractually binding to the vendor.

### 4. Basic Requirements:

The suppliers shall be able to operate at local level (Nairobi, Kenya), preferably on short-notice, as the installation and maintenance services are a very crucial of UNON requirement.

The proposed modular partitions shall:

- be based on a modular concept with the possibility to select the size of the module based on the size and requirement of space
- be a sustainable alternative to existing traditional methodologies
- meet the required noise reduction between the spaces to be installed. The partition, as a system, should have a factory tested STC rating ranging from STC 45 and STC 50 or an equivalent Rw 40dB and Rw 50dB. This is to ensure compliance with the British standard which specifically requires noise between offices to be within the above range taking into consideration factory testing results will always be higher than on site testing results
- use recycled and recyclable materials to reduce (if available)
- save energy
- guarantee rapid deployment to UNON location and short supply and installation lead times
- tap domestic source of materials to increase economic security without compromising the technical aspects
- minimize the negative impact on the environment throughout their lifecycle
- be very quickly installed



- be optimized at every stage of a product's life cycle including design, manufacture/construction, packaging, transportation, energy optimization, energy efficiency, repair, reuse, remanufacturing, refurbishing, and recycling.

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

Documents submittals:

#### **a. Cover Letter**

The cover letter shall include the following info:

- legal name
- address of respondent (with specific reference to supplier address in Kenya)
- name, title, email address and telephone number of the individual authorized to submit information
- statement that the respondent has read, understands, and agrees to all provisions of the RFI

#### **b. Brief Presentation of Proposed Products (Brochures and Data Sheets)**

Respondents should provide a brief summary of their approach and concept of modular partition systems.

The proposed product should include all features mentioned in this RFI.

The size and type (glass partitions, aluminium partitions, etc.) of the available modules shall be clearly specified, including respective design details.

The presentation should include a brief, clear and concise explanation of the product and services: brief design concept and/or reference to similar completed projects (description and images), brief description of local sourced materials (if any) and recycled materials (if any) used for the installation, etc.

#### **c. Installation/Construction Methodology**

Respondents should include brief explanation of installation process: number of required personnel on site, required expertise, equipment needed and any other relevant.

#### **d. Transportation**

Respondent should provide description of any specific shipping requirements.

#### **e. Cost estimates**

Respondents should provide an estimated cost for the required services.

The estimation report should include key cost categories such as:

- design services
- supply of the modules by type/module
- installation services
- maintenance services.



f. Timelines

Respondents should provide an estimated timeline for delivering their products from the date of the order. The timeline should include estimated time for design, supply, installation, and maintenance.

g. Prototype Showcase (NOT MANDATORY)

FMTS believes that an on-site presentation of such a model and any other related products would be an excellent opportunity for your company to present itself to the United Nations while also gaining a better understanding of the potential UNON future demand for modular partitioning and related products.

Therefore, we would encourage you to consider an on-site demonstration of the full/scale or reduced proportional model. Please note that all costs related to the product on-site presentation/demonstration would be at your own cost, and the UNON will not refund or pay for any expenses related to such presentation.

You are kindly requested to confirm your willingness to participate in your product presentation in response to the RFI.

UNON will, in case of the acceptance, coordinate with your representatives the date/time for the production at UNON, Nairobi, Kenya.

Kindly note that this Request for Information does not constitute a solicitation process/bidding exercise. It is an information gathering exercise. The information provided by your company will be used by the United Nations for planning purposes and for assessment of the capability of your company for a possible formal bidding process. Please email your responses to [unon-procurement@un.org](mailto:unon-procurement@un.org) with a copy to [benenson.kangangi@un.org](mailto:benenson.kangangi@un.org). The deadline for submitting your response is 31 August 2023

**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 a potential future solicitation process should submit the Vendor Response Form of this RFI 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](http://www.ungm.org)).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- 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](http://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 submit your response to this RFI electronically at:**

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNON21643>

**In case you have difficulties submitting your response electronically, please contact [benenson.kangangi@un.org](mailto:benenson.kangangi@un.org); [unon-procurement-rfx@un.org](mailto:unon-procurement-rfx@un.org) directly for instructions.**



## 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/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 RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. 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) RFI Process

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

Please note that no further details of the potential 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>.



