



REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

Provision of office space (lease) for OCHA in Nairobi

Date of this RFI: 15 August 2023

Closing Date for Receipt of RFI: 21 August 2023

RFI Number: RFIUNOCHA21718

Beneficiary Country/Territory: Kenya

Commodity/Service category: Property Leasing

Address RFI response by fax or e-mail to the Attention of: Roda Clare Imbuhila

Fax Number: N/A

E-mail Address: imbuhila@un.org

UNSPSC Code:

80131500 - Lease and rental of property or building

DESCRIPTION OF REQUIREMENTS

The UNOCHA Regional Office for Southern and Eastern Africa (OCHA ROSEA) invites responses from property owners/ realtors in regards to lease of office space for UNOCHA in Nairobi.

The details for this requirement are as below;

- **Size:** The ideal office space should accommodate 18-20 persons (work spaces) with a meeting room that can accommodate the same number of persons.
- **Location:** Prime location within the Gigiri area and with close proximity to the UNON complex.
- **Safety and Security:** Premises should require minimum upgrading/investment (basically at no cost to the UN) with security measures in place e.g. high fence with electric/razor wire, surveillance and monitoring devices, alarm systems, adequate security lighting, fire safety equipment, gate fortified type with anti-ram barriers(speed and access control) in place outside the compound perimeter. There should be ample distance between the fence and the main premises if the proposed property is free-standing and independent (highly preferable).



- **Lease Term:** The space should be available for lease and occupation immediately with a lease term of an initial 6 months with an option for extension for a longer period. The lesser should have flexibility to accommodate any future growth or changes to UNOCHA needs.
- **Layout:** Highly preferable to UNOCHA is a free-standing property which is easily accessible and located in a secure area and compound. The access should be limited to UN personnel only (not shared with other tenants). The property should boast of large windows and ample natural light.
- **Technology infrastructure:** The property should have sufficient power outlets for electronic devices and tech-friendly infrastructure to support modern office needs e.g. internet installation and video conferencing.
- **Amenities:** There should be adequate parking space inside and outside of the premises (capacity in terms of the number of vehicles must be indicated). Availability of a back up power generator, washrooms, kitchenette or break areas, security guard room, constant water supply system and functional plumbing should also be indicated.

The lesser should have a legal title to the property and can produce the certification on the same upon request. There should be no legal issues, bank loans or caveat tagged to property.

Kindly provide detailed information about the available office spaces that match UNOCHA requirements including floor plans, lease terms, pricing and any additional information deemed necessary.

It should be noted that this document is a Request for Information (RFI) and thus does not constitute a solicitation.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (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](#), 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=RFIUNOCHA21718>

In case you have difficulties submitting your response electronically, please contact imbuhila@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) 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 UNOCHA (UNOCHA) by the closing date set forth in this RFI. *Due to the high volume of communications UNOCHA 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>.



