

**REQUEST FOR INFORMATION (RFI)**

This notice is placed on behalf of UNESCAP, 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 Economic and Social Commission for Asia and the Pacific (UNESCAP) using the fax number provided below.

**Title of the RFI:**

CONSULTANCY SERVICE FOR THE ASSESSMENT OF THE COMMON AREA AND PRODUCTION OF A RENTAL MODEL FOR SHARING SPACE

**Date of this RFI:** 24 July 2020

**Closing Date for Receipt of RFI at PD:** 11 August 2020

**RFI Number:** RFIUNESCAP,321

**Address RFI response by fax or e-mail to the Attention of:** Chief, Procurement Unit

**Fax Number:**

**E-mail Address:** kongsawasdiphaisarn@un.org

**UNSPSC Code:** 80101600

**DESCRIPTION OF REQUIREMENTS**

ESCAP requires a qualified consultant to apply the appropriate real estate industry standard for use in assessing current and future spaces within the ESCAP compound.

The ESCAP complex consists of three (3) buildings located on the same area at the intersection of Rajadamnern Nok Avenue and Phadung Krungkasem Road. The complex occupies a total of 17 rai (approx. 6.7 acre) and is adjacent to the Military Headquarter as well as the Wat Makut Temple. The three buildings include the Secretariat Building, the Service Building, and the United Nations Conference Centre (UNCC)

ESCAP owns the buildings and rents office space within its complex to primarily United Nations international non-profit organizations and secondly commercial entities in accordance to UN resolutions. Accordingly, with the principle that the rental rate should be the equivalent that of a commercial Thai market rental for equal or similar properties, including utilities, air-conditioning, access, parking, custodial services, integrated services, security and regular maintenance of general building fixtures and services. Due to this, the current rental rates must be re-assessed in order to establish consistency with the current/forecasted commercial market rates.

In the past and continuing up to the present, rental rates have been determined by external consultants in keeping with the prevailing market rates. While the consultants have assessed the building conditions and associated services that exist within the ESCAP compound, no calculation methodology or rental model involving the concept of common areas and the shared use of space was ever sought. As a result,

deliverables from the previous consultancy work generated only one (1) basic rental rate per sqm for the current year, along with projected rate figures for the ensuing years.

ESCAP is in the process of implementing a Seismic Mitigation and Life Cycle Replacement Project (SMP). The project is due to begin construction in 2021 and last for 2 to 4 years. Within the project scope the Secretariat building's interior renovation will be completely redesigned with a new open plan layout. Therefore, post renovation, UN Agencies (lessees) who rent spaces from ESCAP (lessor) will have access to common spaces which are not available in the current lease agreement. These common spaces will consist of; Local, on the same Block as lessee; Semi local, on the same Floor; Remote, spaces on other floors or within the premises. These common resources will be shared by all occupants not only lessees.

In addition, COVID-19 has ushered in new challenges involving facilities maintenance and space management. Issues have been raised and continue to emerge regarding the health and safety of building occupants, especially when it comes to how ESCAP allocates and manages spaces that are individually occupied or collectively shared. In light of the pandemic and ongoing issues, the Consultant will also be required to take into account COVID-19 concerns and space reassessment initiatives in areas that will likely affect the well-being of ESCAP's building occupants

In consideration of the space configuration changes and current challenges, the Consultant is to propose viable rental models for all office space within the premises, taking into account the different types of shared areas. The Consultant is expected to conduct an assessment of the entire ESCAP premises and present "holistic solutions" to address the existing shared space, as well as to deal with the common area concept proposed under the coming SMP. Resultant findings and recommendations shall provide for a realistic and practical rental model to be applied for all types of situation where the concept of space sharing for mutual benefit (lessor and lessee) is applied by ESCAP.

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

Activities expected from the Consultant:

- a) Conduct a site survey and interviews with key personnel
- b) Define and present industry knowledge on different shared office space in commercial buildings models.
- c) Assess the current (As-Is) condition of shared spaces in the premises.
- d) Identify potential spaces on the premises to be considered as common areas.
- e) Perform market research on common area fee and calculation.
- f) Perform market research on the temporary relocation of the lessee into swing space methodology.
- g) Review the proposed (To-Be) common area concept designs under the SMP in the ESCAP Premises.
- h) Review and provide costing models to for the current, future, and whilst in swing space rental fee.
- i) Produce a rental model using a spreadsheet format based upon findings and make a recommendation.
- j) Derive and present applicable terms and conditions along with a feasible approach mechanism.
- k) Validate office space requirements of each entity and provide cost efficient solutions.
- l) Provide an independent quality assurance of the SMP design to assess the requirements.
- m) Research on COVID-19 concerns and space reassessment initiatives and propose recommendations.
- n) Present findings and recommendations to ESCAP for consideration.
- o) Produce a report that summarizes all the researched data, findings and recommendation.
- p) Conduct interactive workshops with UN Agencies, who occupy the ESCAP premises as lessees.

Deliverables required from the Consultant:

- a) Schedule of Activities & Deliverables.
- b) Assessment Report
- c) Excel Spreadsheet containing formulas per the proposed calculation methodology.
- d) Power Point Presentation on findings and recommendation to ESCAP.
- e) Client Workshop to be conducted on proposed recommendations with UN Agencies.

The UN is requesting the following information:

1. Your interest and capability to offer the mentioned consultancy services. Please provide a short summary of why your company would be in a good position to deliver this requirement (including past experiences for similar assignments, areas of expertise, etc.).

2. Schedule that would be reasonable for the required deliverables.
3. Estimate of required staffing and description of roles
4. An estimated cost breakdown
5. The attached questionnaire may please be completed and submitted along with your interest.

Please provide your response by Tuesday, 11 August 2020 via email address [kongsawasdiphaisarn@un.org](mailto:kongsawasdiphaisarn@un.org). E-mails and attachments larger than 10 MB may not be successfully received by our system, such attachments may please be submitted in a separate email.

#### 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:** Chief, Procurement Unit  
**Email:** kongsawasdiphaisarn@un.org  
**FAX:**

**RFI Number:**

**FROM:**

**SUBJECT:** CONSULTANCY SERVICE FOR THE ASSESSMENT OF THE COMMON AREA AND PRODUCTION OF A RENTAL MODEL FOR SHARING SPACE

*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).**

## 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 Economic and Social Commission for Asia and the Pacific (UNESCAP) (UNESCAP,) by the closing date set forth in this RFI. *Due to the high volume of communications, UNESCAP, 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>.

# QUESTIONNAIRE

## Consultancy Service for the Assessment of the Common Area and Production of a Rental Model for Sharing Space

Company Name: \_\_\_\_\_

### Part 1– Certification/Membership:

Question	Yes / No / Unsure
1. Does your company have any certified standard from the recognized bodies that confirm the ability and capacity to perform the assessment of real estate in Thailand?	
If yes, what type of the certification provided by which authorized body .....	
2. Does your company being a member of the recognized association in which the member is able to access all available up-to-date information of market industry and current environment which involves and impacts on the real estate?	
If yes, please provide the name of the association and explain the benefit of being a member .....	

### Part 2 – Experiences:

Question	Yes / No / Unsure
3. Does your company have at least five (5) years experiences in business relating to similar assessment works in providing consultancy services in the field of real estate and space management, with at least three (3) completed projects of similar requirements?	
If no, how many completed projects do you have within the last five (5) years? .....	
4. Does your company have team members as consultants who are knowledgeable in the local real estate market with more than five years of experience in the consultancy of real estate work, for undertaking the assignment?	
If no, how many years of experience in the area for the provision of consultancy of real estate? .....	
5. Does your company have experiences in producing quality English language reports of task assignment?	
If yes, please provide brief explanation of the reports that your company provided, as a consultant, to international customers with their satisfactory feedbacks. .....	