

United Nations Integrated Transition Assistance Mission in Sudan
Sudan**REQUEST FOR INFORMATION (RFI)**

This notice is placed on behalf of UNITAMS. 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 Integrated Transition Assistance Mission in Sudan using the fax number provided below.

Title of the RFI:

leasing of office premises in Khartoum, Sudan

Date of this RFI: 27 January 2021**Closing Date for Receipt of RFI at PD:** 9 February 2021**RFI Number:** RFIUNITAMS364**Address RFI response by fax or e-mail to the Attention of:** Unamid Procurement**Fax Number:** NA**E-mail Address:** unamid-procurement@un.org**UNSPSC Code:** 80131501**DESCRIPTION OF REQUIREMENTS**

The United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS) wishes to identify potential companies for the leasing of office premises in Khartoum, Sudan.

UNITAMS intends to lease a Hard Structure Office Building in Khartoum, Sudan, per the specifications and general requirements describe herewith. The building shall preferably be in one of the following locations:

- a. Al Souq Al Arabi
- b. Khartoum 2
- c. Alamarat
- d. Buri
- e. Emtedad Nasir
- f. Al Manshiya
- g. Al Riyadh
- h. Al Tayif
- i. Al Giref
- j. Al Mamora

The building shall have the capacity to accommodate 185 staff, or a total useful area for office space, a minimum of 1700 sq. meters. It must have a kitchenette, male/female toilets, water supply, electricity, drainage system, air-conditioning system. On-site parking with a capacity for 50 vehicles. Availability of a conference room to accommodate 30+ participants.

The building structures shall meet the requirements of the latest edition of the International Building Code

and local building code. Inclusion and consideration of technologies for energy efficiency and environmental design features and Landscaping/greening of surrounding areas are desirables.

This Request for Information (RFI) will serve to conduct market research to identify firms capable of providing solutions for the below-stated requirement. This market research shall be conducted at NO COST TO UNITAMS. Companies may be requested, as part of this RFI, to present to UNITAMS their premises for viewing.

This announcement is a Request for Information (RFI), not a solicitation for offers, and accordingly, no contract will be awarded from this announcement. No reimbursement will be made for any cost associated with providing information in response to this announcement or any follow-up information requests. There is no solicitation available currently. Industry responses, because of this announcement, shall focus on providing a recommendation of premises for the requirements as detailed in the attached Specific Requirements Document. UNITAMS may use the information provided in response to the RFI in acquisition documents.

UNITAMS appreciates your assistance with this market research and emphasizes that this effort is for planning purposes only. Responses will not be treated as proposals but may be used to create any subsequent Request for Proposal (RFP) / Invitation to Bid (ITB). Respondents should mark any proprietary information submitted in response to this RFI

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

See The Attachment

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: Unamid Procurement
Email: unamid-procurement@un.org
FAX: NA

RFI Number:

FROM:

SUBJECT: leasing of office premises in Khartoum, Sudan

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.**

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/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 Integrated Transition Assistance Mission in Sudan (UNITAMS) by the closing date set forth in this RFI. *Due to the high volume of communications, UNITAMS 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>.

2. General Requirements:

No.	Description	Please provide details		
1	Address of the proposed location			
2	Available space to lease Total area of office space in square meters			
3	Type of Office Suite (Hall / Rooms)			
4	Estimate cost per square feet (in USD)			
5	Number of Office Rooms and space per square meters			
6	Number of Meeting Rooms available and capacity for participants			
7	Number of male and female toilets			
8	Sufficient working area for about 185 staff	Availability		Please provide details
		Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>	
9	Elevator, passenger and service	<input type="checkbox"/>	<input type="checkbox"/>	
10	Access for the disabled, i.e., ramps	<input type="checkbox"/>	<input type="checkbox"/>	
11	Extendable area if required If Yes, please provide the details in square meter	<input type="checkbox"/>	<input type="checkbox"/>	
12	Air Conditioning System	<input type="checkbox"/>	<input type="checkbox"/>	
13	Internet facility, please explain the type of internet connection	<input type="checkbox"/>	<input type="checkbox"/>	
14	Car Parking area, for a minimum 50 vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
15	Electricity back-up system, i.e., generator	<input type="checkbox"/>	<input type="checkbox"/>	
16	Own transformer for electricity	<input type="checkbox"/>	<input type="checkbox"/>	
17	Canteen Area for staff	<input type="checkbox"/>	<input type="checkbox"/>	
18	Kitchenette area	<input type="checkbox"/>	<input type="checkbox"/>	

19	Availability of an area for Archive Storage in square meters	<input type="checkbox"/>	<input type="checkbox"/>	
20	Source of water supply	<input type="checkbox"/>	<input type="checkbox"/>	
21	Other Office Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
22	Proposed Leasing Period	Year	
23	Yearly extension of leasing period	<input type="checkbox"/>	<input type="checkbox"/>	

Remark: Companies are requested to provide reference photos and floor plan with their response to the RFI.

Name of Company: _____

Postal Address: _____

Tel. No.: _____

Mobile No.: _____

E-mail Address: _____

Signature: _____

Name & Title: _____