



Mission Name

Mission Country

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

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**Title of the EOI:**

Lease of Office Space for UNSCO in Ramallah, West Bank

**Date of this EOI:** 12 March 2018**Closing Date for Receipt of EOI:** 26 March 2018**EOI Number:****Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:** 025687345**E-mail Address:** [untsoprocurement@un.org](mailto:untsoprocurement@un.org)**UNSPSC Code:** 80131500**DESCRIPTION OF REQUIREMENTS**

## 1.0 INTRODUCTION

The United Nations Special Coordinator for the Middle East Peace Process (UNSCO) has a requirement to lease premises for its offices to support the Mission's operation in Ramallah, West Bank. The location shall be subject to security assessment and approval by UNSCO's Security Section.

## 2.0 INTENT

2.1 UNSCO intends to lease a space for its offices meeting the requirements as described herein.

2.2 UNSCO intends to establish an initial two (2) year contract from this solicitation. Thereafter, if UNSCO desires, the contract period may be extended for a total of five years (5) years based on the same terms and conditions.

2.3 The contract shall be awarded to a vendor who meets the requirements and who can render the services as stated in this SOR and in other related documents.

## 3.0 SPACE DESCRIPTION

### 3.1.1 Office Space

The office space described in this SOR is to contain finishes, fixtures, equipment and accessories not limited to the following:

- Well finished building interiors and exteriors to include complete finishes for flooring, walls, ceiling, doors, windows, toilets, stairs, railings, etc.
- Fully functional building utilities and fixtures as described under Sections 5.1 to 5.7
- Pantry room
- Smoke detectors, fire alarms and illuminated exit signs as per Section 5.6
- TV system as per Section 5.7

## 4.0 SPACE REQUIREMENTS

### 4.1 Location

• UNSCO would ideally prefer office space located in proximity to other UN Agencies, Funds and Programmes and preferably in the Al-Maysoun area of Ramallah where the Prime Ministers' Office is located in addition to other key ministries and many of UNSCO's interlocutors, including diplomatic missions and representative offices.

### 4.2 Office Space

- Type of structure:
  - o Whenever possible, UNSCO prefers office space that meets the security recommendation for office buildings listed in the Security Risk Management (SRM) for West Bank.
  - o Compliance with Security Risk Management (SRM) for West Bank within a single hard structure building to accommodate the entire space requirement and meeting all other requirements as described below
- A total floor area from 230 – 350 m2 to accommodate the following:
  - o Five offices with space for extra workstations
  - o Separate space at entrance to accommodate security personnel
  - o Outside space/terrace to host receptions and other official functions
  - o Common meeting room/ops room
  - o Pantry room with countertop and sink.
  - o Toilet/wash room
  - o Space for reception and office equipment
- Secured parking space for at least two (2) 4X4 vehicles

## 5.0 UTILITIES, EQUIPMENT AND OTHER FURNISHINGS

### 5.1 Electrical power supply

- Sufficient capacity for electrical power supply shall be provided to meet the demands for lighting, heating and cooling, office equipment and other miscellaneous appliances.
- Power generator back-up units shall also be provided with adequate fuel storage capable.

### 5.2 Elevator with maintenance included in rent (if applicable)

### 5.3 Water supply

- Metered potable water supply from city water system shall be provided including water storage having a capacity that can sustain the water demand for at least 5 days. Monthly water bill shall be paid for by UNSCO based on actual water consumption.

### 5.4 Waste water system

- Provision of proper sewage system and waste water disposal in accordance with internationally acceptable standards or equivalent to acceptable local standards of practice.

### 5.5 Heating and cooling

- All offices including common areas shall be provided with sufficient heating and cooling systems.

### 5.6 Smoke detectors, fire alarms and illuminated exit signs

- Smoke detectors shall be provided in all offices.
- Fire alarm bells shall be provided for the office building.
- Illuminated emergency exit sign shall also be provided for the office space.

### 5.7 TV system

- At least 2 TV outlets shall be provided for the office space.

## 6.0 OTHER REQUIREMENTS

### 6.1 Voice, data and other communication systems

- UNSCO should be allowed to install its own voice, data and other communication equipment not limited to server cabinets, communication antenna, radio communication equipment, satellite dish including all necessary cabling and IT/COMMS outlets within the building(s) and or its premises.

### 6.2 Security enhancement requirements

- Possibility to host additional security detail if determined by UNDSS/UNSCO Security Section
- As may be determined and required by UNSCO Security Section, UNSCO shall be allowed to construct/install/furnish any security gadgets/installations in order to meet the security recommendation for office buildings listed in the Security Risk Management (SRM) for West Back.

## 7.0 OPERATION AND MAINTENANCE

To be included on the annual rental rates shall be the operation and maintenance of the building and its premises as follows:

- Operation and maintenance of the electrical power supply and distribution system, fixtures, accessories, including the back-up power generation system for office building on 24/7 basis
- Operation and maintenance of water supply and distribution system, fixtures, accessories including periodic water quality testing and ensuring availability at all times.
- Operation and maintenance of the sewage system and its proper disposal as described above.
- Janitorial/cleaning services for the building – on daily basis
- Landscape and ground keeping of the premises

## 8.0 SUBMISSION OF OFFER:

Submission of offer shall be based on the following options:

8.1 An annual cost based on monthly rate to cover lease of the office space, meeting all the requirements including the required services as stipulated in this SOR and other related documents.

8.2 Government taxes shall be borne by the lessor.

8.3 Real Estate agent's costs shall also be borne by the lessor.

## 9.0 OTHER TERMS AND CONDITIONS

9.1 Proof of property ownership. Together with its offer, prospective vendor shall submit proof of ownership of the property(ies). In addition, in case of an agent representing the property(ies) owner(s), shall submit a duly notarized authorization from the property owner(s) allowing the agent to make representation with UNSCO during the solicitation/selection process or even during implementation of the lease contract agreement.

9.2 Material resources. The successful vendor shall provide all necessary space/premises, tools, materials and supplies and other items necessary to perform the services as required and defined in this SOR.

9.3 Vendor's personnel. The successful vendor shall provide qualified supervisory, management, technical and other personnel with requisite experience, education and ability, and other resources to render the services to UNSCO personnel.

9.4 Management requirements. The successful vendor shall appoint a 'Contract Representative' who shall be responsible for the performance of work and provision of service(s) under the contract. The Contract Representative shall have full authority to act on behalf of the successful vendor in all matters pertaining to contract implementation and must be able to communicate fluently in the English language.

9.5 Compliance with laws. The successful vendor shall be obliged to comply with all laws, ordinances, rules and regulations related to the performance of its obligations under the terms of the contract.

9.6 The UNSCO shall appoint a Designated Official who shall have responsibility for the administration and management of the contract.

9.7 Inspection of premises by UNSCO. The prospective vendors shall agree to accommodate UNSCO inspections of the offered buildings/spaces/ premises.

9.8 Commencement date of contract. The required commencement of the contract is on 01 July 2018.

9.9 Invoicing and Payment. The Lessor shall submit bi-monthly invoice (either in US Dollar or in ILS) to UNSCO/UNTSO-Finance Section, to be paid through bank transfer. The lessor shall provide bank details to UNTSO-Finance Section to facilitate payments.

## 10.0 BIDS EVALUATION AND CONTRACT AWARD

10.1 Evaluation Methodology. All offers shall be evaluated for technical compliance and, subsequently, for financial/commercial competitiveness. Only technically compliant offers shall be considered for financial/commercial and final evaluation.

10.2 Technical Evaluation. All offers shall be evaluated for compliance with the following detailed evaluation criteria.

S/N	EVALUATION CRITERIA	Yes	No
1	Location(s) of building(s)/space(s)/premises being offered is within Al-Maysoun area or in other areas within the City of Ramallah approved by UNSCO's Security and Safety Unit and UNDSS		
	1.1 Office building/space	Pass	Fail
2	Building(s)/space(s) being offered meet(s) the space description as per Section 3.0 of this SOR as applicable or has made a firm commitment in the form of a written document stating compliance with such space description including all required utilities, equipment and other furnishings prior to commencement of the contract for the following:		
	2.1 Unfurnished office	Pass	Fail
3	Building(s)/space(s) being offered meet(s) the minimum required floor area as per Section 4.0 for the following:		
	3.1 Office building/space	Pass	Fail
4	Confirmation to comply with the requirements under Section 6.0 of this SOR made through the attached form on Appendix 3 for the following		
	4.1 Office building/space	Pass	Fail
5	Confirmation to comply with the requirements for rendering of operation and maintenance services as per Section 7.0 of this SOR		
	5.1 Office building/space	Pass	Fail
6	Submitted proof of property ownership and authorization letter as appropriate for the following in accordance with Section 9.1 of this SOR		
	6.1 Office building/space	Pass	Fail
7	Confirmation of compliance or to comply with other requirements under Section 9 of this SOR		
	7.1 Office building/space	Pass	Fail

### 10.3 Commercial/Financial Evaluation

All technically compliant offers shall be evaluated for financial/commercial competitiveness of the all-inclusive price offers for the lease of office and provision of operation and maintenance services. The bidders should consider all technical requirements as per this SOR and other related documents in their all-inclusive bid prices on specified format.

Property owners interested in receiving the solicitation documents are requested to submit a written Expression of Interest (EOI) to include the following:

UNTSO will undertake a market survey shortly and accordingly intends to issue a Request for Proposal (RFP) to those companies who express their interest and provide initial relevant information demonstrating that their property corresponds to UNTSO's requirements.

Please note that this request for EOI is not an invitation for submission of a proposal.

UNTSO reserves the right in selecting the invitees based on the compliance to UNTSO's SOR. UNTSO reserves the right to reject EOIs received after the abo.

The expression of interest may be submitted by mail or facsimile clearly marked with the inscription "Expression of Interest (EOI) – Lease of Office Space for UNSCO in Ramallah, West Bank, by 26 March 2017.

Chief Procurement Officer  
E-mail: [untsoprocurement@un.org](mailto:untsoprocurement@un.org)  
UNTSO HQ  
Armon Hanatsiv  
P.O.Box 490  
Jerusalem 9100401

#### 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 the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to Mission Name (Mission Acronym) before the closing date set forth above.***

# VENDOR RESPONSE FORM

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**TO:** Chief Procurement Officer  
**Email:** [untsoprocurement@un.org](mailto:untsoprocurement@un.org)  
**FAX:** 025687345

**EOI Number:**

**FROM:**

**SUBJECT:** Lease of Office Space for UNSCO in Ramallah, West Bank

## 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)).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

**PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:**

*To be completed 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 \*:**

**Phone Number \*:**

**Fax Number \*:**

**Email Address \*:**

**Company Website:**

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

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

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

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



## EOI 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.unqgm.org](http://www.unqgm.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.unqgm.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 REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. 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) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to Mission Name (Mission Acronym) by the closing date set forth in this EOI. *Due to the high volume of communications Mission Acronym is not in a position to issue confirmation of receipt of EOIs.*

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