



REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Rental of Office Space for the United Nations Office for West Africa and the Sahel (UNOWAS) in Abuja, Nigeria

Date of this EOI: 19 March 2021

Closing Date for Receipt of EOI: 2 April 2021

EOI Number: EOIUNPD18302

Beneficiary Country/Territory: Nigeria

Commodity/Service category: Property Leasing

Address EOI response by fax or e-mail to the Attention of: Chief, Global Procurement Support Section

Fax Number: N/A

E-mail Address: dos-pd-gpss@un.org

UNSPSC Code: 80131500,80131503

DESCRIPTION OF REQUIREMENTS

The United Nations Global Procurement Support Section (GPSS) is looking for rental of office space for United Nations Office for West Africa and the Sahel (UNOWAS) in Nigeria and hereby seeks Expression of Interest (EOI) from reputable land lords, real estate companies and/or Property owners for the rental of Office Premises in Abuja.

1. The specifications of Office Space are as follows:
2. The proposed premises shall be subject to applicable technical assessments including security, CITS, engineering / structural and subject to approval including United Nations Department of Safety and Security (UNDSS). In the event that that the premises do not meet UN Standards, the UN shall be allowed to make modifications as deemed necessary. The proposed premises shall be for the exclusive use of UNOWAS Cell Office in Abuja.
3. Lease duration is expected to be six (6) years, with an initial period of three (3) years, and at the UN's sole discretion, the lease may be extended for one (1) additional period of two (2) years and one (1) additional period of one (1) year, under the same terms and conditions. Normal payment term is net 30



days.

4. Please note that this request for EOI is not an invitation to submit bids and submission of an EOI would not automatically warrant receipt of the solicitation documents. GPSS reserves the right to reject EOIs received after the deadline indicated below.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. The total floor area required for office facilities shall not be less than 150 m2 to accommodate the following:
 - 2 individual Rooms – at least 24 m2 – with interior toilet
 - 2 other individual rooms – at least 24 m2
 - 1 Conference Room – at least for 20 persons
 - 1 Kitchen and dining Room – at least 24 m2
 - 1 toilet/washroom interior
 - 1 Visitor toilet room
2. The compound shall have well-marked and secured parking space for at least 3 vehicles,
3. The main building and other facilities shall be enclosed in a well secured masonry/concrete perimeter
4. Utilities, Equipment and other furnishings
 - 4.1. Electrical Power Supply – mandatory
 - 4.2. Water Supply – mandatory
 - 4.3. Heating and Cooling – optional
 - 4.4. Fire extinguishers, smoke detectors, fire alarms – optional
 - 4.5. Generator set – optional
 - 4.6. Security enhancement requirements - optional

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 submit the Vendor Response Form of this EOI 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).
- 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) and that your application has been submitted to the **UN Secretariat**.
- 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.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNPD18302>

In case you have difficulties submitting your interest electronically, please contact dos-pd-gpss@un.org directly for instructions.



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.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>. 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 UNPD (UNPD) by the closing date set forth in this EOI. *Due to the high volume of communications UNPD 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>.

