

Global Procurement Support Section (GPSS)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by GPSS. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of Global Procurement Support Section (GPSS). You are therefore requested to direct all queries regarding this EOI to Global Procurement Support Section (GPSS) 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 and Cameroon-Nigeria Mixed Commission" UNOWAS/CNMC" in Abuja, Nigeria

Date of this EOI: 17 October 2022**Closing Date for Receipt of EOI:** 3 November 2022**EOI Number:** EOIGPSS20372**Beneficiary Country/Territory:** Nigeria**Commodity/Service category:** Facility Management**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; diattae@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 and Cameroon-Nigeria Mixed Commission "UNOWAS/CNMC" 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 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 Liaison Cell and CNMC Observers' Office in Abuja.
3. Lease duration is expected to be six (6) years, 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 additional



period of one (1) i.e (3+2+1) under the same terms and conditions. UN 's standard payment term is payment within thirty (30) calender days after the end of the calendar month to which the rent payment pertains. This is negotiable but cannot exceed one (1) year up front payment (subject to UN' s approval).

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.

5. The expressions of interest may be submitted by email to dos-pd-gpss@un.org, clearly marked in the subject of the email "EOI - Rental of Office Space for the United Nations Office for West Africa and the Sahel in Abuja,Nigeria to be received not later than 3rd November 2022, 17:00 hours (Uganda Time). Please endeavor to submit your EOI electronically. No hand / courier delivery allowed.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Selected building/ office premises must be located exclusively in the areas cleared by UNDSS office in Abuja as listed below:

- Asokoro
- Central Business District
- Garki
- Jabi/LifeCamp
- Mabushi
- Maitama
- Utako
- Wuse General Area
- Katampe
- Guzape

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
- 4 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
- The property should not have any legal and/or ownership issues
- The property should not be surrounded by tall trees, objectionable to communication waves, for proper functioning of antennas
- The property should be in a condition ready for occupancy

2. The compound shall have well-marked and secured parking space for at least 5 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 – option
- 4.4. Fire extinguishers, smoke detectors, fire alarms – option
- 4.5. Generator set – option
- 4.6. The property should have municipal sewer line connection
- 4.7. Security enhancement requirements - option

5. Potential bidders interested in providing premises are invited to submit expression of interest with information of the Property Owner and or a legally authorized representative of the property owner containing details of their e-mail and Telephone numbers; details of the property and its location; confirmation of proposed property's compliance to the above listed features and when the property would be available for lease.

UN would prefer to engage directly with the Landlords with valid ownership of the premises. In this regard, the UN will not be responsible to pay any Agent acting on behalf of the landlords.

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=EOIGPSS20372>

In case you have difficulties submitting your interest electronically, please contact dos-pd-gpss@un.org; diattae@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 Global Procurement Support Section (GPSS) (GPSS) by the closing date set forth in this EOI. Due to the high volume of communications GPSS 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/eois>.

