



Special Envoy of the Secretary-General for Yemen (OESGY)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by OESGY. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of Special Envoy of the Secretary-General for Yemen (OESGY). You are therefore requested to direct all queries regarding this EOI to Special Envoy of the Secretary-General for Yemen (OESGY) using the fax number or e-mail address provided below.

Title of the EOI:

Lease of Office Space for OESGY in Amman, Jordan

Date of this EOI: 12 September 2022**Closing Date for Receipt of EOI:** 30 September 2022**EOI Number:** EOIOESGY20255**Beneficiary Country/Territory:** Jordan**Commodity/Service category:** Vehicle Fleet**Address EOI response by fax or e-mail to the Attention of:** Chief Procurement Officer**Fax Number:** N/A**E-mail Address:** osesgyprocurement@un.org; al-shehabi@un.org; velosov@un.org**UNSPSC Code:** 80130000

DESCRIPTION OF REQUIREMENTS

1. The Special Envoy of Secretary General for Yemen (OESGY) has a requirement for a long-term lease of property/premise for its offices in Amman, Jordan. The premises will be used by the UN as general offices and uses ancillary thereto reasonably required by the UN in its general operations as well as such other legally permitted uses provided that such uses are part of the UN's general operations. OESGY intends to establish an initial three (3) year contract with a possibility of extension of up to two terms of one year each.
2. The vendor is expected to bring the premises to a UN acceptable standard, to be "move-in" ready. In addition, and if needed, the landlord shall give his/her written consent for OESGY to undertake all modifications required to ensure the office is compliant with UN Minimum Operating Security Standards.
3. Preferred locations for the Office Premises shall be in proximity to either the international airport or international diplomatic community, namely Dheir Ghabar or Abdoun in Amman Jordan.

Space requirements (total floor area 2,500-3,000 sqm)

- Lobby



- Min. 55 offices: min. (1) 28 sqm with en-suite toilet, min. (3) 21 sqm with en-suite toilets, (51) 14 sqm, (current office), min. 8 toilets
- One 20-seat meeting room
- One 12-seat meeting room
- Min. two kitchenettes
- Informal, multi-purpose recreation and gathering space
- (2) 30 sqm storage
- Information technology (IT) closets
- Safe room
- Cafeteria (25-35-seat) with kitchen
- Secure parking space for a minimum of 30 vehicles and bicycle parking inside the premises or immediately adjacent to the premises
- Prayer room
- Changing room and kitchenette for guards
- Janitor's closet(s) per floor (11-15 sqm)
- Break room for guards
- Break room for Janitors

SECURITY: The following features will be considered as an advantage:

- A safe distance of 15-20 m surrounding the building
- 20 m standoff distance from main road
- 40-sqm access control room with toilet
- 5-6 m high concrete fence
- Well-lit perimeter
- Metal bars on windows
- CCTV surveillance system

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

4 DESIRABLE CRITERIA

4.1 The office building/space shall have flexible working environments that are safe, healthy, comfortable, durable, aesthetically-pleasing, sustainable, and accessible.

4.2 The office building/space shall be energy efficient with optimized high performing building envelope including insulated wall assembly and windows, and high-efficiency HVAC, lighting and other appliances. Renewable energy systems such as building-integrated photovoltaic systems that generate building electricity, solar thermal systems for hot water or space conditioning, or geothermal heat pump systems are desirable.

4.3 The office building/space materials and resources shall be durable and sustainable with low-maintenance, well-finished interiors and exteriors, including marble/terrazzo flooring, finished walls, ceilings, well-maintained, operable doors, windows, toilets, stairs, railings, etc.

4.4 The office building/space shall have fully functional infrastructure and building systems, including but not limited to electrical, plumbing, mechanical, fire detection, prevention and suppression systems, air conditioning, heating, hot water, etc.

4.5 The office building shall conform with applicable local and international standards, including barrier-



free accessibility and fire safety (stairs and exit routes).

4.6 Indoor air quality. The building shall utilize strategies such as increased natural ventilation rates, the specification of non-toxic and low-polluting materials and systems, and indoor air quality monitoring.

5. This EOI does not constitute a solicitation. OSESGY reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to an EOI does not automatically guarantee that such company will be considered for receipt of the solicitation when issued. Only those prospective companies that are deemed qualified upon completion of an objective evaluation of their submission will receive the final Solicitation Documents. The OSESGY reserves the right to reject expressions of interest which are partially or incorrectly completed or received after the deadline.

6. INTERESTED VENDORS SHOULD NOTE THAT THE MINIMUM LEVEL FOR REGISTRATION FOR THIS TENDER IN UNGM (www.ungm.org) IS BASIC LEVEL, COMPANIES WHICH ARE NOT FULLY REGISTERED IN UNGM MAY NOT BE CONSIDERED FOR THE UPCOMING TENDER.

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=EOIOSESGY20255>

In case you have difficulties submitting your interest electronically, please contact
osesgyprocurement@un.org; al-shehabi@un.org; velosov@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 Special Envoy of the Secretary-General for Yemen (OSESGY) (OSESGY) by the closing date set forth in this EOI. *Due to the high volume of communications OSESGY 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>.

