

**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI:**

Construction of New Office Facilities at the United Nations Economic Commission for Africa in Addis Ababa, Ethiopia

**Date of this EOI:** 22 June 2009

**Closing Date for Receipt of EOI at PD:** 5 August 2009

**EOI Number:** AC5 4756

**E-mail Address:** caratozzolo@un.org

**Address EOI response by fax for the Attention of:** Ms. Alessandra Caratozzolo

**Fax Number:** +1 917-367-0643

**UNCCS Code:** 513000

**DESCRIPTION OF REQUIREMENTS**

It is anticipated that the Procurement Division of the United Nations' Headquarters in New York, will be issuing a solicitation on the above subject requirement. In this connection, the United Nations hereby seeks to pre-qualify suitably experienced construction firms (General Contractors) with capacity to provide and carry out the construction work required to a short list of companies. Eligible construction firms (General Contractors) from the Short List, who can meet all of the pre-qualification criteria stated in the EOI Response Form, may be invited to the RFP tender. The requirement envisages selection of a single construction firm (General Contractor) to undertake construction work of additional office facilities at the United Nations Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia.

In accordance with General Assembly's resolution 56/270 of March 2002, the area of the intended new six storey, reinforced concrete office building plus ground floor and basement that is to be built in Addis Ababa, Ethiopia, of approximately 11,000 square meters. It is intended that the above Work shall be completed in approximately 675 calendar days after receipt of Notice-to-Proceed. The General Contractor shall prove capable of providing enough manpower; financial resources and equipment to perform the whole scope of work in the mentioned schedule.

The invitation will be open to qualified national and international companies and joint ventures. Construction firms wishing to participate must have demonstrated experience dating at least 5 (five) years back as a General Contractor, performing similar work including, but not limited to all of the above. Only those firms possessing substantial and proven record of performance and resources in this same field of activities are encouraged to participate.

The successful contractor will be required to respond to the following:

Pre-qualification criteria:

1. Established office in Addis Ababa, Ethiopia (It should be noted however that the successful contractor will be required to hold/obtain a license for such work in Ethiopia);
2. Demonstrated experience of previous projects in Ethiopia;
3. Minimum of 5 years in business performing similar projects;
4. Successful completion of comparable projects.

Only those firms deemed to have adequate expertise, acceptable experience and sufficient size would be invited to participate in the subject tender. Please note that the United Nations is precluded from entering into contracts with firms that are not fully registered with the United Nations Procurement Division (UNPD). If your firm is interested in responding to this EOI, and is not currently fully registered as a Vendor with UNPD, firms would be encouraged to register now by enrolling and initiating registration processing at the following web site: [www.ungm.org](http://www.ungm.org)

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

As part of the pre-qualification process the construction firms (General Contractors) must provide the United Nations with the information listed below. All information and documentation shall be organized as follows:

- in the order set forth below;
- numbered as noted below.

All information and documentation provided must not exceed 10 pages in length.

1. Name of Contractor;
2. When & where the firm was registered;
3. Address office responding to this EOI;
4. Address of main office;
5. Address of local office in Addis Ababa, Ethiopia;
6. Contact person for this specific project:

Name;

Telephone;

Fax;

Email.

7. Copy of the license to perform the requested work in Ethiopia;
8. Size of Firm: Provide list of permanently employed staff with their qualification and job title;
9. General character of worked performed by the firm;
10. Number of years experience the firm/s has been working with similar projects.
11. List similar completed Projects of the same size and nature presently considered for the UN which you have completed within the past 5 years (whose value is no less than US\$ 5,000,000).
12. List similar Projects in progress by Type, Value and Location of the same size and nature presently considered for the UN which you are currently engaged (whose value is no less than US\$ 5,000,000).

13. Provide a list of available construction equipment for the present project in Addis Ababa, if any.

**NOTE**

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

***Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to United Nations Procurement Division (UNPD) before the closing date set forth above***

# VENDOR RESPONSE FORM

EOI Number: AC5 4756

TO: Ms. Alessandra Caratozzolo

FAX: +1 917-367-0643

FROM:

SUBJECT: Construction of New Office Facilities at the United Nations Economic Commission for Africa in Addis Ababa, Ethiopia

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

## COMPANY INFORMATION

UN Vendor ID Number**:	UNGM Vendor ID Number*:	
Company Name *:		
Company Contact *:		
Address *:		
City *:		
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 EOI 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.unqm.org](http://www.unqm.org). Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**

## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered with UN in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website ([www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://www.iic-offp.org)).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions ([www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf))).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

**For Registered Vendors:** Vendors already registered 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.

**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 <http://www.un.org/Depts/ptd>. Vendors must complete the registration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

**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 the United Nations Procurement Division (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 on the UNPD Website indicated above.