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REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

MARKET SURVEY OF OFFICES PREMISES IN BEIRUT

Date of this RFI: 26 April 2024**Closing Date for Receipt of RFI:** 13 May 2024**RFI Number:** RFIUNIFIL22600**Beneficiary Country/Territory:** Lebanon**Commodity/Service category:** Facility Management**Address RFI response by fax or e-mail to the Attention of:** Chief, Procurement Officer, Unifil**Fax Number:** N/A**E-mail Address:** hill1@un.org; eunice.mapenzi@un.org**UNSPSC Code:**

80131500 - Lease and rental of property or building

DESCRIPTION OF REQUIREMENTS

UNIFIL is looking to conduct a market survey and cost benchmarking exercise for a potential future requirement on a long-term basis of office space rental in the Greater Beirut, Lebanon area that can accommodate approximately 44 people/staff. This request seeks a facility with an approximate internal surface area of 1,567 m² (excluding balconies/terraces). If required, any refurbishment will have to be done by the potential Lessor in accordance with the instructions of the United Nations Entity.

The three following characteristics will be considered as an added advantage:

- Where the proposed building will be dedicated for the use of the United Nation Entity-only.
- Contains a security perimeter.
- And conforms to the international standards of construction.

N/B:

For more details of the requirement please find attached Annex 1-[Terms of Reference\(TOR\)](#) and [Checklist](#)



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please refer to the attached Annex 1- [Terms of Reference\(TOR\)](#) and [Checklist](#)

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 a potential future solicitation process should submit the Vendor Response Form of this RFI 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).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (www.ungm.org) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- 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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per ST/SGB/2006/15, including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should submit your response to this RFI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNIFIL22600>

In case you have difficulties submitting your response electronically, please contact hill1@un.org; eunice.mapenzi@un.org directly for instructions.



RFI 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/securitycouncil/content/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 RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. 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) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to UNIFIL (UNIFIL) by the closing date set forth in this RFI. *Due to the high volume of communications UNIFIL is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential solicitation can be made available to the vendors prior to issuance of the solicitation documents.

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



Annex 1 – Terms of Reference for Market survey Office premises in Beirut

Background

A United Nations Entity in Lebanon is looking to conduct a market survey and cost benchmarking exercise for a potential future requirement on a long-term basis office space rental in the Greater Beirut, Lebanon area that can accommodate approximately 44 people/staff. This request seeks a facility with an approximate internal surface area of 1,567 m² (excluding balconies/terraces). If required, any refurbishment will have to be done by the potential Lessor in accordance with the instructions of the United Nations Entity.

A) The three following characteristics will be considered as an added advantage:

- Where the proposed building will be dedicated for the use of the United Nation Entity-only.
- Contains a security perimeter.
- And conforms to the international standards of construction.

B) SPACE

The location of the building shall be within Greater Beirut Area. Taken into consideration a minimum 50 meters standoff distance from building exterior to whole outer perimeter is preferred (refer to C.2.).

The building location shall maintain proximity to major communication routes while discreetly distanced from main roads yet interconnected to at least two suitable routes for seamless accessibility.

Furthermore, the property shall be strategically positioned away from densely populated areas but near main roads and communications, boasting well-connected, safe asphalted roads suitable for sedans, 4x4 vehicles, and cargo trucks up to 6 tons.

The office spaces proposed shall allow the occupancy of Individual Offices as well as shared offices and landscaped spaces.

It shall have the possibility to create the following:

Requirement of Space

Description	Quantity (# Rooms/Space)
1- Office Space	
Conference Facility to accommodate 75 participants	1
Central Information Technology	3
Security Offices/rooms	3
Room to accommodate 50 Lockers	1

Small shower rooms	4
Staff Welfare Facilities (cafeteria)	1
Safe room/area to accommodate 20 persons	1
Parking to accommodate between 5-10 vehicles	1
Room to place 2 generators and fuel storage tank	2
Space to be used as storage	3
Space to be used storage accessible with forklift	1
WC	18
Offices to accommodate staff and non-staff members	44
2- Optional Residential Space	Quantity (# Rooms/Space)
Salon (sitting area)	1
Dining room	1
Balconies	2
Kitchen	1
Master Bedrooms	3
Shared Bedroom (accommodating 2 single beds)	2
WC	6
Entrance area (reception)	1

NB: The requirement necessitates prospective bidders to submit offers with two (2) options.

- (a) Premises covering only the Office Space; and
- (b) Premises covering both the Office Space with Residential Space.

C) Description of Premises

The proposed surface shall include the following:

1. The building and all accompanying facilities shall be in excellent working condition, devoid of significant repairs, refurbishments, or alterations.
2. Minimum 50 meters standoff distance from building exterior to the whole outer perimeter is preferred.
3. Building blueprints with evacuation routes installed in visible places.
4. Alternate fire escape or fire ladder
5. Basement or Safe room that could serve as bunkers within the building.

6. Secure parking fenced off from public access for UN Official vehicles to accommodate between 5 and 10 vehicles.
7. Distance between vehicle search area and the office premises (30m)
8. Secured metal gates for vehicle entry areas
9. Adjacent room to the entrance area for Staff Screening and to accommodate X-Ray and Security equipment.
10. The building shall have enough space to allow the installation of power generators and tanks.
11. The general finishing, technical and mechanical installations quality shall be in line with the applicable international standards of construction.

D) Proposal Documentation

The Vendor's proposal shall include, per premise, the following:

- Detailed information on the rental conditions, inclusive of the price per square meter, as well as the rental price of the parking spaces (if there are extra costs) and detailed information relative to the purchase conditions.
- A full description of the building.
- The deed (clear title to the land and ownership of the premises).
- A breakdown of areas for the building property including the ground/site surface, all in square meters (optional).
- The Architectural plan layout, including each floor partitioning layout, top view including the land premises (optional).
- A new building under construction that aligns with the objectives outlined in the TOR and is managed effectively within the project's parameters is acceptable under certain conditions, specifically when the owner commits to completing the entire project within a timeframe approved by the UNIFIL Administration.
- Attachment to Annex A- Checklist

**Rental of Beirut Office Premises Market Survey
Attachment 1 to Annex A – Checklist**

Sr#	Description	Status (Yes/No)
A	Checklist	
A1	The Vendor can provide premises as listed in TOR	
A2	The proposed building will be dedicated only for the use of United Nations	
A3	Subject building has a security perimeter surrounding it.	
A4	The building conforms to international construction standards, all local construction standards, and regulations in application.	
A5	A minimum of 5-10 parking spaces shall be available in the secured area of the building.	
A6	The premises meet the approximate occupancy description.	
A7	Provided with proposal is full description of building, location, and GPS coordinates.	
A8	Provided with proposal is a copy of the deed	
A9	Provided with approved "as-built" technical and structural drawings with the seal of approval from local municipal authorities or the Order of Engineers, along with copies of licenses for construction, use, and acceptance.	
A10	Provided with proposal is detailed information on the rental conditions, inclusive of the price per square meter as well as the rental price of the parking spaces and detailed information relative to the purchase description	
A11	The office space would be available as soon as UN reaches decision.	
A12	The premises have sufficient space to allow the installation of power generators and fuel tanks	
	Note: Any additional information such as pictures, diagrams, etc. are encouraged.	