This notice is placed on behalf of UNON. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UNON using the fax number or e-mail address provided below.

**Title of the EOI:**
IMPLEMENTATION OF FLEXIBLE WORKPLACE STRATEGIES (FWS) AS PART OF THE REPLACEMENT OF OFFICE BLOCKS A TO J AT THE UNITED NATIONS OFFICE AT NAIROBI (UNON), NAIROBI, KENYA

**Date of this EOI:** 10 September 2018  
**Closing Date for Receipt of EOI:** 30 September 2018

**EOI Number:** EOIUNON15139

**Address EOI response by fax or e-mail to the Attention of:** Eunice Mapenzi

**Fax Number:**

**E-mail Address:** eunice.mapenzi@un.org; unon-procurement-rfx@un.org

**UNSPSC Code:** 81101508, 81100000, 77101605, 72153612, 72153600, 80101507, 80172103

**DESCRIPTION OF REQUIREMENTS**
The UN Gigiri Complex comprises 140 acres, 40 buildings of mixed office and commercial space and hosts approximately 50 UN Agencies, Funds and Programs and 3,500 UN staff.

The Replacement of Office Blocks A-J Project entails construction of rightsized buildings to replace Office Blocks A-J, which are now approaching the end of their design lives. Flexible workplace strategies are to be incorporated into these new office buildings (approximately 10,000 square meters of rentable office space). The remaining parts of the UN Gigiri Complex are also expected to undergo a comprehensive renovation by incorporating flexible workplace strategies into existing office buildings (approximately 45,000 square meters of rentable office space).

For the above requirement UNON is considering engagement of an established multidisciplinary company/firm to provide integrated consultancy services for the flexible workplace feasibility study and implementation project. The expertise of the firm/s shall include, but not be limited to the following key disciplines; architectural services, engineering services, space planning and interior design services, information technology services, environmental, cost planning and estimating services and change management and communication services.

Due to the multidisciplinary nature of the requirement, a consortium of firms or single multidisciplinary firm are encouraged to express interest. In the consortium, the prime firm or lead consultant shall have core competence in one or more of the following disciplines: architectural, space planning and interior design. A consortium shall provide proof of agreement by the parties to participate in the anticipated upcoming tender.

There are two phases of implementation where the firm shall provide services:

Phase 1 – Feasibility Study

• Determining the feasibility and applicability of flexible workplace strategies at the UN Gigiri Complex through carrying out a series of studies and analysis including workspace utilization, operation requirements, space planning, and office space reconfiguration studies.
• Based on the findings and analysis, proposing workplace fit out including modular or systems furniture and information technology that will support various offices operational requirements.
• Preparing comparative cost and benefits analysis between the current set up and the FWS implementation. The analysis shall cover both qualitative and quantitative aspects of both options including but not limited to cost, staff well-being, workplace efficiency and operational cost;
• Carrying out the design, bid and supervision of a flexible workplace pilot project in one or more of the existing buildings to provide an opportunity to assess every aspect of the flexible workplace design concept as well as to allow for estimated costs (including new office configurations, space improvements, maintenance, utilities and any other material costs) and timelines for implementation of the flexible workplace to be vetted through actual construction and delivery, and for relevant improvements to be made;
• Based on the pilot findings, developing a comprehensive bid package/s for flexible workplace implementation which shall comprise amongst others preliminary design and construction drawing sets (including typical workstations, typical collaborative space, typical quiet or individual space, typical in floor amenities such as working lounges, small kitchens, IT network cabling and any other supporting services infrastructure) modular/systems furniture and specialist loose furniture;
• Assisting with bidding out of the flexible workplace construction and fit out works.

Phase 2 – Full Flexible Workplace Implementation

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**Project Management**

- In line with the phased implementation schedule, design, coordinate and supervise the construction and implementation of flexible workplace, customized to suit the individual needs and requirements of UN Agencies, Funds and Programs accommodated within existing office buildings at the UN Complex as well as new buildings to be constructed as part of the Replacement of Office Blocks A-J Project.

**Change Management and Communications**

- Preparing an integrated change management and communications strategy comprising strategic communications;
- Upon agreed strategies, using different medium developing material (webpage, town hall meeting, poster, periodic articles, etc.) for staff outreach and communications to support organizational engagement and understanding of flexible workplace and ways of working in flexible work environments;
- Carrying out detailed studies, observations and analysis of pilot utilization. Through meetings with users and post occupancy survey, capturing staff feedbacks and lessons learned from the pilot;
- Working with HR services to promote related flexible working arrangements, Facilities services to develop new UN guidelines for space standards and furniture including usage and holding stock and ICT services to support and facilitate a more mobile workforce.

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

**PRE-QUALIFICATIONS**

Only those vendors meeting the following pre-qualification criteria will be invited to participate in the anticipated tender exercise:

a. The vendor shall provide proof of ten years of experience as an established multi-disciplinary company or firm providing integrated consultancy services structured around the key disciplines of a) architecture, b) engineering, c) space planning and interior design, d) information technology, e) environmental, f) cost planning and estimating, g) change management and h) communication services. In case of a consortium, the Lead Firm must be drawn from the following key disciplines: a) architecture and or b) space planning and interior design, and must have ten years of in their core discipline. Each of the Consortium members must also have a minimum of ten years of experience in their core discipline(s) under the consortium.

b. The vendor or the Lead Firm under a consortium shall provide proof of a minimum of three projects completed over the past ten years comparable to the key disciplines itemized above. Consortium members shall also provide proof of a minimum of three projects completed over the past ten years in their core discipline(s) under the consortium. The vendor shall provide the following information to document their experience.

- Name of Project.
- The value of the contract awarded.
- The start and completion dates of the project.
- Name and contact details of client including Physical Address, Point of Contact, Telephone Contact and E-Mail Address.
- A description of the Project Works clearly explaining how the scope is comparable to key disciplines outlined in UNON’s scope of services.
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 complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UNON (UNON) before the closing date set forth above.
**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.

- 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 can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

*To be completed by the Vendor (All fields marked with an **“*” are mandatory)*

**COMPANY INFORMATION**

- **UNGM Vendor ID Number**: 
- **Legal Company Name**: (Not trade name or DBA name) *
- **Company Contact** *
- **Address** *
- **City**:  
- **State**:  
- **Postal Code**: *
- **Country**: *
- **Phone Number**: *
- **Fax Number**: *
- **Email Address**: *
- **Company Website**: 
We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature :________________________________ Date:____________________

Name and Title :________________________________
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:
   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 of 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 UNON (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON 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](https://www.un.org/Depts/ptd/eoi).