



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 04/08/2017

REQUEST FOR EXPRESSION (EOI) OF INTEREST: No. EOI/2017/001

FOR THE PROVISION OF FACILITY MANAGEMENT SERVICES

FOR UNHCR PREMISES IN GENEVA

CLOSING DATE AND TIME: 31/08/2017 – 23:59 hrs CET

The Office of the United Nations High Commissioner for Refugees (UNHCR), General Services Section, based in Geneva, seeks to find qualified service providers for the provision of Facility Management Services.

This is an invitation for suppliers to express interest in providing the above mentioned services. Suppliers interested in participating in the planned solicitation process shall find herewith the instructions for submissions of interest.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

1. REQUIREMENTS

UNHCR General Services Section in Geneva seeks to find qualified companies who can provide a multiple range of facilities management services. The services would include, but are not limited to, catering services, cleaning services, equipment lease, maintenance services, gardening, office supplies, security and safety systems services etc. See Annex A for a more detailed list of services.

The Facility Management Services would cover the following UNHCR premises:

1. 94, rue de Montbrillant 1202 Geneva, 15600 sqm (out of which 800 sqm are offices)
2. Visitor Center, 96 rue de Montbrillant 1202 Geneva, 265 sqm.

Approx. no. of Staff 850 (20 staff are located in the Visitor Center)

UNHCR requires the Facility Management Service provider to manage all the requested services without any exclusion, either directly or through a subcontractor. UNHCR would maintain a contractual relationship with the selected Facility Management Service provider only.

Sub-Contracting: Please take careful note of article 5 of the annexed General Terms and Conditions (Annex B).

Pre-condition that must be met by bidder:

1. Company has been in business and providing Facility Management Services for more than 3 years.

Note: this document is not construed in any way as an offer to contract with your firm.

2. INSTRUCTIONS:

2.1 Your application must contain the following documentation:

- Company profile summary.
- Annex A, list of requested Facility Management Services, should be filled out indicating which services your company provides and which services your company subcontracts.
- The UNHCR Vendor Registration Form (Annex C) is duly and fully completed, and signed.
- The required supporting documents are attached (company Certificate of Incorporation, latest financial statements, external audit reports, D&B report (if available), quality assurance certificates, and any other important documents related to your company).
- Three reference contacts which have been recently completed or in progress, which are relevant to this EOI.
- A declaration that the company has not been and is not subject to judgement for fraud, corruption or any other legal activity.

UNHCR reserves the right to verify all information submitted by the company and to contact any references provided.

Prices are not required at this stage.

2.2 The UN Global Compact

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals.

UNHCR encourages bidders to sign up to this initiative at: <http://www.unglobalcompact.org>

3. EOI SUBMISSION:

Interested suppliers should send the required documents no later than **31/08/2017, 23:59 hrs CET by e-mail ONLY to Sofia van Dijk, Senior Supply Associate: vandijk@unhcr.org.**

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **5 Mb**.

Please indicate in the e-mail subject field:

- EOI/2017/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

4. EOI/2017/001 DOCUMENTS

The following annexes form integral part of this Expression of Interest:

- Annex A: Types of Facility Management Services
- Annex B: UNHCR General Conditions of Contracts for the Provision of Goods & Services – *January 2010*
- Annex C: UNHCR Vendor Registration Form