



UNHCR

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

DATE:

REQUEST FOR EXPRESSION OF INTEREST (EOI): No. EOI/THA/2017/01

**FOR THE PROVISION OF OFFICE SPACE FOR
UNHCR REPRESENTATION IN THAILAND**

CLOSING DATE AND TIME: 15 January 2018 – 23:59 hrs, Thailand Time (GMT+7)

The Office of the United Nations High Commissioner for Refugees (UNHCR) Representation in Thailand, seeks to find qualified service provider for the provision of Office Space.

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:

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Thailand, invites qualified service providers to make a firm offer for the provision of **Office Space**.

DISTANCE FROM PREFERRED LOCATIONS

- UNESCAP Compound on Rajdamnern Nok Avenue: 3-4 kilometers is desirable with maximum distance of 8 kilometers
- Distance from BTS/MRT: 500 meters is desirable with maximum distance of 2 kilometers
- Distance to restaurants, convenience stores: Maximum 500 meters
- Distance to bank: Maximum 1 kilometers

LEASE AGREEMENT DETAILS

- Total office area required: 1,000 – 1,400 sq. m., of which at least 300 sq. m. must locate between 1st – 4th floor of the building_Lease duration: 3 years with possibility of extension
- Lease starting date: Within the 3rd quarter of 2018

BUILDING FACILITIES

- Availability of site utilities including power, water, and air-conditioning system
- Availability of centralized services including cleaning and security is preferable.
- Parking for staff and official vehicles: 25-35 spaces
- Temporary parking for Visitors: 1-2 spaces
- Available of basic facilities for persons with physical disability
- Availability of centralized Facilities Management Unit is preferable.
- Having access to 2 Internet Service Providers is desirable.

- Facilities must be certified for compliance to any applicable local norms, codes and regulations Facilities must be compliance to all current minimum safety standards complying with the local safety laws, norms and standards

In addition to above requirements, premises must comply with all the applicable Thai laws, norms and regulations relevant to health & safety at working places, with special regard to fire protection.

2. INSTRUCTIONS:

2.1 Your application must contain the following documentation:

- Company profile summary
- Annex A, Proposed Premises Details and Floor Plan
- The UNHCR Vendor Registration Form (Annex B) 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)

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 31/1/2018, 23:59 hrs GMT+7 by e-mail ONLY to Pattanoot Pongpanit, Senior Supply Assistant: pongpani@unhcr.org.

Please indicate in the e-mail subject field:

- EOI/THA/2017/01
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

2. EOI/THA/2017/01 DOCUMENTS

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

- Annex A: Details of Proposed Premises
- Annex B: Vendor Registration Form
- Annex C: UNHCR General Conditions of Contracts for the Provision of Services – 2010

 Signature: 
Name: Imran Omar,
Title: Admin/Finance Officer
Admin Unit
UNHCR Representation in Thailand