



UNOG



Information Session

Expression of
Interest for
the construction
of a new office
Building

Date: 13 October 2016



Agenda

- Introduction
- Palais des Nations
- Strategic Heritage Plan
SHP
- New Office Building
“Building H”
(15 min.)
- Expression of Interest
EoI
 - Prequalification
Criteria
 - Procurement process(30 min.)
- Questions
(20 min.)



Palais des Nations

- **Second largest site** of the United Nations after the United Nations Headquarters in New York.
- The **most active center** for multilateral diplomacy in the field of peace, human rights and well-being around the world.

Working for Peace, Rights
and Well-being



Palais des Nations

Today

Library Archives:

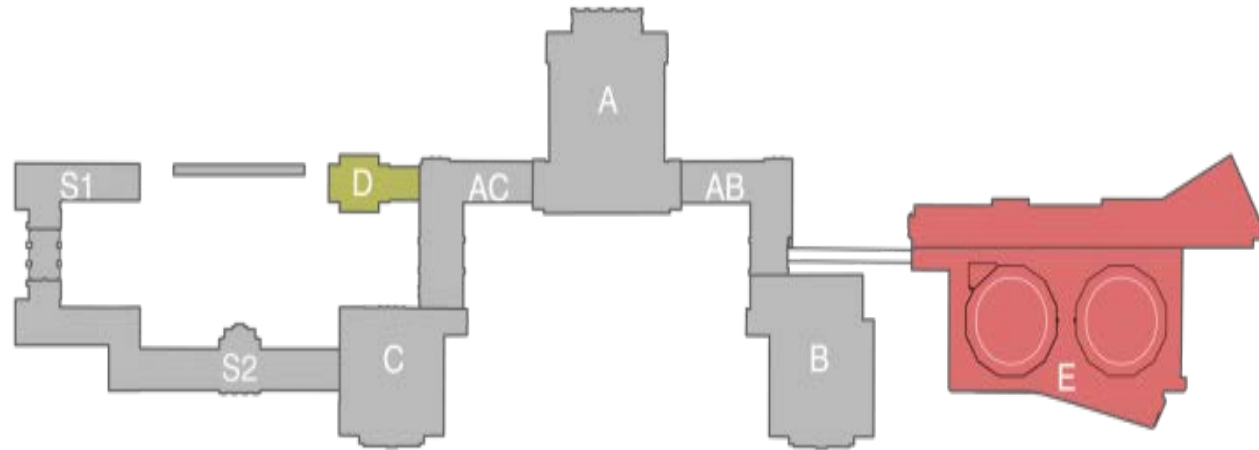
- Free Fire Safety
- No protection of the historical Palais des Nations archives

Conference rooms obsolete:

- Low fire safety in the rooms
- Audio video system Out of date
- Limited accessibility

Asbestos removing:

- Asbestos present on the structure of the building
- Asbestos is present in different materials



1929 - 1936 Original Buildings

- Assembly Rooms (A+AB+AC)
- Library & Archives (B)
- Council Chamber Area (C)
- Secretariat Offices (S1+S2)

1950 - 1952 Extension Building

- Offices (D)

1968 - 1973 Additional Building

- Conference Building (E)

Why the Strategic Heritage Plan?



Objectives

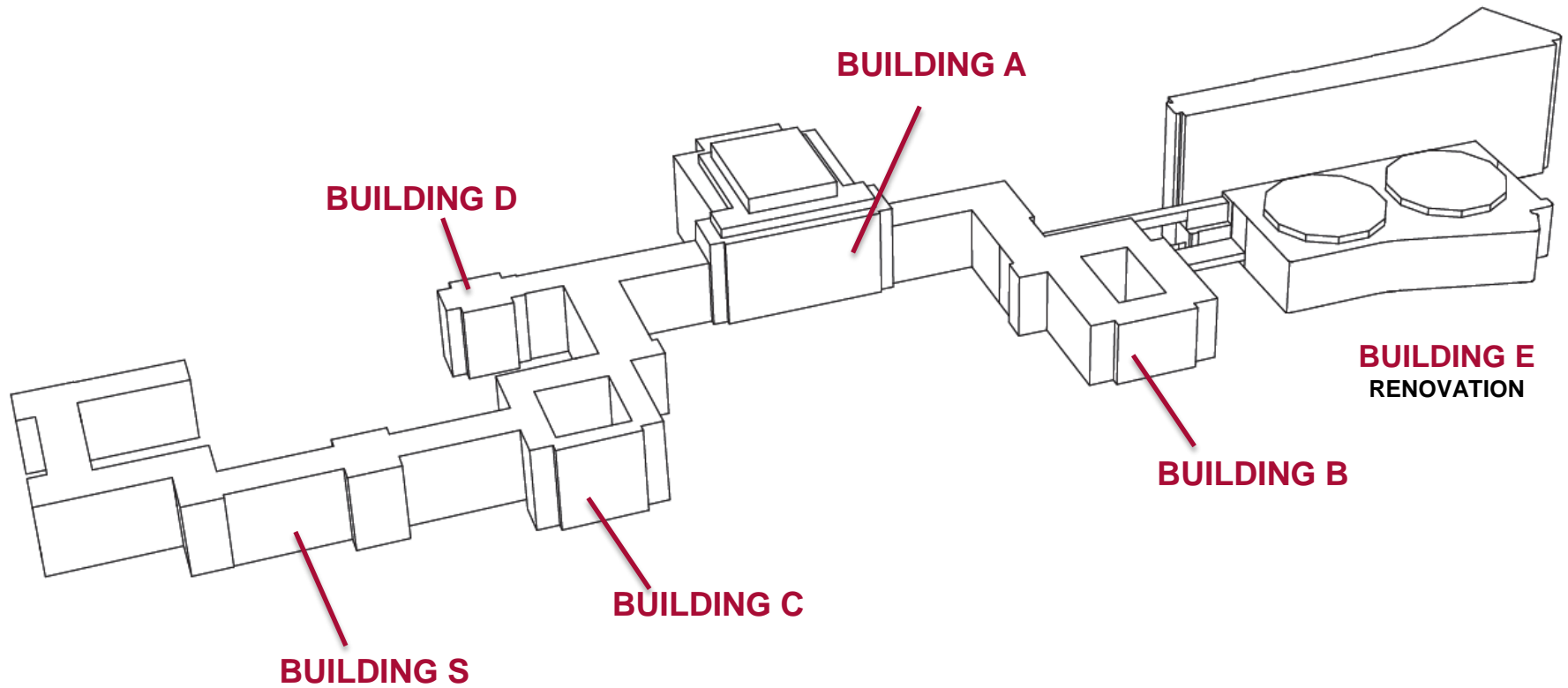
- Make the working environment safer and flexible.
- Make buildings accessible to people with disabilities.
- Reduce energy costs.
- Preserve the heritage of the Palais des Nations.
- The upgrade of computer systems, conference and dissemination of conference.
- Business continuity site.
- Delivery on time and within budget.

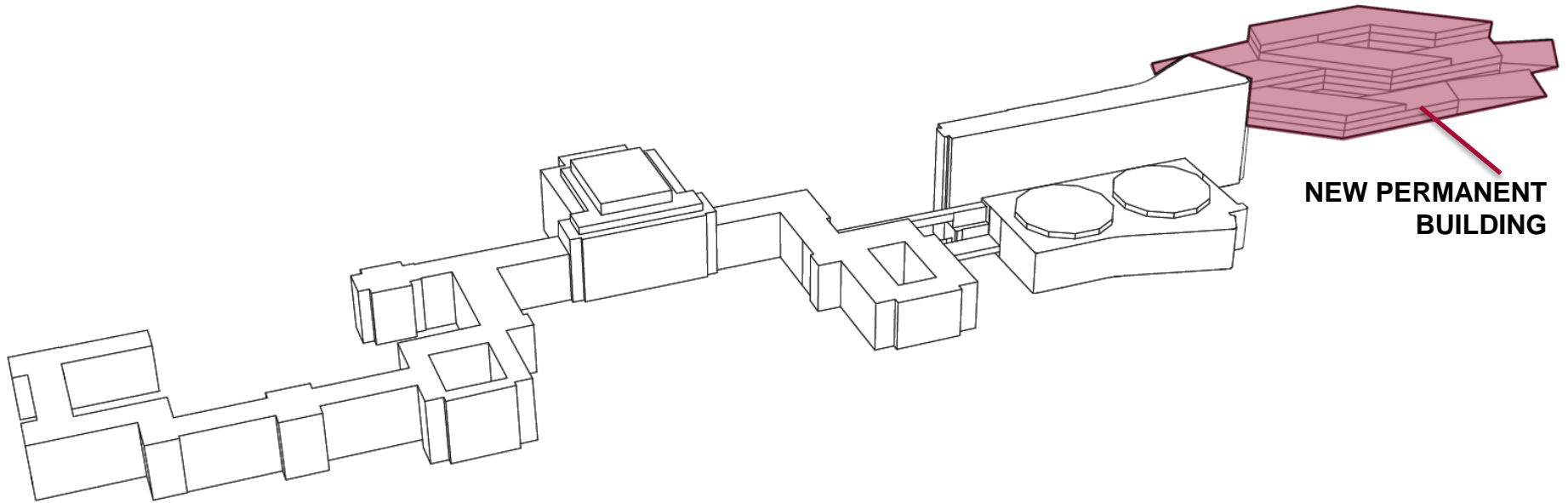


Project Schedule

- **2016:**
Design process
- **2017:**
Site excavation and soil
reallocation
- **2017/2019, Phase I:**
Construction new building H
- **2019/2023, Phase II:**
Refurbishment existing
buildings
- **2023:**
End of project

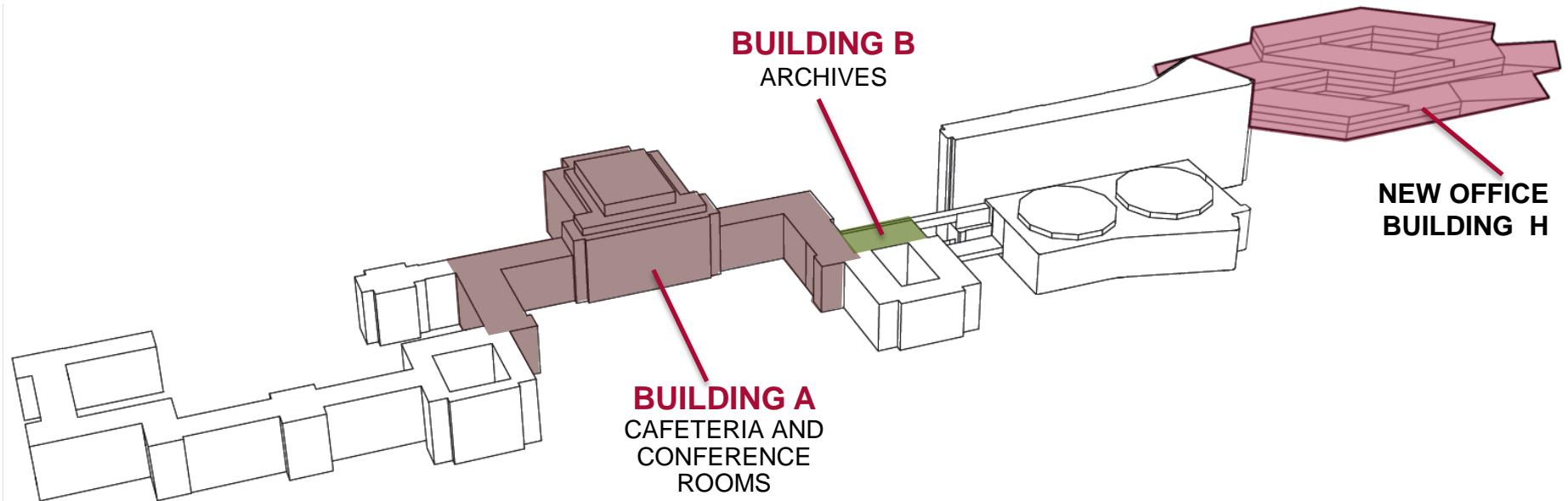






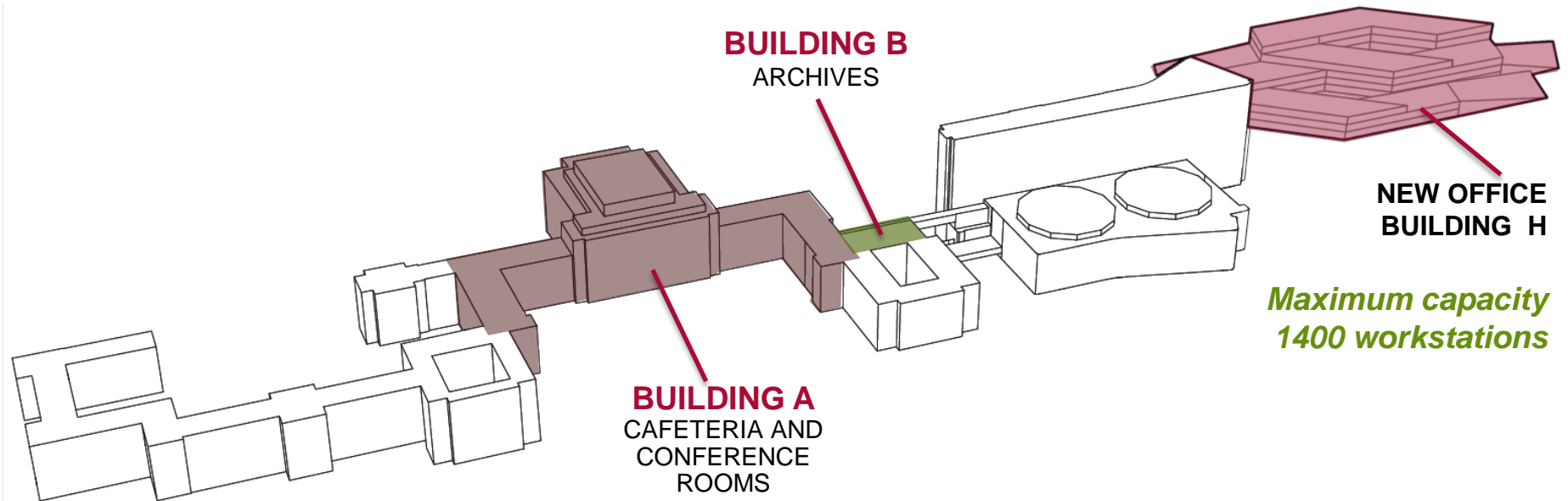
**Start refurbishment
works Building A and
fire extinguishment
Library**

2018



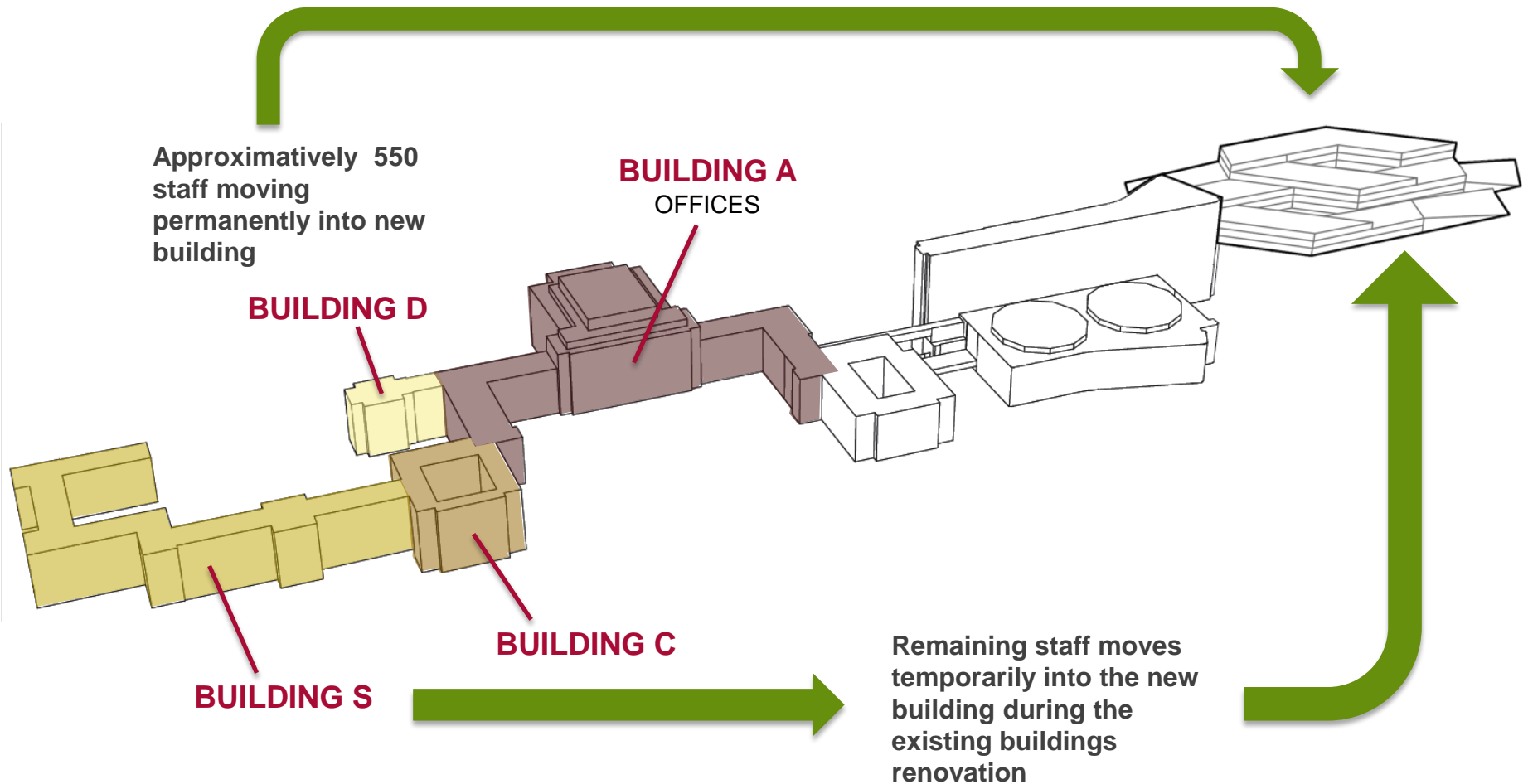
**End of construction
New Office Building H
Start of temporary
staff moves**

2019



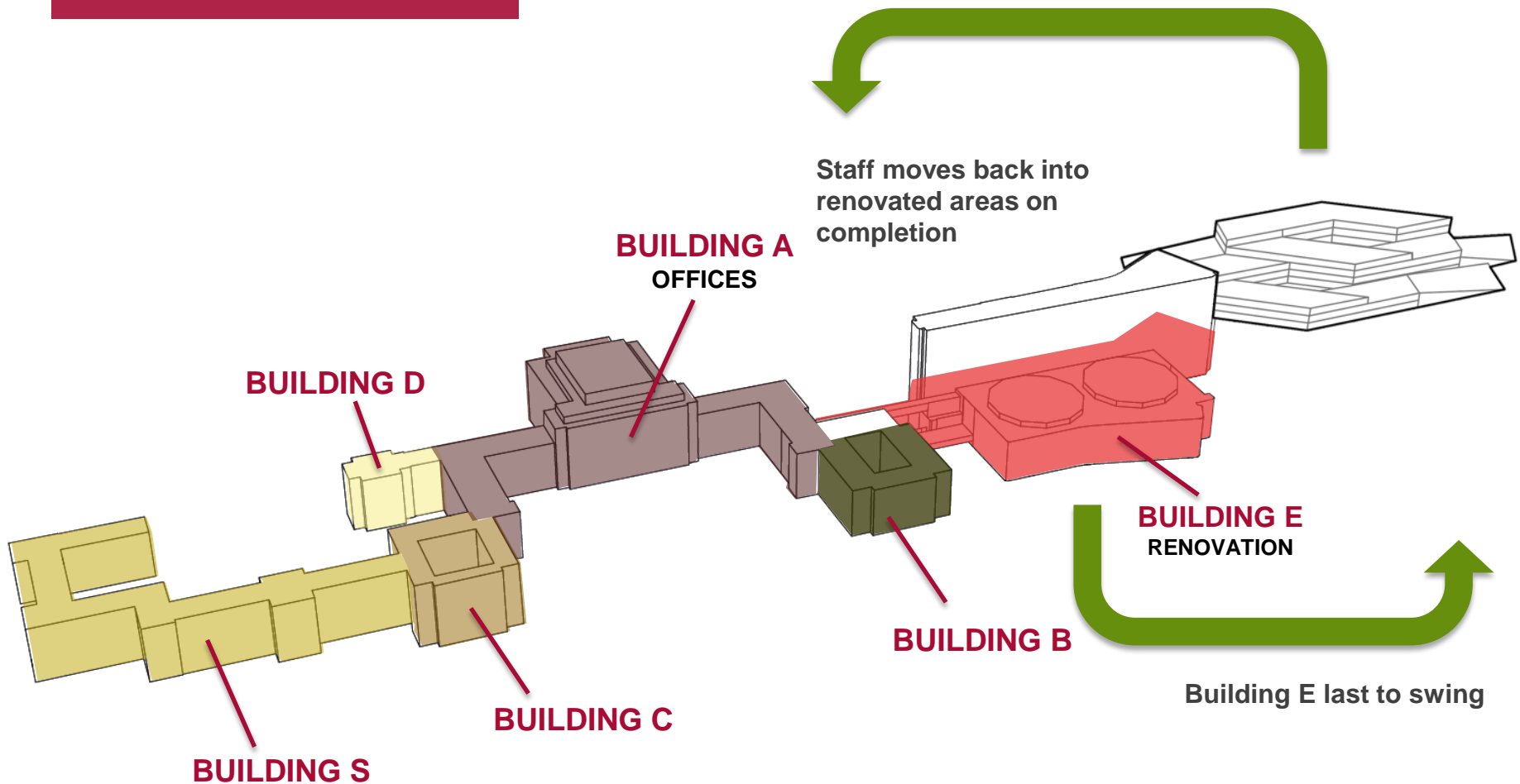
**Staff moves and
logistics to be
defined**

2019 - 2021



**End of moves
Permanent
accommodation**

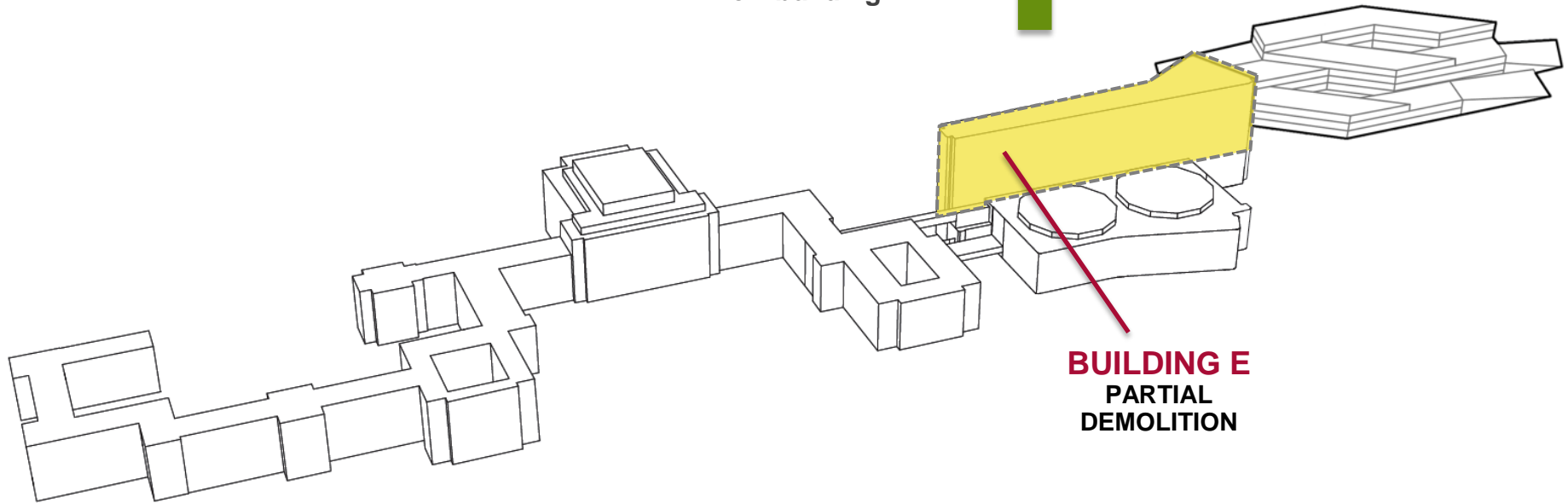
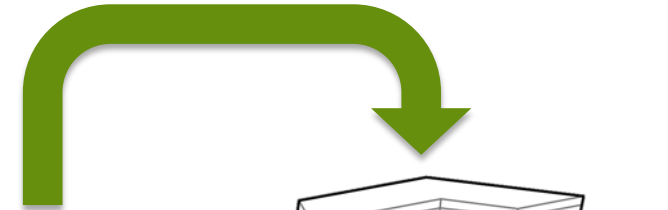
2021



End of refurbishment
works
E Building tower
dismantling

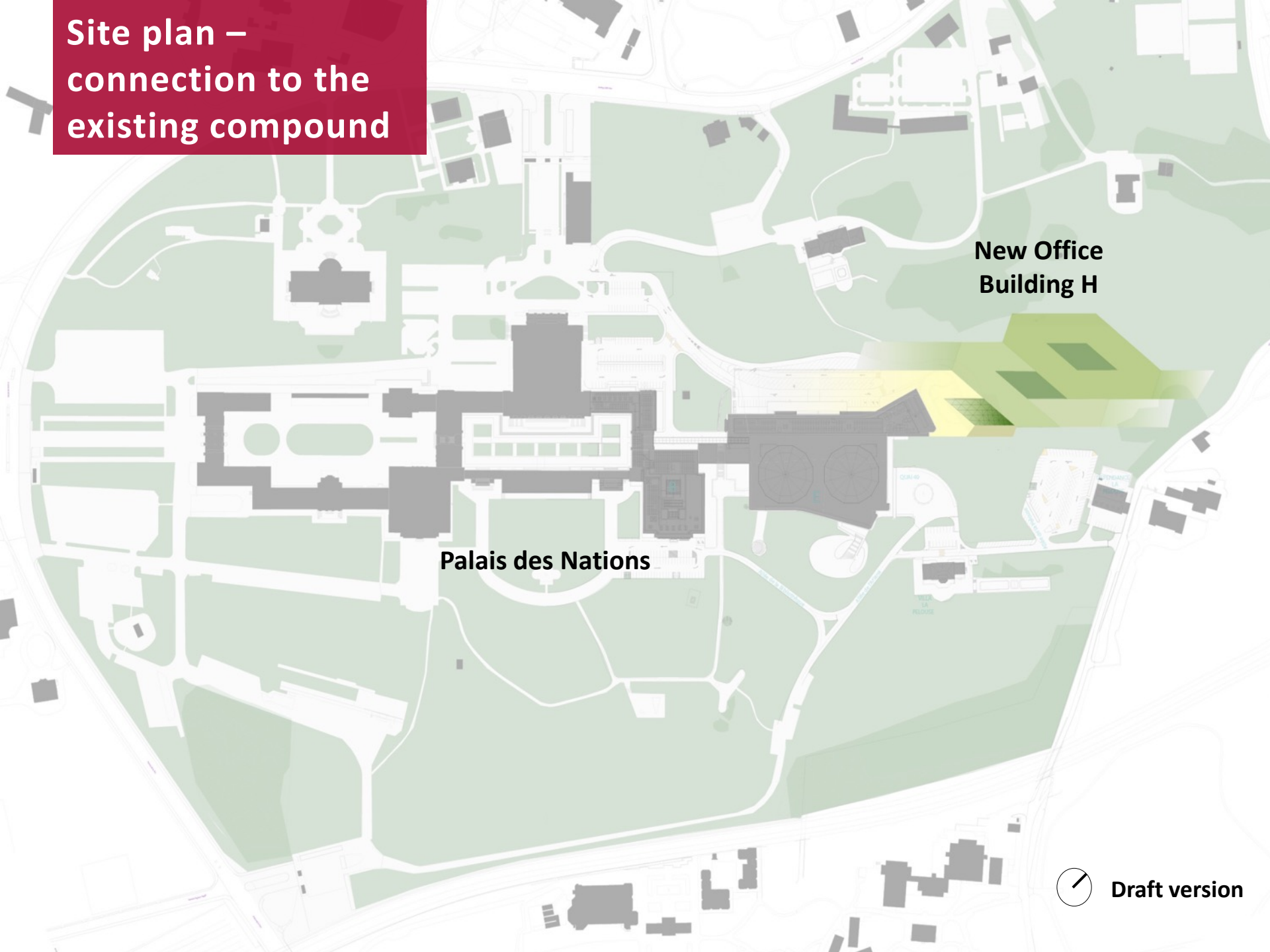
2022 - 2023

Remaining staff from
off-site moves into
new building



BUILDING E
PARTIAL
DEMOLITION

**Site plan –
connection to the
existing compound**



**New Office
Building H**

Palais des Nations



Draft version

Phase I New Office Building H



Access to the New Building H



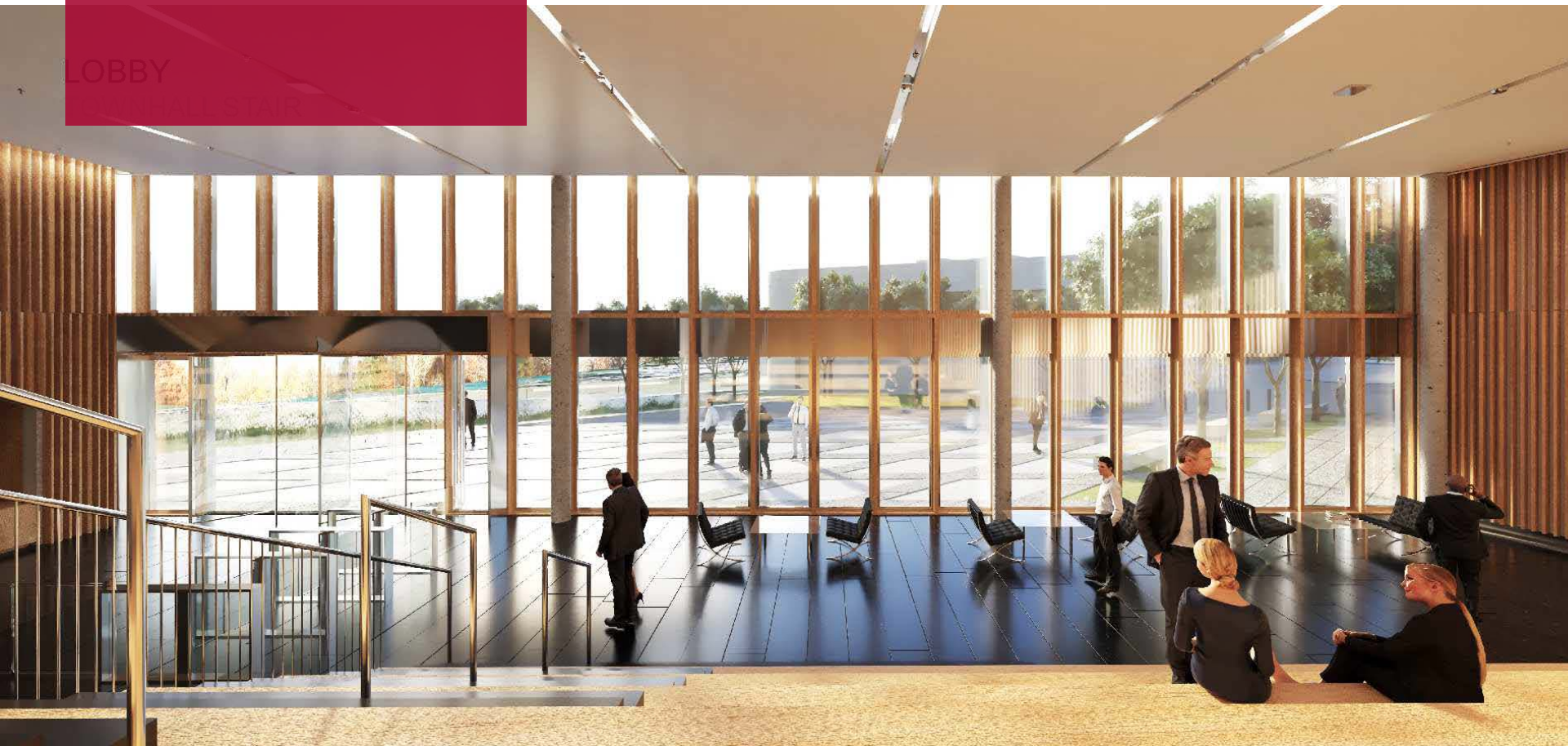
Townhall Entrance Lobby



Townhall Entrance Lobby

LOBBY

TOWNHALL STAIR



Courtyard Lush Garden



Courtyard Mineral Garden



View on the Courtyard



Landscape Stair



Open Office Space



Access to Open Office Space



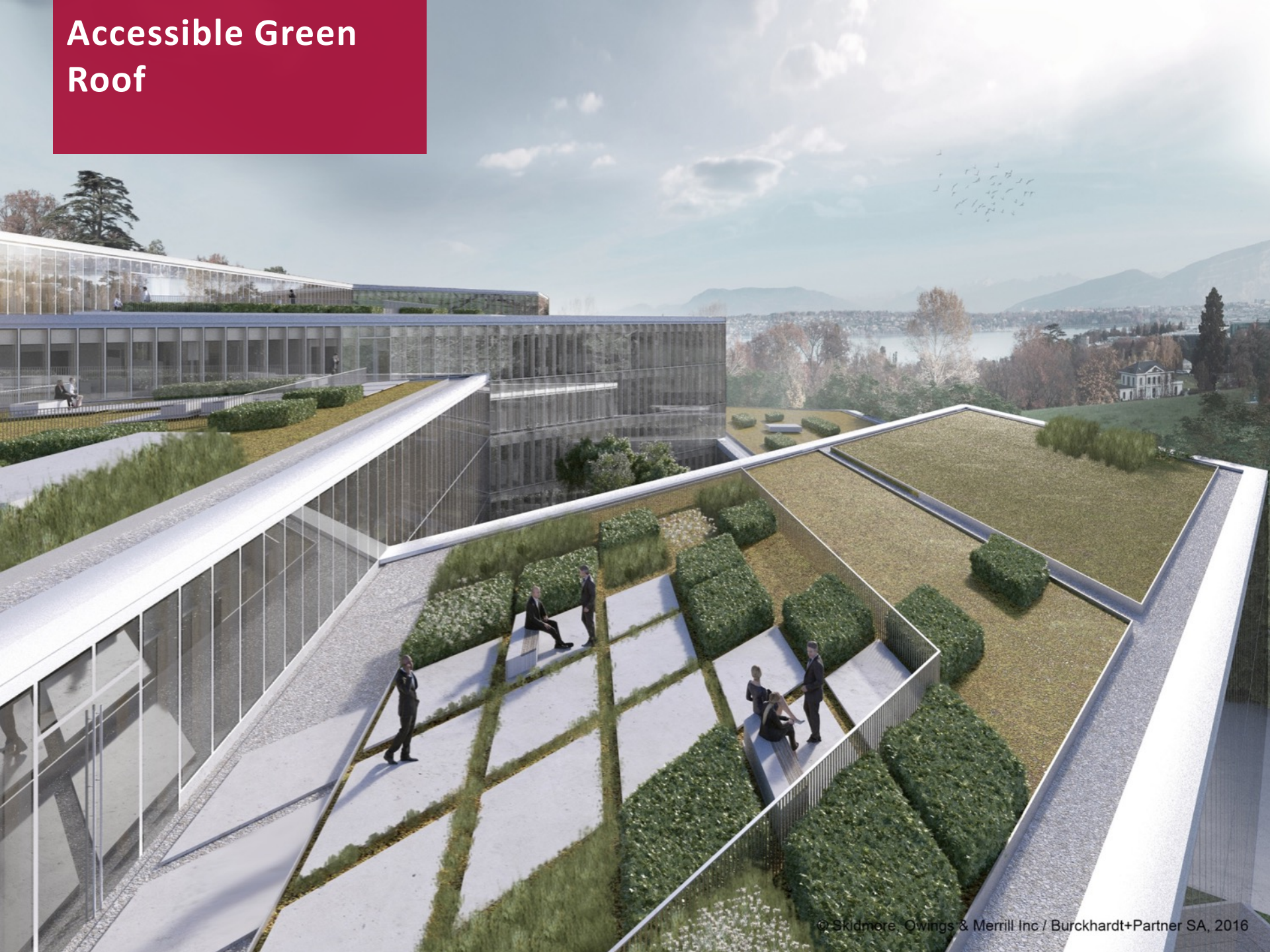
Focus Booth



Collaborative Support Space Pantry



Accessible Green Roof



Rest Rooms



The EOI

Construction of a new office building (“Building H”) at the Palais des Nations in Geneva, Switzerland.

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 United Nations Office at Geneva (UNOG) using the fax number or e-mail address provided below.

Title of the EOI:

Construction of a new office building ("Building H") at the Palais des Nations in Geneva, Switzerland.

Date of this EOI: 28 September 2016

Closing Date for Receipt of EOI: 1 November 2016

EOI Number: EOIUNOG12854

Address EOI response by fax or e-mail for the Attention of: Boi-Lan Nguyen Lemoine

Fax Number: na

E-mail Address: shptenders@unog.ch with copy to blemoine@unog.ch

UNSPSC Code: 72000000, 72100000, 72110000, 72121101, 72121100, 72120000, 72140000, 72141100, 95120000

DESCRIPTION OF REQUIREMENTS

This EOIUNOG12854 has been revised on 30 September 2016 (revision 1).

An additional non-mandatory Information Session has been scheduled on 13 October 2013 at 15:00 Geneva time (see Section II, § 7).

The submission deadline for the Expressions of Interest has been extended until 1 November 2016 (see Section II, § 4 and § 6, and Section V).

SECTION I. INTRODUCTION

The United Nations Office in Geneva ("UNOG"), Switzerland, located at the Palais des Nations, is the largest United Nations Office in Europe, providing conference support and facilitating the multi-lateral international diplomacy of the worldwide community. It is located within the 46 hectare Ariana Park.

The United Nations General Assembly approved the establishment of the Strategic Heritage Plan ("SHP") which includes a new office building of approximately 23'500 square meters (gross external area), with a site footprint of approximately 8'300 square meters, to be constructed adjacent to the location of the current conference and office building "E". The new office building is designed to step down a sloping site, consisting of six floors at the highest part and has two internal courtyards. See the two separate attachments with five images and four drawings of the new office building.

EOI

Description of the requirements

- i) Excavation
- ii) Main Structure
- iii) Structural reinforcement and new opening
- iv) Façade
- v) Roof
- vi) Architectural Finishes
- vii) FFE
- viii) Landscaping
- ix) MEP
- x) BIM
- xi) Testing, Commissioning, Handover, Training
- xii) Defects Liability and Warranty Works
- xiii) Consultation and coordination

UNOG seeks qualified contractors to undertake works to construct the NPB, the construction services include but are not limited to:

- i) Excavation; the main site excavation and soil relocation are excluded from the scope of construction services as they will already have been completed under a separate enabling works contract. However, under the construction services, the firm will be required to undertake only a superficial excavation of the main site of approximately 40 cm above nominal level for the majority of the basement level and then the necessary excavations for foundations, drainage, services connections, etc.
- ii) Main Structure; reinforced concrete pad and raft foundations, service trenches and retaining walls, precast and in situ reinforced concrete thermal floor slabs, precast and in situ reinforced concrete beams and columns, timber glulam beams.
- iii) Structural reinforcing and new opening to an existing underground parking structure.
- iv) Façade; floor to floor unitized curtain wall façades consisting of an outer glazing layer, conditioned cavity with integrated blind system, and inner operable triple glazing.
- v) Roof; including green planted roofs, parts of the roofs are accessible roof terraces.
- vi) Architectural Finishes; high level of interior finishes, raised floors, carpet, suspended metal and plaster ceilings, ceramic wall tiles, glass, stainless steel, paint, stone, wood.
- vii) Furniture, Fixtures and Equipment ("FFE"); internal furniture fittings and equipment, including installations (excluding loose furniture).
- viii) Landscaping; soft and hard landscaping, including soil relocation.
- ix) Mechanical, Electrical and Plumbing Construction ("MEP"); MEP services comprising the following; High/medium voltage supplies, low voltage supplies and associated equipment, interior and exterior lighting. HVAC services including variable air volume systems, chilled beams, supply and extract systems and associated piped services. Fire protection services sprinklers, fire alarm detection, smoke extraction. Extra low voltage services; Building Management Systems, access control, CCTV, public address, audio visual and IT systems structured cabling. Plumbing services including soil waste and vent pipework, rainwater pipework and drainage, hot and cold water services and hydrants.
- x) Building Information Modeling ("BIM"): The firm shall provide a BIM manager as part of the key personnel.
- xi) Testing, Commissioning, Handover, Training; The firm shall provide all Testing and Commissioning including Enhanced Commissioning as required by LEED in order to be able to achieve the gold level of LEED certification, or its equivalent.
- xii) Defects Liability and Warranty Works; necessary remedy concerning any equipment and material defects as required after the UN has occupied the New Permanent Building.
- xiii) The firm shall undertake all necessary consultation and coordination with the applicable authorities.

Extract

EOI

Prequalification Criteria

- From 2.1 to 2.8 :
answer by Yes
or No

2.1

Is the firm or any of its member(s) of the consortium involved in bankruptcy proceedings, sequestration or any analogous situation arising from a similar procedure provided for in law?

Yes

☐

No

☐

2.2

Has the firm or any of its member(s) of the consortium been subject of a judgment for fraud, corruption or any other illegal activity?

Yes

☐

No

☐

2.3

Has the firm or any member(s) of the consortium had a contract terminated for cause or default in the last three (3) years or has been disqualified by any public agency from being awarded a contract?

Yes

☐

No

☐

2.4

Is the firm or any member(s) of the consortium able to provide a bank guarantee amounting up to CHF 12 Million?

Yes

☐

No

☐

EOI

Prequalification Criteria

- From 2.1 to 2.8 :
answer by Yes
or No

2.5

Is the firm or any member(s) of the consortium able to provide a bid bond in the amount of CHF 50'000?

Yes

☐

No

☐

2.6

Are the key personnel of the firm or of any member(s) of the consortium fluent in written and spoken English?

Yes

☐

No

☐

2.7

Will the firm be able to provide a BIM Manager during the entire contract period?

Yes

☐

No

☐

2.8

Is the firm registered as a contractor for construction services?

Yes

☐

No

☐

EOI

Prequalification Criteria

- From 2.9:
Annual Turnover
(substantiating
document must be
provided)

2.9 Does the firm have an average annual turnover of at least CHF 200 Million per annum in construction works over the past three years?

For members of a consortium, each individual member must have a minimum average annual turnover of CHF 50 Million per annum over the past three years, and, all members of the consortium must have an average **cumulative** annual turnover of at least CHF 200 Million in construction works over the past three (3) years.

Yes

☐

No

☐

	2013	2014	2015
Turnover firm/Lead Firm			
In all activities
In construction works
Turnover/Member of Consortium			
In all activities
In construction works
Turnover/Member of Consortium			
In all activities
In construction works

Audited/certified financial statements (or tax returns) for the past three years are to be provided for each firm and for each member of a consortium.

EOI

Prequalification Criteria

- **From 2.10:
References
(substantiating
document must be
provided)**

2.10 Can the firm demonstrate three recently completed reference projects (within the last five years), or reference projects which are in progress, that are relevant to this EOI?

Yes

☐

No

☐

In case of a consortium, the three reference projects may relate to any of its members.

Yes

☐

No

☐

For a reference project to be considered relevant, four of the following seven minimum characteristics must be met for each of the three projects:

1. Multi-story, minimum three stories, concrete building structure with integral heating / cooling systems;
2. Office building with high-end finishes of 15,000 m² minimum open office space with modular furniture, partitions, and contemporary data and power distribution system;
3. Conference / meeting rooms with contemporary audio visual systems;
4. Façade composed of full floor height curtain walls 4,000 m² minimum;
5. Planted green roofs requiring specialized water-proofing;
6. LEED, BREAAM, Minergie, or similar green building certification level of LEED NC 'Silver' (or comparable level) or higher;
7. Use of Building Information Management (BIM) system.

Firms are to provide each reference project on a separate document, maximum of two pages per project.

Additional references will not be considered.

EOI

Prequalification Criteria

- From 2.11 and 2.12:
Health and Safety
and Quality

2.11

Health, Safety and Environmental protection matters: Can the firm or any of its member(s) in case of a consortium provide evidence of its respective applicable health, safety and environmental certifications obtained, if any, or internal policy in compliance with applicable regulations?

Yes

☐

No

☐

If yes, attach a copy of the relevant documentation.

2.12

Quality Assurance: Can the firm or any of its member(s), in case of a consortium, provide a quality management system certification (preferably ISO 9001:2008 or equivalent), which must be valid for at least 12 months from the date of the submission deadline of the EOI?

Yes

☐

No

☐

If yes, attach a copy of the relevant certificate which clearly shows the certification authority and date of certification.

EOI

Prequalification Criteria

- From 2.13:
Target Dates

2.13 Does the firm or any of its member(s), in case of a consortium, have the capacity to meet the target dates to submit a proposal and to complete the construction works in the summary provisional timeline outlined below?

Main Activity	Date	Firm has the capacity to meet deadlines? Yes/No
Submission by firms of their Expression of Interest (EOI)	01 November 2016	
Submission Deadline for Proposals by the firms for the RFP	February 2017	
Contract Signature	June 2017	
Start of Construction works	August 2017	
Completion of the Construction works of the New Permanent Building	End 2019	

EOI

Prequalification Criteria

- From 2.14:
UNGM

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)	
SECTION VI. EOI SUBMISSION	
The EOI must meet the following submission requirements:	
1.	Firms shall use the Questionnaire document for answering the questions and to submit their Expression of Interest. Reservations shall not be accepted. It is not allowed to add any other information than requested;
2.	All questions must be answered completely and truthfully;
3.	Any documents submitted in response must be official;
4.	All annexes should clearly be identified in the Questionnaire.
5.	All annexes, statements and other information must be provided in English. Certificates of incorporation may be provided in translation in English by a certified translator.
UNOG reserves the right to verify all information provided. The information submitted will be treated as confidential.	
The Works will be initiated by the selected vendor.	
Interested vendors will have the opportunity to attend a non-mandatory information session. Vendors interested in this session should send an email to shptenders@unog.ch with the subject "Information Session".	

Vendors interested in the upcoming subject "Construction of a new office building" should send a "Vendor Response Form" to shptenders@unog.ch with the subject "Vendor Response Form".

Information on tendering for the UN Procurement is available at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace vendors that wish to receive automatically P Alerts interested in this Tender Alert Service are invited to register.

Vendors interested in participating in the prequalification process should submit a Vendor Response Form of this EOI and send it via email to shptenders@unog.ch before the closing date set forth at the end of this EOI.

VENDOR RESPONSE FORM

TO: Boi-Lan Nguyen Lemoine
FAX: na
FROM:
SUBJECT: Construction of a new office building ("Building H") at the Palais des Nations in Geneva, Switzerland.

EOI Number: EOIUNOG12854

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 and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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

COMPANY INFORMATION

UN Global Market Place (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 : _____

Overview of the UN Secretariat Procurement Process





REOI - Request for Expression Of Interest

**RFQ – Request For Quotation
(\$4k < \$40k)**

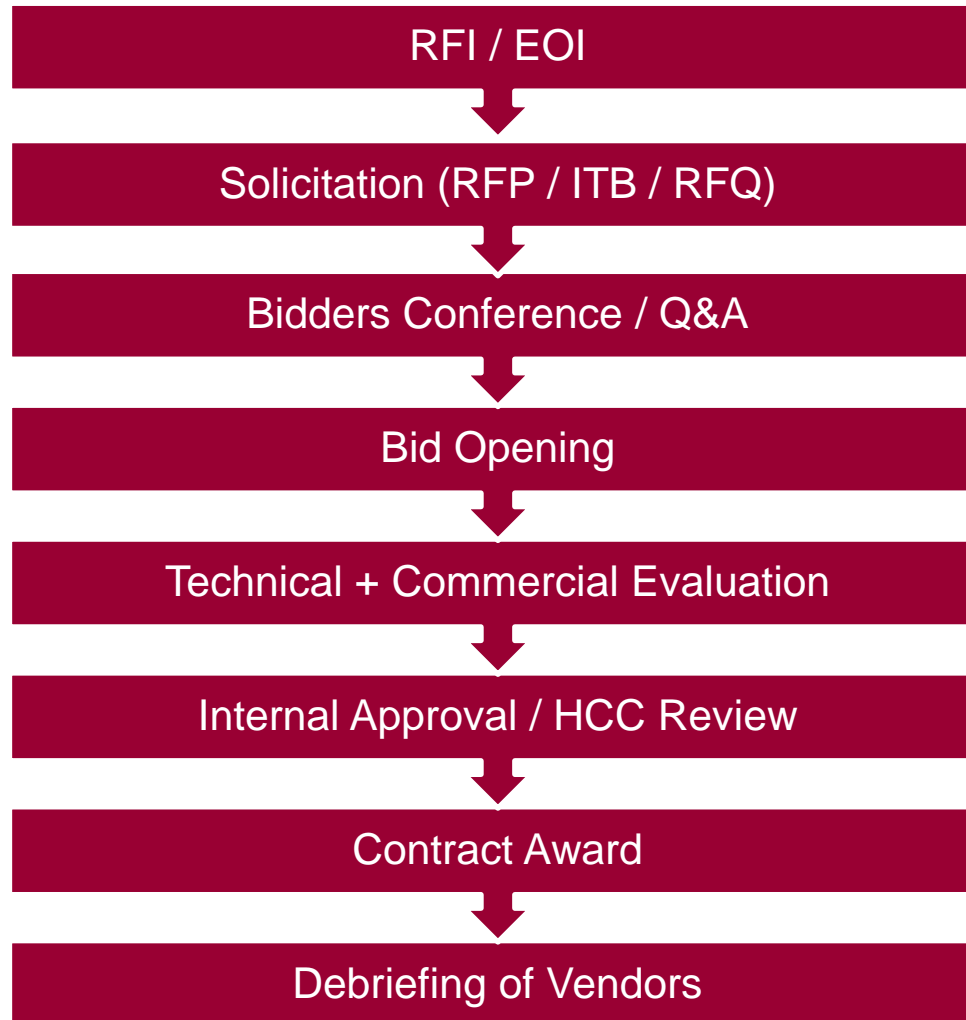
Award to lowest priced technically compliant offer

**ITB – Invitation to Bid
(\$40k -> +)**

Award to the lowest priced technically compliant offer

**RFP – Request For Proposal
(\$40k -> +)**

Award to most responsive Best Value for Money



Typical Tender Process Stages

The process for new Permanent Building has included as part of the REOI - a pre-qualification!!



Completed questionnaire to submit by 01 November 2016 email to shptenders@unog.ch

Only pre-qualified vendors will be invited to submit a proposal.

List of qualified vendors will be posted on the UNOG website.

About UNOG

Management Structure

Annual Report

Sustainable Development at UNOG

Procurement

Overview

CPAG

Global Compact

Vendor Registration

Vendor Code of Conduct

Award Procedure

Conditions of Contract

Upcoming Business Opportunities

Acquisition Plan

Awards

Complaints

Statistics

Supplier Resources

Procurement

Invitation to a Business Seminar: How to do Business with the United Nations?
Wednesday 28 September 2016
9H00-12H00

[Click here for more information and to register.](#)

Procurement at UNOG is carried out by the Purchase and Transportation Section (PTS), Central Support Services, Division of Administration.

PTS provides purchasing, contracting, business travel and transportation services to the following United Nations offices:

- United Nations Conference on Trade and Development (UNCTAD)
- Economic Commission for Europe (UNECE)
- United Nations Compensation Commission (UNCC)
- Office for the Coordination of Humanitarian Affairs (OCHA)
- United Nations Environment Programme (UNEP) - Regional Office for Europe
- United Nations Institute for Training and Research (UNITAR)
- Office of the High Commissioner for Human Rights (OHCHR)
- Office of the United Nations High Commissioner for Refugees (UNHCR) (business travel and transportation only)
- United Nations Joint Staff Pension Fund Secretariat (UNJSPF)
- United Nations Institute for Disarmament Research (UNIDR)
- United Nations Research Institute for Social Development (UNRISD)
- Chief Executive Board for Coordination (CEB) Secretariat
- United Nations Office for Disarmament Affairs (ODA)
- Joint Inspection Unit (JIU)
- Department of Economic and Social Affairs (DESA)
- United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)

Business Seminar



- Formal solicitation with est. value > USD 500,000
- Goods / Services with medium to high complexity
- Evaluation of proposals based on both Mandatory Requirements and Scoring methodology (Best Value for Money)
- Contract awarded on «Best Value for Money» basis to the bidder submitting the **most economically advantageous bid**



- Cover Letter
- Technical specifications & Annexes (drawings and calculations)
- Special Instructions
- Evaluation questionnaire
- Calculation sheets
- UN General Conditions of Contract
- UN Form of Contract (on basis of FIDIC Red Book GCs)
- Acknowledgement Letter


Language: English



- Read the tender documents carefully and ask questions, as necessary;
- Respond to **all** questions asked. If you do not provide information, **it cannot be scored**;
- Provide **all documents** requested;
- **Separate** commercial from technical documents;
- Send your offer in good time. Do **not wait** until the last minute;


File Project Stage Contracts Messages Administration Reports Help

In-Tend - Home Page




Project Administration

Shows a list of the projects you are currently attached to.




Expressions of Interest from your website

No suppliers have expressed interest in projects in the last 7 day(s).



Supplier Returns from your website

18 suppliers have submitted a return in the last 7 day(s).



Supplier Registrations from your website

186 suppliers have registered their details in the last 7 day(s).

- Issuance of RFP
- Clarifications
- Submission of proposals
- Integrated with UNGM
- Used by many Organizations





UNITED NATIONS
GLOBAL MARKETPLACE

Welcome to the UNGM

Register



Business
Opportunities



Mandatory Registration at UNGM

Register on-line at: www.ungm.org

Keeping abreast of upcoming **business opportunities**

One of **first step** in doing business with the UN

Free access to procurement notices

Becoming a **requirement** for more and more UN organizations in order to participate in tenders



Over 300 active notices at any one time

Published by over 40 UN organizations and entities

FREE registration form online
available in 3 languages

Contract value up to USD 40,000

- Basic vendor information (name, address, etc.);
- Pre-requisites for eligibility;
- Acceptance of UN Supplier Code of Conduct;
- Information on countries in which you do business;
- Classification of your goods and services:

A - Raw Materials, Chemicals, Paper, Fuel ▶

B - Industrial Equipment & Tools ▶

C - Components & Supplies ▶

D - Construction, Transportation & Facility Equipment & Supplies ▶

E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals ▶

F - Food, Cleaning & Service Industry Equipment & Supplies ▶

G - Business, Communication & Technology Equipment & Supplies ▶

H - Defense, Security & Safety Equipment & Supplies ▶

I - Personal, Domestic & Consumer Equipment & Supplies ▶

J - Services ▶

Contract value < USD 500,000

- In business for a min. of 3 years;
- Current certificate of incorporation or equivalent document verifying legal status/capacity;
- Details and email addresses of at least 3 independent, non-affiliated references;
- Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interests, if applicable).
- The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.

Contract value > USD 500,000

- Reference letters from three independent, non-affiliated clients/companies;
- Income Statements and Balance Sheet (audited/certified financial statements or equivalent) for the last three years.
- Completed Basic and Level 1 registration.
- Registration level visible in UNGM (email alert).

If not sure send an email to the contact in UNGM or UNOG Procurement



In order to do business with UNOG,
select UN Secretariat;

Official translation (English or French) of
the certificate of incorporation;

Financials audited/established by 3rd
party;

Provide a GENERIC email address(es)

For any queries please contact:
procurement@unog.ch



UNOG



Thanks
Questions?

