

REQUIREMENTS

Question 1: *EOI Section III, §9.i. Could you please provide more information concerning the minimum characteristics of our reference projects: “1. Multi-story, minimum three stories, concrete building structure with integral heating / cooling systems;” do you mean thermo-active building systems?*

Response 1: By "*integral heating / cooling systems*", we are referring to thermo-active building systems with heating and / or cooling pipes embedded in the concrete floor slab.

Question 2: *EOI Section II, §2 Can you clarify if our company, being part of a permanent Consortium with qualifications well above of those requested, can participate as member of the consortium, designating the Consortium as Leader for the Project?*

Response 2: Joint ventures and Consortium are limited to three parties/legal entities only.

Question 3: *Questionnaire p. 2.4 Do we have to reply with YES or NOT, or do you want we also attach a copy of the bank guarantee?*

Response 3: The aim of this question is to understand if your firm is able to provide a bank guarantee in the indicated value upon contract award. There is no requirement to submit a bank guarantee during this pre-qualification stage. Only the selected contractor will be requested to provide an independent bank guarantee (upon signature of the contract).

Question 4: *Questionnaire P. 2.4 In the case of a Consortium, does every member have to provide a bank guarantee, or is necessary that only one member provide it (amounting up to CHF 12 Million)?*

Response 4: In the case of a Joint Venture or consortium, each member of the JV/consortium shall be jointly and severally liable. If the proposal is recommended for award, the United Nations (UN) will request the joint venture to issue a Bank Guarantee (BG) provided that the form of the security (BG) is acceptable to the UN.

At the time of the solicitation, UNOG will assess any eventual request from the Joint Venture to submit the independent bank guarantee from more than one bank as long as it meets the total value, form and format requested in the solicitation.

Question 5: *Questionnaire p.2.5 Do you want we only answer with YES or NOT, or do you want we also provide a bid bond (in this phase)?*

Response 5: The aim of this question is to understand if your firm is able to provide a bid bond in the indicated value as part of the tender submission. There is no requirement to submit a bid bond during this pre-qualification stage. Only the bidders submitting a bid further to receiving the Request for Proposal will be requested to provide a bid bond with their proposal (as part of the submission of your offer).

Question 6: *EOI Section III, § 5 In the case of a Consortium does every member have to provide a bid bond in the amount of CHF 50.000?*

Response 6: In the case of a consortium, only the Lead firm named in the proposal should submit a Bid Bond.

Question 7: *EOI, Section III, 6 In the case of a Consortium, does every member of the Consortium have to provide a BIM Manager, or only one is necessary? Does the BIM Manager need to be an employee of the Consortium (or of one of the members), or can it be a sub-contractor?*

Response 7: In the case of a Joint Venture or consortium, only one BIM Manager is necessary. It is up to the bidder to decide if the BIM Manager is employed or subcontracted by the Joint Venture/consortium for the duration of the project.

Question 8: *Questionnaire P.2.9 Do you want we only answer with YES or NOT, or do you want we also attach the financial statements?*

Response 8: The question is to understand in detail your financial status. Please submit the available financial statements for the last three years as part of your response to the EOI during this pre-qualification stage.

Question 9: *We are registered in UNGM at Level 1 and are awaiting registration validation at Level 2. Do we need to take further action?*

Response 9: If you have submitted all your documents for Level 2 registration, there is no need to take further action, unless directed and requested by the UN. In the case that you do not have a response in the next two weeks, please contact procurement@unog.ch so that the vendor registration unit may follow-up on the progress of the registration review.

Question 10: *During the Information Session on 13 October 2016, one of the firms asked whether it was necessary to implement the Swiss 'Conventions Collectives de Travail -CCT' for the construction works in the Palais des Nations, in particular concerning minimum wages.*

Response 10: Firms must adhere to Swiss labour laws, including those pertaining to minimum wage rules. The laws and regulations of the Host State must be respected by all firms working in Switzerland, including firms providing services to international organizations. In addition, Geneva Canton regulations must be respected by all firms working in Geneva – these may be more detailed than federal law.

In Switzerland, the construction sector is regulated by different collective agreements applicable to all firms working in the field (conventions collectives de travail étendues – CCT étendues). For more information on these conventions by sub-sector, please refer to the websites of the State Secretariat for Economic Affairs (SECO) and OCIRT:

https://www.seco.admin.ch/seco/fr/home/Arbeit/Personenfreizugigkeit_Arbeitsbeziehungen/Gesamtarbeitsvertraege_Normalarbeitsvertraege.html
http://www.ge.ch/cct/EnVigueur/v_welcome.asp?toc=1

Any information in UNOG documents regarding the laws of the Host State (Switzerland) is provided for information purposes only and does not release firms from their duty to seek information about applicable labour laws and regulations from the competent authorities where applicable. Firms must obtain information about the applicable working conditions of his personnel by contacting the Host State authorities competent in matters of labour law:

Département de la solidarité et de l'emploi (D.S.E)
Office cantonal de l'inspection et des relations du travail (O.C.I.R.T.)
Rue David-Dufour 5
Case Postale 64
CH-1211 Genève 8
Tél : + 41 22 388 2929
Fax : +41 22 388 2969
reception.ocirt@etat.ge.ch

Question 11: Section III, § 7 *Do we have to be registered as a construction services firm in Switzerland?*

Response 11: No, the pre-qualification criteria requirement is for a firm to be recognized as a construction firm by a national authority.

Question 12: *In case of contract award, is there a need for registration in Switzerland?*

Response 12: Please refer to the responses to question 10 and 11.

Question 13: *Do Swiss salaries and/or Geneva Collective Convention for works apply?*

Response 13: Please refer to the response to question 10.

DOCUMENTS / REFERENCES

Question 14: *We are a construction company interested in the EOI for “New Office Building (Building H) at the Palais des Nations in Geneva, Switzerland”. I have downloaded the document, but I see it is not in an editable format. Could you please provide it in word or in other format that we could write on?*

Response 14: You will find a word version of the document under the UNOG Request for Expressions of Interest which was published in [UNPD internet](#), [UNGM](#) and UN Procurement Mobile Apps on 30 September 2016 (revision 1). [EOI Number: EOIUNOG12854](#)

Question 15: *I would like to know if we need to submit the Vendor Response Form before date of submittal or we have to send it together with the rest of documents when we submit the response to the EOI?*

Response 15: Firms may submit this form either now or as part of your response to the EOI. It is preferable that you submit the Vendor Response Form at your earliest convenience for our internal tracking purposes.

Question 16: *Is it possible to send us the presentation which has been shown during the Non-Mandatory Information Session?*

Response 16: Please see the presentation related to the Expression of Interest for the construction of a new office Building on the following link:

[http://unogwebsite.unog.un.org/80256EDD006B8954/\(httpAssets\)/6B86FCA74553D0EEC125804500491751/\\$file/161004_SHP_New+Permanent+Building_EOI_Non+Mandatory+Visit_Rev02+-+AGW_7oct16.pdf](http://unogwebsite.unog.un.org/80256EDD006B8954/(httpAssets)/6B86FCA74553D0EEC125804500491751/$file/161004_SHP_New+Permanent+Building_EOI_Non+Mandatory+Visit_Rev02+-+AGW_7oct16.pdf)

Question 17: *Is there any information about the budget of the construction works? Can you give a range?*

Response 17: The UN generally does not provide a budget for procurement projects. Interested firms may consult the publically available reports submitted to the General Assembly for comprehensive information on the SHP project.

Question 18: Will the clarification questions and responses be made available in a platform?

Response 18: The questions raised during the EOI process will be published on the UNOG website, under Procurement/SHP Procurement.

Question 19: Do we need to complete the registration process in United Nations Global Market (UNGM) as part of the prequalification?

Response 19: These are two separate and distinct processes.

- i. The procurement process for the Construction of a New Office Building includes a Prequalification step which is included in the Expression of Interest. Firms interested to participate in the solicitation shall submit the necessary information and responses to the UNOG latest **by 8 November 2016**.
- ii. The registration process in the UNGM at Level 2 is independent from the prequalification where firms must submit the documents outlined in the EOI. If firms are interested to be invited to participate in the solicitation they may first begin the pre-qualification process and then must have completed their registration as a Level 2 vendor prior to the contract award. Registration at Level 2 will make the firm 'eligible' for any UN contract award above USD 500'000.

SUBMISSION OF THE EOI

Question 20: *We are interested in participating in the EOIUNOG12854 – Construction of a new building (“Building H”) at the Palais des Nation in Geneva, Switzerland. Is there any document we need to send you before our complete EOI file?*

Response 20: In order for the UNOG to undertake the review of your submission in accordance with the pre-qualification criteria set out in the EOI, please submit the qualification questionnaire and include the requested reference project summaries, certificates and available financial statements covering the past three years.

Question 21: *In the instructions of Section VI, § 3 the text says that “Any documents submitted in response of this REOI must be signed on each page by the authorized official”. Our Legal representative has signed on all pages of the Statement of Qualification. Our financial statements for the last 3 years are very long documents (more than 100 pages for each year), does our legal representative have to sign on each of the pages of these documents, or would it be enough if he signs on the first and last page of the reports?*

Response 21: There is no need to sign each page of the financial statements or the copies of the relevant certificates.

Question 22: *I have compressed the documents in a WinRar file, but it is a quite heavy one (18 MB). Could we send the documents in two or more different emails? Or do you prefer if we upload the documents in wetransfer?*

Response 22: At UNOG we are limited to 10MB for any incoming or outgoing emails. We suggest that you use one of the two solutions below or any other similar one.

- i. Use a transfer platform for a unique instance of document transfer such as WeTransfer (standard freeware). WeTransfer allows users to use their platform and allows the transfer of up to 2 GB per instance to any email address.
<https://www.wetransfer.com/>
- iii. Use a storage and online document sharing service such as Dropbox, WinRar.