



## PROCUREMENT FOR LEASE OF OFFICE SPACE TO UN WOMEN SOUTH SUDAN FROM 01 MAY 2022 TO 30 APRIL 2026

**Tender Reference N° RFQ/SSD30/2021/04329**

### Terms of Reference

#### Background information

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

#### Statement of Need

The objective of this procurement process is for the provision of operational lease of office space in conducive environment for UN Women South Sudan Office within JUBA Town. **The lease will be for an initial period of one year, with up to four potential extensions of one year each under same terms & conditions, and subject to acceptable performance and evaluation of needs of UN Women “.**

The bidder is required to comply with the following minimum requirements, otherwise will be disqualified.

#### Compliance with Premises Technical Specifications Requirement

Criteria	Description
<b>Location</b>	Juba Town
<b>Building</b>	<ul style="list-style-type: none"> <li>a) The premise for accommodation and office should be ready for occupation and in good condition.</li> <li>b) Accommodation and office should have emergency/exit</li> <li>c) Accommodation and office building should have overhead and side protection in accordance with UN blast protection specifications.</li> <li>d) Security Guard room on the entrance / exit is preferred but not mandatory.</li> </ul>
<b>Active Area size/effective Space</b>	<p>Space offered to be rented to UN Women South Sudan shall be:</p> <ul style="list-style-type: none"> <li>a) Hard-wall Office space – Secure and lockable office space/room to accommodate 40-45 (Forty to Forty-Five) staff with enough storage space for official files and documents.</li> <li>b) The building should have at least 500-700 sqm of usable area including rooms and hallways.</li> <li>c) Building perimeter concrete wall is preferred.</li> <li>d) At least 4-5 separate rooms with attached bathroom.</li> <li>e) At least extra 2-4 bathrooms to provide access to male, female, security guards and visitors.</li> </ul>

	<ul style="list-style-type: none"> <li>f) Enough space to put cubicles for 35-40 staffs</li> <li>g) Two Meeting rooms to accommodate 45-50 persons in the large room and 10-15 persons in the small room.</li> <li>h) Solid doors with lock should be installed in each room.</li> <li>i) The entrance door of the office building must be fitted with solid iron/wooden door (iron plates inside) and there should also be provision of lockable metal secondary door.</li> <li>j) The ground floor windows must have iron grills. The same will be preferred to 1<sup>st</sup> floor and 2<sup>nd</sup> floor if applicable.</li> <li>k) Provision of A/c is desirable, if not present, UN Women must be allowed to install the A/c as needed.</li> <li>l) Specify the source of water for sanitation. Buildings installed with ground water source will be preferred.</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>a) Office rooms should have windows as source of day light.</li> <li>b) Provision of 2 Generator to adequately light the office premises and compound (Optional).</li> <li>c) Connectivity to electricity power grid.</li> </ul>
<b>Parcking space</b>	<ul style="list-style-type: none"> <li>a) The premises should have at least 8 (Eight) parking slots for UN Women vehicles.</li> <li>b) Additional parking space for and 5-10 visitors' vehicles will be desirable.</li> </ul>
<b>Entrance door and emergency exit</b>	Entrance door must be securely locked, have security alarm and Emergency exit is required
<b>Fire and Security Alarm system</b>	<ul style="list-style-type: none"> <li>a) It is desirable that premises should have fire, security alarm and appropriate fire extinguishers as per UN SRM standards. If fire alarm, extinguishers and security alarm are not installed, UN Women must be allowed to install them.</li> <li>b) Installation of smoke detectors is mandatory in each of the rooms.</li> </ul>
<b>Control Acces</b>	Premises should have control access for external public and offeror. Seperate entrance/exit – UN and visitors should be separate.

***QUOTATIONS SHOULD BE EXCLUSIVE OF VAT***

# Evaluation Criteria

## Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Quotation	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women General Conditions of Contract	RFQ - Quotation Submission Form (Online Form)
Quotation Validity	RFQ - Quotation Submission Form (Online Form)
Proposal Security with compliant validity period	If applicable. <u>Proposal Security format</u> .

## Minimum Eligibility Criteria

Minimum eligibility criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	Provide Registration Document
Vendor is a legal owner of the property	Copy of legal documents should be provided
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form, verify the information and conduct reference checks.
No conflicts of interest in accordance with Instructions to Vendors.	Declare any conflict of interest
The Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	RFQ - Quotation Submission Form (Online Form)
Obtain United Nations Department of Security Services (UNDSS) clearance and implement all SRM/RSM measures.	Provide proof of UNDSS Clearance