

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: REOI RO23-001 Design for New Office Space	Date: 10 January 2023
---	-----------------------

The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process.

Description	IOM REGIONAL OFFICE FOR EAST & HORN OF AFRICA seeks expressions of interest from vendors for the provision of design and outfitting services for the new office location at the PIANO PLACE, NAIROBI.
UNSPSC code(s)	Click or tap here to enter text.
Deadline for the Submission of EOI	12 January 2023 at 23:59hrs If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ .
Content of EOI	The EOI should include the following information: <ul style="list-style-type: none"> • Brief presentation of company including number of staff, turnover, years in business • Reference list demonstrating qualifications for participating in this upcoming bidding process • Contact information: full name and address, country, telephone number, e-mail address, website and contact person. <p>Note: Prices are not required at this stage.</p>
Method of Submission	Expressions of interest shall be sent by email as follows: Email address: RONairobiProcurement@iom.int <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 8MB ▪ Mandatory subject of email: REOI RO23-001 ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ You should receive an email acknowledging receipt.
Contact Person for correspondence and clarifications	RO Nairobi Procurement E-mail address: RONairobiProcurement@iom.int
REOI Conditions	This Request for Expression of Interest does not constitute a solicitation. IOM reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM Regional Office for East and Horn of Africa

ANNEX I: TERMS OF REFERENCE

IOM REGIONAL OFFICE FOR EAST & HORN OF AFRICA seeks expressions of interest from vendors for the provision of design and outfitting services for the new office location at the PIANO PLACE, NAIROBI.

OBJECTIVE:

The IOM REGIONAL OFFICE FOR EAST & HORN OF AFRICA, IOM Kenya Country and IOM Somalia Offices are relocating to a new office location at the PIANO PLACE, NAIROBI. It is envisioned that the new office design should take into consideration cost effectiveness, environmentally friendly and durable material, disability accessibility and conducive working environment (open working space) to facilitate communication and coordination among staff members.

DESCRIPTION OF REQUIREMENTS:

- 1) The scope of work consists of civil, architectural, sanitary and plumbing, electrical, mechanical, and ICTS works.
- 2) There will be four (4) stages on design process:
 - 3.1 Schematic Design Phase
 - 3.2 Design Development Phase
 - 3.3 Contract Document Phase
 - 3.4 Interior Design Implementation Phase
- 3) The solicitation will be based on detailed Statement of Works (SoW), Bill of Quantities (BoQ), Technical Specifications, IOM General Conditions of Contracts and other related documents which will be provided by IOM to only those vendors which in the opinion of IOM demonstrably meet the criteria will be shortlisted to participate in the upcoming tendering exercise following the finalization of the pre-qualification process.
- 4) For this purpose, IOM will be sending invitations to prequalified companies for joint-survey that will be conducted on 16th January 2023.
- 5) This EOI is not an invitation for submission of a bid/proposal. IOM reserves the right in selecting the invitees for the formal RFP based on substantial and proven records of performance in the subject field of activities and mere expressing an interest would not automatically warrant for tender document. IOM reserves the right to reject EOIs received after the above deadline.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Pre-qualification of Vendors

This pre-qualification is intended to assess vendors against pre-determined criteria listed below.

IOM will judiciously apply these criteria to prequalify adequate number of vendors with a goal to maximize competition and serve the interest of IOM.

- 1.0 Vendor shall provide valid company documents showing certificate of registration. The designer must be duly licensed in Kenya and has represented itself as possessing the necessary expertise, resources, and knowledge in providing the services required by the IOM.
- 2.0 . Must provide the following supporting documents for evaluation:
 - Company profile (general information) must include:
 - a) Years of service and types of clients
 - b) Volume of business with corporate accounts
 - c) Main thrust of business
 - d) List of clients (including evidence of previous experience with design and/or construction projects)
 - Certified true copy of registration for business operations
 - Certification on the following:
 - a) that the company is not blacklisted or barred to any government or private agencies
 - b) proof that the company is in good standing (bank certification, accreditations, etc.)