

**REQUEST FOR INFORMATION (RFI)**

This notice is placed on behalf of the United Nations Human Settlement Programme (UN-Habitat). 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 RFI. You are therefore requested to direct all your queries to United Nations Human Settlement Programme (UN-Habitat) using the fax number provided below.

**Title of the RFI:**

Office Space (lease) for UN-Habitat Myanmar Office

**Date of this RFI:** 6 December 2019**Closing Date for Receipt of RFI at PD:** 15 December 2019**RFI Number:** MYA/19/ RFI/0001**Address RFI response by fax or e-mail to the Attention of:**Att: Mr. Myo Hlaing, 8(C), Saw Mahar  
Street (Off Bogyoke Museum Road,  
Yangon, Myanmar**Fax Number:** +95 19543685**E-mail Address:** [procurement@unhabitat.org.mm](mailto:procurement@unhabitat.org.mm)**UNSPSC Code:** 80131500 , 80131502**DESCRIPTION OF REQUIREMENTS**

The United Nations Human Settlements Programme in Myanmar (UN-Habitat) intends to identify potential house / building floor available for the leasing of Office Premises to UN-Habitat Myanmar.

Please provide quotation / information as per below details:

#### Item Description and Minimum Requirement

1. Total cover area for office (other then parking) - Minimum 4000 Sqft
2. No of rooms / Floor - Minimum 8 rooms
3. Meeting Rooms available and capacity for participants - Min.1 meeting room
4. Possible working stations - Min. 30-35 Staffs
5. Extendable area, if Yes, please provide the details in square feet
6. Air Conditioning System
7. Internet facility - Wireless connection
8. Car Packing area details - Minimum 7 cars
9. Electricity back up system (Generator)
10. Own Transformer for Electricity
11. Kitchenette area - 1
12. Available space for storage - 1 room
13. Space for cleaner / security guards - 1 room
14. Source of water supply
15. Proposed Leasing Period - Minimum 1 year
16. Yearly extension of leasing period
19. Address of the proposed location to rent - Within 8 km radius and/or 15 min. drive from UN Compound (No. 6, Natmauk Road, Tamwe Township, Yangon, Myanmar)

#### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please note that this Request for Information (RFI) does not constitute a solicitation process/bidding exercise. Furthermore, please note:

- All costs for preparing a response for the RFI must be covered by the vendor.
- The requested information will only be used by the UN for internal planning purposes, be kept strictly confidential and only authorized personnel will have access to it.
- The response to this RFI will not be used to pre-qualify vendors.
- The information provided will not be contractually binding to the vendor.
- Please email your responses to [procurement@unhabitat.org.mm](mailto:procurement@unhabitat.org.mm) by the deadline date.

UN-Habitat reserves the right to change or cancel this RFI at any time.

#### NOTE

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

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>



# VENDOR RESPONSE FORM

## VENDORS RESPONSE FORM

**TO:** Att: Mr. Myo Hlaing, 8(C), Saw Mahar  
Street (Off Bogyoke Museum Road,  
Yangon, Myanmar

**RFI Number:** MYA/19/ RFI/0001

**Email:** procurement@unhabitat.org.mm

**FAX:** +95 19543685

**FROM:**

**SUBJECT:** Office Space (lease) for UN-Habitat Myanmar Office

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

### COMPANY INFORMATION

**UNGM Vendor ID Number\*:**

**Legal Company Name** (Not trade name or DBA name) \*:

**Company Contact \*:**

**Address \*:**

**City \*:**

**State:**

**Postal Code\*:**

**Country \*:**

**Telephone Number \*:**

**Fax Number \*:**

**Email Address:**

**Company Website:**

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**\*\* If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org).**

## 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

### Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

**IMPORTANT NOTICE:** Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

## 2) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to United Nations Human Settlement Programme (UN-Habitat) (the United Nations Human Settlement Programme (UN-Habitat)) by the closing date set forth in this RFI. *Due to the high volume of*

communications, the United Nations Human Settlement Programme (UN-Habitat) is not in a position to issue confirmation of receipt of RFIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.