

16 April 2018

CALL FOR EXPRESSIONS OF INTEREST

EOI /2018/001

The Office of the United Nations High Commissioner for Refugees (UNHCR) is seeking to lease a building in Beirut or in municipalities adjacent to Beirut.

Closing date and time: 29 April 2018, 23:59 hrc Local time

1. GENERAL INFORMATION

1.1 The United Nations High Commissioner for Refugees (UNHCR) is looking for a building to establish a community refugee centre offering services to refugees in Beirut and Mount Lebanon.

1.2 The property we are looking for should be compliant with the characteristics listed below:

Location	Beirut area (most preferred), or at areas adjacent to Beirut with independent municipalities. The building location should have vehicular and pedestrian easy accesses.
Lease period	Initial 3 years with possibility of 3+3 years extension.
Space availability	3,000-3,500 sqm to include: <ul style="list-style-type: none"> ○ Basement floors ○ Ground floor ○ Upper floors ○ Common areas ○ Service areas ○ Indoor / outdoor parking spots ○ Building parameters ○ Outdoor areas
Age of building	The building should be 1 to 30 years old. Preferably with recent renovation if old, renovation that covers civil, electrical and mechanical works.
State of building	Ready for immediate occupancy. The building should be equipped with a complete infrastructural network at all levels and at common areas. The network should at least include the electrical, sewage, water and mechanical systems fully operational and connected to the outer infrastructural sources.
Perimeter fence	Preferably with a reinforced concrete wall (minimum height of 2.8m) or with block wall all around the building with vehicular and pedestrian accesses.
Electrical supply	The building electrical network must be legally connected to the EDL.

	A minimum space area of 32 sqm is required to install 2 power generators preferably with provisional cabling connection
Water supply	The tap water network must be legally connected to the public infrastructural source. A minimum reservoir tank of 2000 litres per floor should be available or one big reservoir tank with the same floors capacity connected to all pushed by pumps.
Surrounding	The building should have reasonable space around it with at least 4 meters “set-back” at all sides from neighbouring buildings.
Parking	As per rules & regulations, each floor area must have its respective number of parking spots inside the building premises, either at the indoor area or at the outdoor area.
Legal Documents	Ownership certificate must be valid and available. Related government fees should be duly settled.

2. **EXPRESSION OF INTEREST (EOI):**

2.1 Submission:

If you are interested in proceeding to finalize a formal, written Lease Agreement under the scope set out above, you are kindly invited to submit your EOI as indicated below:

If by Email:

EOI should be mailed in PDF format to eljebbaw@unhcr.org in copy to hailu@unhcr.org , please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20.0 Mb per message. If your offer exceeds the maximum size, offer should be sent by e-mail in batches as per instructions below:

Please indicate in the e-mail subject field:

- EOI/2018/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

If by hand:

EOI should be submitted by a **sealed envelope** along with all needed supporting documents, as per below:

- **Attention:** Supply unit, Ahmad El Jebbawy
- **Delivery place:**
UNHCR Beirut Office
LEA building on the corner Cheikha Sabah El Salem El Sabah Highway
Venezuela St.
P.O. Box 11-7332
Ramlet El Baida, Beirut – Lebanon
- **Reference:** EOI/2018/001

Deadline: 29 April 2018, 23.59 hrs (LEBANON TIME) OR EARLIER.

2.2 Content of the EOI:

The EOI must include, as a minimum, the following documentation / information:

- Companies registration certificate and licenses;
- Companies contact details (address, telephone and fax numbers, email etc)
- Suggested building location and name
- A full description of the suggested building such as:
 - Spreadsheets of surfaces in square meters or square feet
 - Floor plans, sections, elevation drawings
- General Information on rental conditions, including rental price per square meter and any other applicable charges such as service/maintenance and parking fees (if not included in the rent).

Important Notice:

The EOI does not constitute a solicitation. UNHCR reserves the right to change or cancel the requirements at any time during the EOI and / or solicitation process. Thus, submitting a response to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation If/when issued.