

15 May 2024

**CALL FOR EXPRESSIONS OF INTEREST
FOR LEASING OF OFFICE BUILDING IN BEIRUT**

EOI/2024/014

1. INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, UNHCR has more than 17,000 staff in more than 126 countries continues to help about 114 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

2. SCOPE OF REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), in Beirut, Lebanon invites qualified Real Estate/Property Agents and landlords, registered with the Government of Lebanon (GoL) to make a firm offer for leasing of office building in Beirut (referred to hereinafter as "service").

2.1 The property (Building) we are looking for, should be compliant with the characteristics listed in **Annex A**.

Payment terms:

Products/services purchased through a Purchase Order will be paid through an offshore bank transfer to the bank account of the Frame Agreement holder, within 30 days upon delivery and submission of validated invoices. Please note that all quoted prices shall be exclusive of all taxes, since the United Nations, is exempt from taxes.

3. BIDDING INFORMATION:

3.1 EOI Documents

The following annexes form integral part of this Request for proposal:

- Annex A: Premises requirement.
- Annex B: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex C: UNHCR Supplier Code of Conduct
- Annex D: Technical offer form

3.2 Requests for Clarification

Bidders are required to submit any request for clarification or any question in respect of this EOI by e-mail to Mr. Youssef El Ahmad at elahmady@unhcr.org with copy to Mr. Ahmad El Jebbawy (eljebbaw@unhcr.org). **The deadline for receipt of questions is 23:59 hrs local time on 21 May 2024.** Bidders are requested to keep all questions concise.

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

4.1 **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:

By Email:

EOI should be mailed in PDF format to elahmady@unhcr.org with cc to eljebbaw@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/2024/014
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Deadline: 29 May 2024, 23:59 hrs. (LEBANON TIME) OR EARLIER.

4.2 **Content of the EOI:**

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

- building title deed and registration certificate.
- Company/owner contact details (address, telephone and fax numbers, email etc)
- Official and legal registration of the real estate agent.
- Maps of property and pictures.
- A full description of the suggested building such as:
 - Spreadsheets of surfaces in square meters or square feet
- General Information on rental conditions
- Fully filled and signed Annex A , B & D.

UNHCR will review the responses and may seek further clarifications and information from certain respondents. These requests for clarifications or information may take the form of communication by telephone, in writing or e-mails. UNHCR will not bear any costs relating to the preparation and submission of the EOI responses.

5. **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 contract awarding.

The expression of interest must be communicated directly by the landlord or the agent representing the landlord who is a holder of a valid power of attorney. Kindly be informed that the UNHCR does not subscribe to agent fees under any circumstances without prior approval.

6. Thank you for your kind attention.

Gerard Moya
Senior Supply Officer
UNHCR Office - Beirut, Lebanon