

DATE: 4 AUGUST 2023

CALL FOR EXPRESSIONS OF INTEREST (EOI): EOI/2023/ZAH/003

FOR LEASING OF OFFICE BUILDING AND EMPTY LAND FOR REGISTRATION FACILITIES

CLOSING DATE AND TIME: 4 SEPTEMBER 2023, 16:00 HRS (LEBANON LOCAL TIME)

1. INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on 14 December 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 18,800 staff in more than 135 countries continue to help about 108.4 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, 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

2.1 The Office of the United Nations High Commissioner for Refugees (UNHCR) would like to explore the market to identify potential leasing options for office building and empty land for registration facilities in Zahle Area from qualified Real Estate/Property Agents, registered with the Government of Lebanon.

2.2 The property we are looking for should be compliant with the characteristics listed hereunder requirement (2.2.1) and (2.2.2):

2.2.1 Requirement A: Building for Offices

Preferred Location	Zahle (most preferred), Industrial zone, in Zahle
Lease Period	Initial 3 years with possibility of 2 years extension
Space available for offices purposes	4,700 sqm The building should have space for conference rooms sufficient for 80 persons (seated, theatre style), space for cafeteria sufficient for 50 persons (seated at tables of max. 6 persons each). The breakdown of space should be provided per floor including basement.
Space available for parking	2100-2500 sqm. Parking lot should have spaces for 100 or more vehicles. Underground parking preferred but can be combination of underground and over ground. If possible, there should be a space on the sides of the road in the front or nearby the building for private parking of UNHCR staff.
Age of building	The building should be between 1 to 20 years old. New and unused building is preferred.

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

State of the Building	Ready for immediate occupancy. Permanent foundations shall be provided. Footings and foundation walls shall be concrete. The building should have access to an empty lot for emergency exit
Location Status and Surroundings	Close proximity of emergency and medical points: ISF stations, Fire Brigade posts, hospitals and medical centres. The building should have a standoff distance from other Residential buildings and offices of political figures: 15 to 20 meters. The building should have reasonable space around it and it should not be attached/joined to a neighbouring building. The building should be easily accessible for public transportation.
Perimeter fence	In order of preference, reinforced concrete wall, brick wall
Generators	There is enough place to accommodate four generators. Estimated m ² is 125 sqm.
Supply of Water	Regular city supply with provision for filtration, underground reserve tank to accommodate the need of the building with full occupation, added consideration for a water well connected to the network of water in the building.
Roof Top	The finishing of the roof top should be smooth, tiled and clean. It should provide space and capacity to install HF/VHF Radio Antenna.
Access	A minimum of two accesses to the building
Drainage system and Sanitary Sewerage System	Drainage system connected to local public network. The sanitary sewerage system shall be connected to the public sewer. It shall be capable of collecting and removing all sewerage from the site area without creating any harmful conditions
Electrical Cabling	The building shall include an adequately sized electrical distribution system (primary and secondary). Electrical cabling must be professionally completed with no hanging and disarranged cables. Fire alarm system, firefighting system (hose) and water sprinkle system must have been installed. False ceiling, where necessary should have been installed. All rooms must have electric bulbs, tube lights and other lights installed. High power security lights should have been installed outside the building and in the roof, tops as required.
Architectural Report	A structural building report should be presented. The building should be compatible with all public safety standards

2.2.2 Requirement B: Empty Piece of Land:

Preferred Location	Zahle (most preferred), Industrial zone, in Zahle
Empty Space where prefabricated structures can be placed	6,300 sqm. Must be in the close vicinity of the above building in Requirement A, with perimeter wall or fencing, connected to access or main road. Can be one or two pieces with the above sqm space but must be close to each other, joined preferred.

2.3 UNHCR will inform your company if it wants to visit the building and empty piece of land. A brochure of the building, if available, or some photographs should be included with your Expression of Interest (EOI).

2.4 In case of any clarification is needed with regards to this EOI, please consolidate and send your request to Hussein El Majzoub at elmajzou@unhcr.org with cc to Hanna Raya at raya@unhcr.org. The deadline for receipt of questions is on **15 August 2023, 16:00 Hrs** (Lebanon local time). Bidders are requested to keep all questions concise.

3. EXPRESSION OF INTEREST (EOI):

3.1 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 by e-mail on or before **4 September 2023, 16:00 Hrs (Lebanon local time)** in duly signed and stamped PDF format to elmajzou@unhcr.org copying raya@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission as per instructions below:

Please indicate in the e-mail subject field:

- EOI/2023/ZAH/003
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

3.2 Content of the EOI:

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

- Companies' registration certificate and licenses, in case of individual property of the suggested sites, Proof of ownership has to be submitted such as title deed (الملكية سند) or a recent Statement of Property (عقارية افادة) or else;

- Companies'/Landlords' 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).

4. 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.

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, and this is to be stipulated in the contract.

Thank you for your kind attention.

Gwendoline Mensah

Head of Sub-Office
UNHCR Office – Zahle Lebanon