

**DATE: 21 JUNE 2024**

**CALL FOR EXPRESSIONS OF INTEREST (EOI): EOI/2024/TRI/001**

**FOR LEASING OF OFFICE BUILDING AND EMPTY PLOT OF LAND**

**CLOSING DATE AND TIME: 12 JULY 2024, 16:00 HRS (LEBANON LOCAL TIME)**

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## **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 plot of land in Tripoli Area from qualified Landlords or Real Estate/Property Agents, registered with the Government of Lebanon.

**2.2** The building and land we are looking for should be compliant with the characteristics listed in Annex A.

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

## **3. BIDDING INFORMATION:**

### **3.1 EOI Documents:**

The following annexes form integral part of this expression of Interest (EOI):

- Annex A: Premises Requirements
- Annex B: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex C: UNHCR Supplier Code of Conduct

### **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 Hussein El Majzoub at [elmajzou@unhcr.org](mailto:elmajzou@unhcr.org) with copy to [eljebbaw@unhcr.org](mailto:eljebbaw@unhcr.org). The deadline for receipt of questions is **28 June 2024, 16:00 Hrs (Lebanon local time)**. 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 by e-mail on or before **12 July 2024, 16:00 Hrs (Lebanon local time)** in duly signed and stamped PDF format to [elmajzou@unhcr.org](mailto:elmajzou@unhcr.org) with copy to [eljebbaw@unhcr.org](mailto:eljebbaw@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/2024/TRI/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

#### **4.2 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 and land location and name
- A full description of the suggested building/land 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).
- Dully filled and signed Annex A and B.

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 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.

Gerard Moya  
Senior Supply Officer  
UNHCR Beirut, Lebanon