



United Nations Office at Nairobi  
KENYA

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNON. 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 EOI. You are therefore requested to direct all your queries to United Nations Office at Nairobi using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Engineering Services for the Wastewater Treatment Facility Improvements Project in UNON, Gigiri, Nairobi, Kenya.

**Date of this EOI:** 29 July 2016

**Closing Date for Receipt of EOI:** 15 August 2016

**EOI Number:** EOIUNON12741

**Address EOI response by fax or e-mail for the Attention of:** Mr. George Macharia

**Fax Number:** +254 20 762 4198

**E-mail Address:** pdnairobi@unon.org

**UNSPSC Code:** 83000000, 76000000

### DESCRIPTION OF REQUIREMENTS

United Nations Office at Nairobi (UNON) on behalf of United Nations Environment Programme (UNEP), hereby requests interested firms to submit their Expression of Interest (EOI) to participate in the upcoming competitive bidding exercise for the provision of consultancy services in the evaluation of the Waste Water Treatment Facility Improvements Project in UNON, Gigiri, Nairobi.

**Background:**

At present, the UNON Compound, influents from domestic and sanitary use, office cleaning, printing activities and food facilities are discharged into two treatment plants and then into on-site artificial ponds. One system (No.1) serves the New Office Facility (NOF) and the second one (No.2) is serving the rest of the facilities.

Waste water treatment plant No.1 was built in 2011 and consists of a Fixed Film Activated Sludge Treatment (FAST) process to treat effluents from the New Office Facility with 1,500 staff. Waste water treatment plant No.2 was built in 1979 and consists of an Oxidation Pond to treat effluents from the other facilities with roughly 2,000 staff. Each building or group of buildings are equipped with primary settling tanks for the separation of solids or heavier products.

The details of the requirement shall be communicated in due course in the tender documents. Below is a brief description of the requirement:

The UN seeks a qualified company to carry out the following services on the two water treatment plants with a view to improve them to a more sustainable system (i.e. biogas production) and in compliance with all

applicable International standards:

1. Performance assessment;
2. Identify deficiencies;
3. Recommend repairs and maintenance procedures; and
4. Review current operations;

In this regard, UNON intends to contract a qualified firm for the subject requirement for a period of forty (40) days subject to satisfactory performance and related conditions.

Interested vendors may forward their Expressions of Interest (EOI) along with the signed vendor forms to [pdnairobi@unon.org](mailto:pdnairobi@unon.org). All EOI submissions should be sent via email, citing the EOI reference number and title in the subject line.

UNON reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only Vendors which in UN's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation documents.

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

#### 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 Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

***Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email to United Nations Office at Nairobi (UNON) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Mr. George Macharia

**EOI Number:** EOIUNON12741

**FAX:** +254 20 762 4198

**FROM:**

**SUBJECT:** Provision of Engineering Services for the Wastewater Treatment Facility Improvements Project in UNON, Gigiri, Nairobi, Kenya.

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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

## COMPANY INFORMATION

**UN Global Market Place (UNGM) Vendor ID Number\*\*:**

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

**Company Contact \*\*:**

**Address \*\*:**

**City \*\*:**

**State :**

**Postal Code \* :**

**Country \*\*:**

**Phone Number \*\*:**

**Fax Number \*\*:**

**Email Address \*\*:**

**Company Website:**

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

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

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

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

## EOI INSTRUCTIONS

### 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 <http://www.un.org/Depts/ptd>.

#### **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 ([http://www.un.org/sc/committees/list\\_compend.shtml](http://www.un.org/sc/committees/list_compend.shtml)), 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 <http://www.un.org/Depts/ptd>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**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) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Office at Nairobi (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON is not in a position to issue confirmation of receipt of EOIs.*

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 EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.