



UNDP Expression of interest

Reference: EOI – UN City Office Relocation

Project Title: Move of UNICEF, WHO and UN House from respective locations to Campus 1, Copenhagen Denmark

UNICEF, WHO and UNDP invite qualified and reliable companies /consortia, with experience in moving of large international organizations to submit their EOI in relation to the upcoming Requests for Proposals for the transportation and logistics services to be provided for the move of offices, as further described below.

Background

Copenhagen is housing more than 1100 staff members in three different UN compounds: WHO, UNICEF, and the rest of the UN agencies at UN House. The Danish government decided to establish one single compound for all UN agencies large enough to allow more organizations to relocate to Denmark. Construction on Campus 1 located at Marmormolen began in 2010 and will be completed by January 2013. Approximately 1100 employees will be moved from 3 different locations to Campus 1. Campus 1 will be housing staff members of six UN agencies spread over 5 floors plus basement.

The relocation is planned for February / March 2013, and will be done in 3 stages moving approximately 400 people in each stage.

It is planned to move approximately 1100 workstations including compact shelving and other related furniture and office equipment from the agencies' current offices located at three places in KBH Ø. All employees will be located in the premises at Marmorvej 51, 2100 KBH Ø.

Planned activities:

Dismantling and re-assembling of office equipment, computer systems and related cabling, including packing, loading, transporting and unloading between premises.

Note: Traffic to/from the UN island only allows for vehicles with a max. length of 9m and axle load of max. 10t i.e. max. wheel load of 5t.

Moving and re-establishing of workstations and meeting rooms.

Compact shelving system dismantled, moved and re-established.

Packing and moving the inventory of the server rooms safely

Dismount pictures, whiteboards etc. and remount at the new premises

Moving indoor and outdoor furniture and fixtures, computer systems indoor and outdoor plants and /or other materials

Packing and labeling according to the move plan. (Staff will do their own packing)

The estimated period of work will be from Week 3 2013 until week 13 2013.

The office move should be done outside working hours, in weekends and public holidays so as to provide minimal disruption of duties.

Full and specific details relating to the move will be provided in the RFP.

Suppliers will be requested to submit price proposals indicating prices for both week-end move, and moving within normal working hours.

Eligibility criteria

- 1) A minimum of 3 contracts signed and successfully accomplished within the past five years proving relevant international/national experience in supplying transportation / logistics services.
- 2) The company (both parent and/or subsidiaries, if applicable) is not currently invalidated or suspended by the UN headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN member State.
- 3) The company has no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern.
- 4) The financial status (quick ratio) is 1 or higher.
- 5) The company is registered and/or accredited (if requested) with the country of origin.

Submission details

Interested Companies must provide all the information listed below, as an indication that they are qualified to perform the required services:

- 1) A brief profile of the company including size, location, areas of expertise, years in business, service range and number of employees.
- 2) Proof of a minimum 3 purchase orders received within the past 5 years proving relevant international/national experience in supplying transportation/moving logistics services, clearly indicating the type of service, contract amount, and customer contact details if references are to be sought.
- 3) Official recognition of completed registration documents with the country of origin of the company.
- 4) Audited financial statements for the last three years (consolidated Balance Sheet, Profit & Loss, and Cash Flow statements). An annual turnover of USD 2 million must be reflected.
Financial statements provided in Danish, must be supplemented by a completed Financial Analysis template, which has been attached.

Please note that all requested information and documentation must be in English.

Companies which after evaluation, meet all the eligibility criteria, will be invited to participate in the subsequent tender process.

The EOI and accompanying documents must be received in a sealed envelope clearly labeled 'EOI - UN City Office relocation', **no later than Tuesday 18th December 2012, by 12 noon Copenhagen time**, at the below address:

UN House

Attention: CS Bidtender

Midtermolen 3,

2100 Copenhagen O.

Documents can also be sent by e-mail to cs.bidtender@undp.org. EOI received after the above deadline will not be considered.

Companies will be selected in accordance with the procedures set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.

EOI from suppliers failing to provide the requested information will be disregarded. Invitations to bid and any subsequent purchase order will be issued according to the rules and procedures of UNDP

This EOI does not entail any commitment from UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Interested companies may obtain further information at the following email address:

cs.bidtender@undp.org.