



**REQUEST FOR EXPRESSION OF INTEREST (REOI)**  
**Lease of a building / premises in Monrovia**

**I) INTRODUCTION**

The United Nations Development Programme (UNDP), on behalf of 18 United Nations (UN) Agencies, invites Expression of Interest (EOI) from potential suppliers/or property owners/or authorized agents, who are interested in providing a premises for office lease in Monrovia, Liberia. This REOI forms the first stage of the sourcing process and will be followed by a detailed RFP.

UNDP now calls on interested bidders to submit responses to this REOI for **either**:

- **An existing building** for lease in Monrovia; **or**
- **A newly developed building** for lease in Monrovia.

**II) SPECIFICATIONS**

**a. Base Build Specifications**

**Basement**

- The building will be founded on piles with pile caps, strip footings, a subsoil drainage system and concrete surface beds with a power floated finish, all to Structural Engineer's design and specification.
- The basement structure will consist of lateral support and reinforced concrete retaining walls, slabs, beams and columns as per Structural Engineer's design.
- Exposed portions of the reinforced concrete basement roof will receive waterproofing as per Architect's specification and appropriate trafficable finish as per Landscape Architect's specification.
- Brick walls to storerooms and service areas with semi-solid single doors with plaster and paint to internal walls.
- Basements design to allow for the use as parking, storage and building plant areas.
- Parking security to be by means of boomed access and a motorised roller shutter door.
- Parking to be provided.
- Basement to be designed to maintain a general min clear height of 2100mm below services.

**Office Floor Plates**

- The building's structural grid to suit building placement and form.
- The office structure to consist of reinforced concrete slabs, beams, walls and columns as per Structural Engineer's design.
- Ground floor structural clearance - Top of concrete to underside of soffit is 4200mm.
- Upper floors structural clearance - Top of concrete to underside of ceiling 3450mm.
- Special loading requirements to accommodate bulk filing, etc. to be reviewed in consultation with the Developer's Structural Engineer.

**Cores**

- Core Facilities to consist of:
  - Lifts
  - Fire escape stairs

- Services ducts
- Ablution facilities
- HVAC system
- Connection to electric city grid
- Connection to city water supply and sewerage system
- Connection to city phone network

#### **Roof**

- The roof to be a concrete slab including upstand beams as per Structural Engineer's design with waterproofing as per Architect's specification. Waterproofing system shall carry a 10-year manufacturer's guarantee.
- Mechanical and water storage plant and PV system to located on the roof.
- Access to the roof to be provided by means of one staircase accessed from the building lobby.

#### **Balconies and Terraces**

- Non-slip floor tiles as per Architect's specification.

#### **Landscaping**

- Generally hard landscaping such as pots and planters with low maintenance, hardy, indigenous planting to Landscape Architect's design and to Local Authority requirements.

#### **Paved Areas and Walkways**

- The pedestrian sidewalks to receive appropriate trafficable finish, all to Landscape Architect's specification.

#### **Basement Parking**

- Power floated finish with painted lines to parking areas and road markings.
- Exposed concrete soffits to parking areas and storerooms.
- Brick walls with one coat plaster and paint to storerooms and service areas with semi-solid single doors as necessary.

#### **Basement and Office Lift Lobbies**

- Floor tiles to lift lobbies
- Walls will receive a combination of porcelain tiling and plaster and paint in designated areas as per Architect's specification.
- Flush plastered ceilings to lift lobbies to Architect's specification.
- Standard glazed shopfronts and doors.

#### **Office Lift Lobbies**

- Brick walls to receive two coats plaster and basecoat paint
- Exposed concrete soffits
- Standard glazed shopfronts and doors.

#### **Lift Cars**

- Standard brushed stainless steel sides and rear walls with half of rear wall to receive a mirror, including handrails and provision for PwDs.

#### **Ablutions**

- Porcelain floor tiles as per Architect's specification
- Walls to receive a combination of porcelain tiling and plaster and paint in designated areas as per Architect's specification.
- Flush plastered ceilings to Architect's specification.

- Sanitary ware as per Architects Specification
- Vanity slabs and mirrors as per Architect's specification.
- Dedicated PwDs space as per Architect's specification

#### **Finishes to Usable Office Area**

- Power floated concrete floors.
- Exposed concrete soffits
- Brick walls to receive two coats plaster and basecoat paint

#### **Fire Escape Stairs**

- Off shutter concrete to stairs with a non-slip nosing.
- Plaster and paint to walls.
- 1000mm High painted mild steel balustrades with stainless steel top rails to inside of staircases as required to Architect's design.
- Stainless steel handrail to outside of staircase.
- Dedicated PwDs escape provision

#### **Sustainability Rating**

- Sustainability specifications (e.g. LEED / BREEAM) are a key requirement for all UN buildings. This requirement will be further defined in the RFP document.

#### **Mechanical Specifications**

##### **Comfort Conditions**

- The system shall be designed to maintain an indoor comfort temperature (measured at the sensing points) of 23°C summer and 21°C winter with a variance of 1.5°C either way.
- Humidity controls will be provided.

##### **Design Criteria**

The design is based on the following:

- People density of 1 person / 15m<sup>2</sup> of usable office area (excluding toilets and tea kitchens), not to exceed 1 person / 6m<sup>2</sup> in any sub area.
- Fresh air supply in accordance with National Building Regulations. 7.5l/s. person, will increase to 10l/s. person for Greenstar.
- Fresh air is preconditioned with a reverse cycle heat pump package unit.
- Ventilation of basements, plantrooms and toilets will be done in accordance with the National Building Regulations.

##### **BMS System**

- A base-building BMS shall be provided for the purposes of base-building energy management and metering, as well as monitoring, scheduling and control of base-building services.

#### **Vertical transportation**

##### **Lift Installation**

- The lift design shall be based on recognised performance criteria, including industry accepted waiting times for the building type.

#### **Fire Protection**

##### **Design Criteria**

- The design, specification, installation and commissioning of the fire protection installation/s shall be carried out on a "rational design" basis in accordance with the Fire Consultant's specification and to Local Authority approval.

**Fire Rated Enclosures and Doors**

- All continuous service shafts shall be 120-minute fire rated.
- Any service shaft that is not a fire rated enclosure, shall be fire stopped at every level.
- All shafts to be smoke sealed.
- Trafficable fire seals to be installed where required in shafts.
- All emergency staircases and escape routes shall be enclosed in 120-minute fire rated walls with Class B fire doors and self-closers.
- All lift doors shall be Class B 120-minute fire rated type.
- All lift lobby doors to be provided with a smoke seal and self-closer.
- All floors shall be separated via means of a 120-minute fire rated slab and shall be provided with smoke seal where required.
- All ducts passing through the slab of the basement shall be required to have a motorised fire damper interfaced to close upon the fire alarm.
- Service/Plant rooms shall be fire rated.
- Stores shall not be fire rated.
- Pipes exceeding 150mm in size will require a fire collar on either side of the fire rated enclosure.
- Cold rooms will require non-combustible panelling (should this be installed by the tenant).

**Fire Hydrants, Fire Hose Reels and Portable Fire Extinguishers**

- Hydrants, hose reels and portable fire extinguishers on all floors as per Fire Consultant's specification.

**Statutory Fire Signage**

- Photo luminescent suspended / face mounted statutory fire signage in natural anodised aluminium frames, all in accordance with Local Authority requirements.

**Smoke Detection and Alarm System, and Emergency Communication System**

- Integrated Smoke Detection, Fire Alarm and Emergency Communication System provided.

**Smoke Ventilation**

- Smoke ventilation to be installed in all areas exceeding 500m<sup>2</sup> or in accordance with the Rational Fire Design.

**Electrical Specifications****Lighting**

- LED downlights to be provided in ablutions, lobbies and public areas.
- Emergency battery back-up luminaires should be provided in emergency escape stairs.
- General basement/stores lighting should be provided using commercial open double tube fluorescent luminaires mounted to underside of concrete slab yielding initial average illumination which should be switched as follows
  - Parking (50Lux) with motion sensors
  - Stores (100lux) separately switched
  - Circulation/Ablutions (160lux)
  - Office areas (350lux)

**Emergency Power Installation**

- Standby generator with 5 days diesel back-up tanks should be provided.
- HVAC (i.e. comfort cooling air conditioning, electrical kitchen loads or similar) excluded from back-up power.

**Smoke Detection**

- An addressable smoke detection system should be provided as per regulations.

**Metering**

- One bulk main incoming council check meter located within the main distribution board.
- All other sub metering to be done in accordance with the Greenstar requirements.

**General**

- The systems will be designed to provide the necessary level of service comfort to the end users and allowing ease of maintenance in the long term.
- Products and materials specified will be selected with a view to ease of maintenance and replacement, and local materials will be preferred.

**Domestic Water Installation**

- The domestic water should be reticulated in vertical service ducts.
- Water meters should be provided at the main incoming water supply, as well as on all major water uses in keeping with Sustainable requirements.
- Public toilet areas and staff ablutions should be provided with cold water only. Showers located on in office lobbies should be provided with hot water via the heat pump systems.
- Provision of powered borehole water supply to cater shortages.

**Domestic Water Storage and Booster Pump Installation**

- A water storage tank of sufficient capacity to provide for the consumption of the building for a period of one working day.

**Office Space Specifications**

| Criteria                                     | Criteria Description   |
|--|--|
| Office Areas,<br>Number and Type of<br>Rooms | Approximately 8000 m2 of gross lettable area Office area as stipulated above in a modern open plan environment with an 80% open & 20% closed office split. The space shall have common areas such as the lobby reception entrance, elevators, data/patch rooms, any feature balconies or patios.               |
|  | Special Amenities refer to e.g. Client boardrooms, banks, mini-mart, staff canteen, UN clinic, and basement storage.   |
|  | Meeting Spaces:<br>Minimum 4 main meeting rooms for 40 people that are multi-functional and flexible (the rooms can be 20 pax that open up to 40 pax),<br>10 medium meeting rooms for 12 -14 people, and<br>10 Smaller meeting rooms for approximately 6 -8 employees each                                     |
|  | Toilet facilities within the office space (gender-segregated) and in line with regulatory building design statutes for the accommodation of toilets per gender. Cental toilet ablutions should have at least one toilet accessible for Persons with Disabilities (PWDs) per floor.                             |
|  | Availability of space for general kitchens/staff pause areas per floor.  |
|  | Space for server room (minimum 200 m2).  |
|  | The office space shall be accessible for people with disabilities (lift, toilets, amenities, etc.)   |
| Office Location                              | The office space should be in Monrovia, within the city district.  |
| Utilities                                    | Availability of any standby services i.e., minimum 2 backup generators able to support load of minimum 800KW(1000KVA), water supply and secondary fuel tanks storing a minimum of 3,000 gallons.   |
| Water,Sewerage<br>System and Solid<br>waste  | Connections available to city grids/mains (water, electricity, sewage, phone, etc.)<br>Water and sewage network (including the hot water system) must be functioning properly. Waste water treatment facilities should be in place. Solid waste collection/disposal area. Size to be decided at a later stage. |

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|--|---|
| Communication and Internet                         | Connections available to IT connectivity (LAN,) Communication (phone line) and internet (wi-fi) access are a must.  |
| Fire Regulations                                   | The office space(s) shall comply with local/national fire regulation and addressable fire alarm systems system shall be in place.   |
| Insulation, Lighting and Aeration                  | The Lighting of each office room must have a window as a source of daylight. Each space must have a widely open window as a source of fresh air flows circulation from outside. Rooms should not have insulation problems.  |
| Air Conditioning and Heating                       | Central Air Conditioning systems (ducted) or split air conditioning systems (ductless) and in the office space should be provided.  |
| Parking Space                                      | Car parking spaces within the premises to be a minimum of 150; External parking spaces adjacent to the premises to cater for up to 60 vehicles is a plus.   |
| Space entry and Basic Security System Requirements | 24/7 Security services (Security Guards, Alarm systems, Video surveillance, Perimeter wall – 2 meters height, minimum).<br>Shall have building structural plan approved by government based on “national construction code”. The year of construction also needs to be mentioned if it is an existing building. All locations must pass a review by UNDSS. Any location that fails a review by UNDSS will not be considered viable. |

### III) INDICATIVE LEASE REQUIREMENTS

#### Provisional Lease Term

The UNDP will consider a 3-year or 5-year lease option over an **existing building** with scope for flexibility to increase and/or decrease accommodation when necessary.

The UNDP will consider a 15-year to 20-year lease over a **new development**.

#### Escape Clause (or Diplomatic Clause)

The Escape (or Diplomatic) Clause appears in the standard lease agreement. It stipulates that UNDP’s occupancy of the premises is subject to UNDP’s continued presence and activity within the country.

#### UNCITRAL Clause

The UNCITRAL Clause appears in the standard lease agreement. It stipulates that any disputes arising from the lease, or the carrying out of the terms thereof, will be settled according to the arbitration rules set forth by UNCITRAL.

#### Privileges and Immunities Clause

The Privileges and Immunities Clause appears in the standard lease agreement. It stipulates that under no circumstances will the lease be considered a waiver of any portion of the privileges and immunities of the United Nations.

### IV) BIDDER INFORMATION SUBMISSION REQUIREMENTS

- Type of property on offer (existing building or newly developed building)
- Interested property owners / or their authorized agents should send an official letter with details of how the product on offer meets, or can be developed to meet the criteria above.
- Copies of title business registration, ownership certificate, and TIN as applicable.
- Delegation of Authority or securing leasehold, license property or ownership Certificate /interest for purpose of office use.
- Any other relevant documentation

**V) Submission:**

The Supplier will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.

Responses to this REOI must be received through the UN's secure email address < [bids.lr@undp.org](mailto:bids.lr@undp.org) > no later than 3<sup>rd</sup> June 2022. Please use the following subject in your response: "Expression of Interest (EOI) for lease of a building / premises in Monrovia, Liberia.

Responses from suppliers failing to provide the request information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rules and procedures of the UN.

This REOI does not entail any commitment on the part of UN, either financial or otherwise. The UN reserves the right to accept or reject any or all responses without incurring any obligation to inform the affected applicant/s of the grounds.

For any clarification, please contact: [info.lr.procurement@undp.org](mailto:info.lr.procurement@undp.org)