

# United Nations Development Programme



REOI lease of a building / premises  
in Monrovia

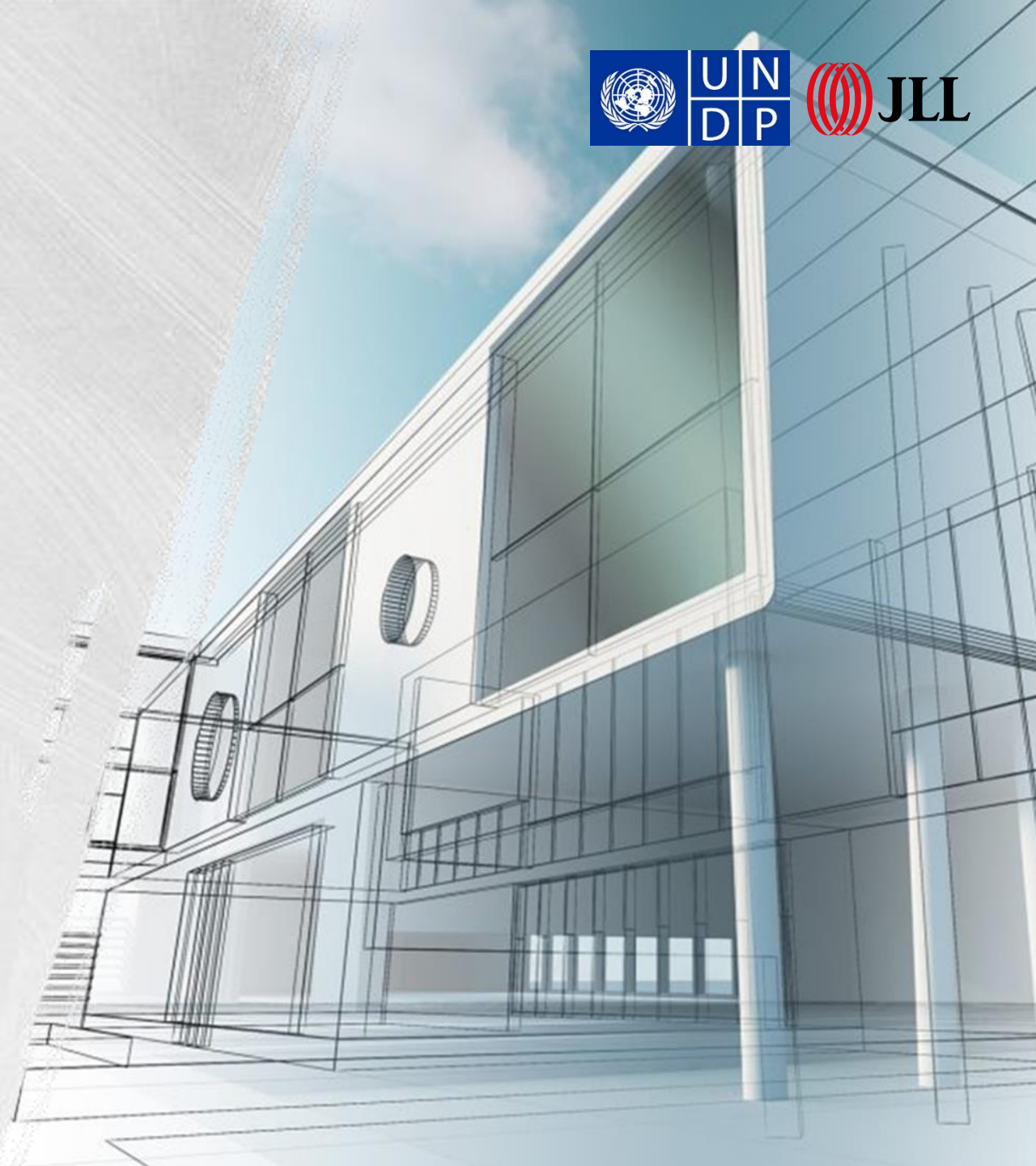
Procurement briefing session

May 2022



## Agenda

- Introduction
- Background
- Premises Requirements
  - Base build specifications
  - Design specifications
  - Indicative lease requirements
- Bidder Submission Requirements
- Q&A





# Introduction

# Introduction

## Welcome and housekeeping



- Welcome and thank you to all bidders.
- This session is being recorded.
- Please remain on mute with your camera off during the presentation.
- Questions will be taken at the end of the presentation. All questions and answers will be circulated with bidders after the presentation.

# Introduction

UNDP and JLL representatives



UN Procurement

**Team**

Thabani Mobodoko  
Lady-Pokolo Andrewson



SSA Tenant  
Representation

**Team**

Pieter van Rooyen  
Grant Steppe



Project and  
Development  
Services

**Team**

Dani Mansour  
Matthew Renshaw



Tetris Design and  
Build

**Team**

Tango Matoti

## Responsibility

United Nations Procurement Oversight

## Responsibility

Transaction Management

## Responsibilities

Technical Advisors

## Responsibilities

Space Planning Input  
Concept Design Input



# Background



# Background

Current premises

Total Building Size  
15,195m<sup>2</sup>

accommodating

UN  
Agencies  
18

=

Total  
headcount  
550

Current  
parking  
= 173 bays

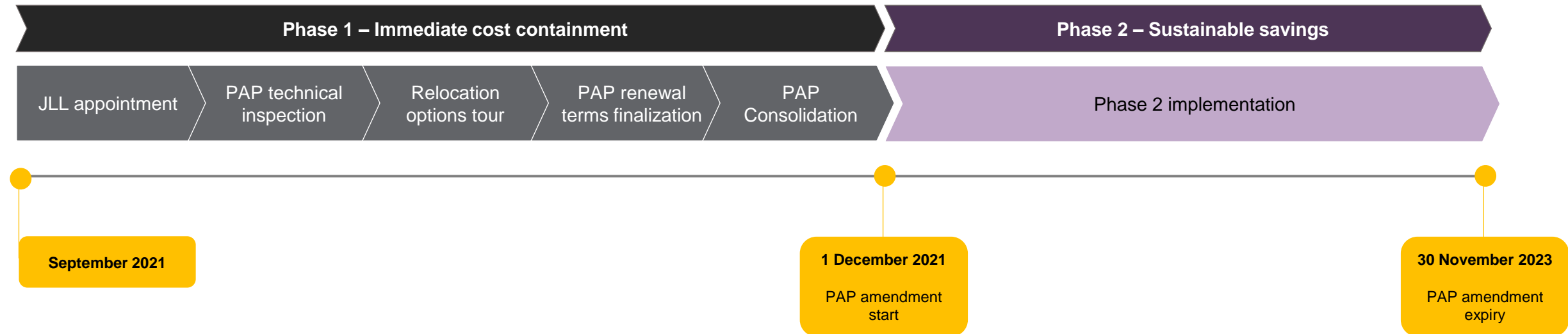


Area schedule PAP Building	
Floor	Size sqm
Basement	1606
Ground	1611
Mezzanine	525
1st floor	1415
2nd floor	1434
3rd floor	1434
4th floor	1434
5th floor	1434
6th floor	1434
7th floor	1434
8th floor	1434
Total	15195



# Background

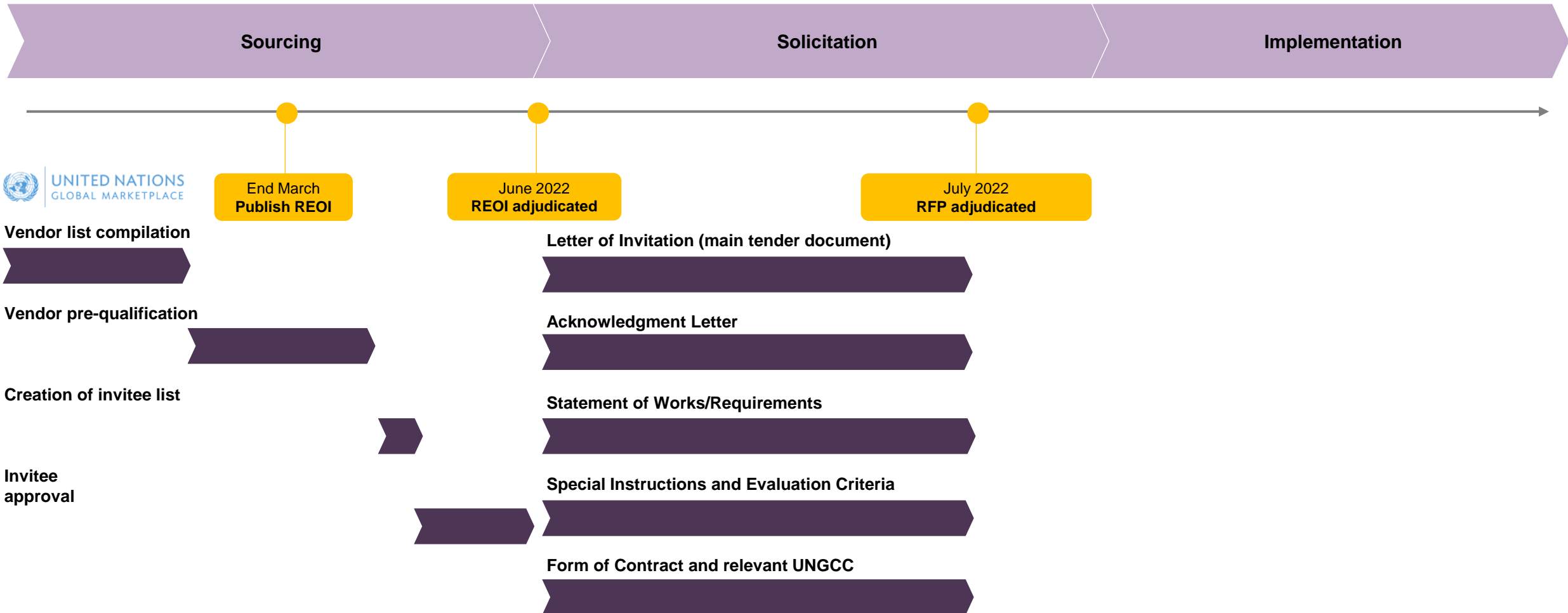
The UNDP is rationalizing real estate costs across the globe





# Premises Requirements

Procurement process





# **Premises Requirements**

# Premises Requirements

## Spatial specifications

Table 1					
Post Title	Grade	CMP Sq. Meter	Insert Current Number of users	Insert Future Growth Number of users	Area required in Sq. Meter
Regional Director of a UN Agency	D-2	24.00	18		432.00
UN Resident Representative	D-1	17.84	18		321.12
All International Staff	P-1 to P-5	8.90	54		480.60
National Professional Staff, JPO, UNV	ALL	8.90	334		2,972.60
General Services Staff	ALL	5.94	126		748.44
<b>Total number of Users</b>			550	0	
<b>Grand Total number of Users</b>			550		
<b>Total area required SF/SM</b>					4,954.76

NEW SPACE REQUIREMENTS		
OFFICE SPACE	4954	
BOARDROOMS	725	
CANTEEN	395	
BANKS	185	
CLINIC	375	
BASEMENT STORAGE	865	
	7499	USABLE AREA
Common area	899.88	12%
	8398.88	GROSS LETTABLE AREA



Total Space Requirement  
8400 sqm



- New Office Space to be sourced
- OR
- New Office build to be considered.

# Premises Requirements

## Office space specifications



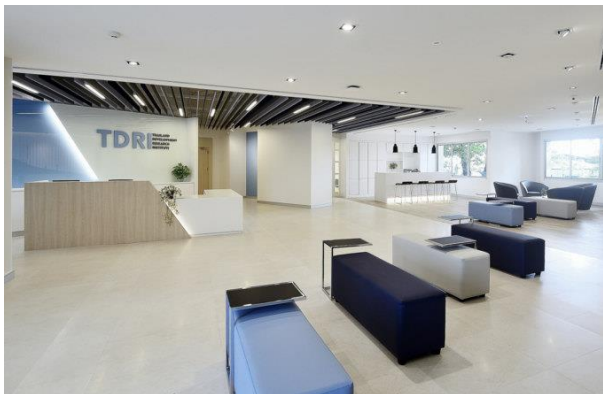
Criteria	Criteria Description
<b>Office Areas, Number and Type of Rooms</b>	<p>Approximately 8000 m2 of gross lettable area Office area as stipulated above in a modern open plan environment with an 80% open &amp; 20% closed office split. The space shall have common areas such as the lobby reception entrance, elevators, data/patch rooms, any feature balconies or patios.</p> <p>Special Amenities refer to e.g. Client boardrooms, banks, mini-mart, staff canteen, UN clinic, and basement storage.</p> <p>Meeting Spaces:</p> <p>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),</p> <p>10 medium meeting rooms for 12 -14 people, and</p> <p>10 Smaller meeting rooms for approximately 6 -8 employees each</p> <p>Toilet facilities within the office space (gender-segregated) and in line with regulatory building design statutes for the accommodation of toilets per gender. Central toilet ablutions should have at least one toilet accessible for Persons with Disabilities (PwDs) per floor.</p> <p>Availability of space for general kitchens/staff pause areas per floor.</p> <p>Space for server room (minimum 200 m2).</p> <p>The office space shall be accessible for people with disabilities (lift, toilets, amenities, etc.)</p>
<b>Utilities</b>	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.
<b>Water, Sewerage System and Solid waste</b>	<p>Connections available to city grids/mains (water, electricity, sewage, phone, etc.)</p> <p>Water and sewage network (including the hot water system) must be functioning properly. Wastewater treatment facilities should be in place. Solid waste collection/disposal area. Size to be decided at a later stage.</p>
<b>Communication and Internet</b>	Connections available to IT connectivity (LAN,) Communication (phone line) and internet (wi-fi) access are a must.
<b>Fire Regulations</b>	The office space(s) shall comply with local/national fire regulation and addressable fire alarm systems system shall be in place.
<b>Insulation, Lighting and Aeration</b>	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.
<b>Air Conditioning and Heating</b>	Central Air Conditioning systems (ducted) or split air conditioning systems (ductless) and in the office space should be provided.
<b>Parking Space</b>	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.
<b>Space entry and Basic Security System Requirements</b>	<p>24/7 Security services (Security Guards, Alarm systems, Video surveillance, Perimeter wall – 2 meters height, minimum).</p> <p>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.</p>



# Premises Requirements

## High level design specifications & look & feel

- Modest interior
- Non-Flashy finishes
- Modern & simple
- 50% Open Plan and Enclosed spaces
- Sustainable design
- Activity based work environment



# Premises Requirements

## Indicative lease requirements

### Provisional Lease Terms



#### Existing Building

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.

Fit out allowances to be allocated in line with UN global design standards and to be amortized over the term of the lease.

#### New Development

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

Fit out allowances to be allocated in line with UN global design standards and to be amortized over the term of the lease.

#### Rent Payment

Rent will be paid quarterly in advance

#### Rent Currency

United States Dollars \$ per sqm per month

#### Service Charges

Gross rent to be quoted. UNDP will maintain the interior of the building Landlord to maintain the exterior.

#### Escalation

Market Related for USD based rental

#### Fit Out Amortization

Over the term of the lease at a rate per sqm

#### Insurances

Standard building insurances to be provided by the landlord

#### Title

Proof of ownership and clean title to be provided by the Landlord

**UNDP Lease essential requirements has been provided in the REOI. All questions relating to the lease essential requirement should be raised at [info.lr.procurement@undp.org](mailto:info.lr.procurement@undp.org)**





# **Bidder submission requirements**

# Bidder submission requirements

## 1. 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.
- Copies of title business registration, ownership certificate, and Tax ID Number as applicable.
- Delegation of Authority.
- Any other relevant documentation.

## 2. BIDDER QUESTIONS:

- All bidder questions to be submitted by 30 May 2022.
- Responses will be circulated by 1 June 2022 to all bidders.

## 3. SUBMISSION:

- 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 June 2022**. Please use the following subject in your response: **“Expression of Interest (EOI) for lease of a building / premises in Monrovia, Liberia.**
- 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)



**Q&A**

*Thank you*