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

Team
UN Procurement
Thabani Mobodoko
Lady-Pokolo Andrewson

Team
SSA Tenant Representation
Pieter van Rooyen
Grant Steppe

Team
Project and Development Services
Dani Mansour
Matthew Renshaw

Team
Tetris Design and Build
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: 15,195m²

- UN Agencies: 18
- Total headcount: 550

Current parking: 173 bays

<table>
<thead>
<tr>
<th>Area schedule PAP Building</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Floor</td>
<td>Size sqm</td>
</tr>
<tr>
<td>Basement</td>
<td>1606</td>
</tr>
<tr>
<td>Ground</td>
<td>1611</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>525</td>
</tr>
<tr>
<td>1st floor</td>
<td>1415</td>
</tr>
<tr>
<td>2nd floor</td>
<td>1434</td>
</tr>
<tr>
<td>3rd floor</td>
<td>1434</td>
</tr>
<tr>
<td>4th floor</td>
<td>1434</td>
</tr>
<tr>
<td>5th floor</td>
<td>1434</td>
</tr>
<tr>
<td>6th floor</td>
<td>1434</td>
</tr>
<tr>
<td>7th floor</td>
<td>1434</td>
</tr>
<tr>
<td>8th floor</td>
<td>1434</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15195</strong></td>
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Background
The UNDP is rationalizing real estate costs across the globe

Phase 1 – Immediate cost containment
- JLL appointment
- PAP technical inspection
- Relocation options tour
- PAP renewal terms finalization
- PAP Consolidation

Phase 2 – Sustainable savings
- Phase 2 implementation

Key Dates:
- September 2021
- 1 December 2021
- 30 November 2023
Premises Requirements

Procurement process

Sourcing
- Vendor list compilation
- Vendor pre-qualification
- Creation of invitee list
- Invite approval

Solicitation
- End March: Publish REOI
- June 2022: REOI adjudicated
- Letter of Invitation (main tender document)
- Acknowledgment Letter
- Statement of Works/Requirements
- Special Instructions and Evaluation Criteria
- Form of Contract and relevant UNGCC

Implementation
- July 2022: RFP adjudicated
Premises Requirements
Premises Requirements
Spatial specifications

### Table 1

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>CMP Sq. Meter</th>
<th>Insert Current Number of users</th>
<th>Insert Future Growth Number of users</th>
<th>Area required in Sq. Meter</th>
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<td>18</td>
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<td>432.00</td>
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<td>UN Resident Representative</td>
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<td>18</td>
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<td>All International Staff</td>
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<td>National Professional Staff, JFO, UNV</td>
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<td>General Services Staff</td>
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<td>Total number of Users</td>
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<td></td>
<td>4,954.76</td>
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<tr>
<td>Grand Total number of Users</td>
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<td></td>
<td>550</td>
<td></td>
<td></td>
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<tr>
<td>Total area required SF/SM</td>
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<td></td>
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</tbody>
</table>

**NEW SPACE REQUIREMENTS**

- OFFICE SPACE: 4954
- BOARDROOMS: 725
- CANTEEN: 310
- BANCO: 185
- CLINIC: 375
- BASEMENT STORAGE: 885
- Common area: 839.88

- NEW OFFICE SPACE: 7499
- GROSS LETTABLE AREA: 6308.88

**Total Space Requirement**: 8400 sqm

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

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## Premises Requirements
### Office space specifications

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Criteria Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Areas, Number and Type of Rooms</strong></td>
<td>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. Special Amenities refer to e.g. Client boardrooms, banks, mini-mart, staff canteen, UN clinic, and basement storage. Meeting Spaces: 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), 10 medium meeting rooms for 12-14 people, and 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. Central 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.)</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>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 System and Solid waste Connections available to city grids/mains (water, electricity, sewage, phone, etc.) 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.</td>
</tr>
<tr>
<td><strong>Communication and Internet</strong></td>
<td>Connections available to IT connectivity (LAN,) Communication (phone line) and internet (wi-fi) access are a must.</td>
</tr>
<tr>
<td><strong>Fire Regulations Insulation, Lighting and Aeration</strong></td>
<td>The office space(s) shall comply with local/national fire regulation and addressable fire alarm systems system shall be in place. 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.</td>
</tr>
<tr>
<td><strong>Air Conditioning and Heating</strong></td>
<td>Central Air Conditioning systems (ducted) or split air conditioning systems (ductless) and in the office space should be provided.</td>
</tr>
<tr>
<td><strong>Parking Space</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Space entry and Basic Security System Requirements</strong></td>
<td>24/7 Security services (Security Guards, Alarm systems, Video surveillance, Perimeter wall – 2 meters height, minimum). 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.</td>
</tr>
</tbody>
</table>
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
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> 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
Thank you