



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 12/09/2024

REQUEST FOR INFORMATION (RFI): No.

RFI/CAI/002/2024

REGARDING

**LEASE OF A BUILDING AND A PLOT OF LAND
FOR UNHCR REGISTRATION OFFICE**

CLOSING DATE AND TIME: **7 October 2024 – 23:59 hrs. Egypt time**

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established in 1950 by the United Nations General Assembly to lead and co-ordinate international actions to protect refugees and to identify lasting solutions for them. The organization's primary purpose today is to safeguard the rights and well-being of refugees, forcibly displaced communities and stateless people worldwide.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,800 people in 134 countries work to help about 70.8 million displaced people. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. GENERAL INFORMATION

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Cairo, Egypt, intends to prequalify office buildings and adjacent land plots available for lease in specific areas in the greater Cairo areas specified in this RFI document and the corresponding annexes. The detailed description of the requirements can be found in the **Terms of Reference** document attached hereto as **Annex-A**.

2. REQUEST FOR INFORMATION

This is an invitation for private and corporate property owners as well as for the real estate agencies to offer options for the potential building(s) and adjacent land plot(s) located in:

- **6 October City, Madinat Naser, Zahraa Maadi** parts of the greater Cairo area.

The validity of the lease agreement may start upon completion of office renovation and availability of space to the staff.

You are kindly requested to provide your feedback against the requirements stated in this RFI and related annexes by submitting the duly filled in Lease Offer Form (per **Annex-B**), including

and not limited to the supporting documents in respect to your ownership rights over the offered

premises and your ability to lease the offered property to UNHCR.

The real estate agencies and property owners can submit the respective offers at any time during and before the deadline for receiving the offers, as indicated in this document.

The offers that are not 100% compliant with the basic requirements set in the Annex-A or cannot be potentially upgraded to full compliance, shall be excluded from the competitive range as non-compliant.

The property owners should acknowledge their acceptance of the Diplomatic Clause by returning a signed Annex-D document.

The received options will be considered and may lead to establishing a lease agreement with UNHCR for a period of five (5) years potentially extendable for additional periods.

IMPORTANT:

The requirements are detailed in Annex-A to this document.

It is strongly recommended that this Request for Information (RFI) document and its annexes be read thoroughly.

NOTE: This document and/or submission of an RFI shall not be construed in any way as an offer to lease your premise.

3. EVALUATION

A site visit is required to complete and validate information provided by real estate agents. UNHCR will conduct a joint visit to buildings that are considered pre-qualified and technically responsive to confirm and verify requirements as stipulated in this document. The proposed buildings should be ready for the visit within 48 hours upon UNHCR request.

3. RFI DOCUMENTS

The following annexes form an integral part of this RFI:

- Annex-A: Terms of Reference;
- Annex-B: Lease Offer Form;
- Annex-C: UNHCR standard lease agreement;
- Annex-D: Diplomatic Clause;
- Annex-E: UNHCR General Conditions of Contract for the Provision of Services (English and Arabic versions);
- Annex-F: UN Supplier Code of Conduct;
- Annex-G UNHCR Vendor Registration Form (filled in by property owners or entities formally representing them)

4. INFORMATION SESSION

Considering the complex nature of the requirement, UNHCR will organize a **non-mandatory information session** for interested property owners and real estate agencies. That meeting will take place at the office of the UNHCR Representation in Cairo on **26 September 2024 at 11:00am Egypt time.**

Meeting place for the above-mentioned information session:

**UNHCR Representation Office,
Cairo World Trade Center,
1191 Corniche El Nile Street, Cairo, Egypt
14th floor**

Maximum two (2) participants representing each property owner or real estate agency will be allowed to participate in the event. Interested parties are kindly requested to communicate names and functional titles (for commercial entities) of the meeting participants **at least 48hrs** prior to the meeting time to the following email, indicating the RFI reference number, i.e. **"RFI/CAI/002/2024 – Information Session"**:

Email: ARECASUP@UNHCR.ORG

A Q&A report will be issued to record the key questions asked and official UNHCR responses given concerning the raised subjects, sharing the document among all participated entities, also posting it on the UNHCR website.

Participation in that meeting will be at the participating external parties' own expense; there will be no reimbursement of the incurred costs from UNHCR.

5. REQUEST FOR CLARIFICATION

Requests for clarification or any questions in respect of this RFI should be submitted by e-mail to ARECASUP@UNHCR.ORG. The deadline for receipt of questions is **26 September 2024 by 23:59Egypt time**.

Bidders are requested to keep all questions concise. UNHCR will copy any reply to a question to all other invited suppliers. The resulting Q&A Report will also be published in the UNHCR website. All the emails sent requesting clarification **MUST** have the following subject line:

Email subject: RFI/CAI/002/2024– QUERY

4. SUBMISSION INSTRUCTIONS

Please submit the following documents with your offer:

- Filled in Lease Offer Form (*per Annex-B attached hereto; to be filled in and signed by the property owner*);
- Diplomatic Clause (*per Annex-D; to be signed by the property owner to acknowledge acceptance of the provision*);
- UNHCR General Conditions of Contract for the Provision of Services (*per Annex-E; to be signed by the property owner to acknowledge acceptance of the provisions*);
- UN Supplier Code of Conduct (*per Annex-F; to be signed by the property owner to acknowledge acceptance of the provisions*);
- UNHCR Vendor Registration Form (*per Annex-G; filled in and signed by property owner*);
- Photos and mapping of the offered property.

Interested parties are requested to submit the respective offers in writing not later than **1 October 2024 at 23:59 hrs. Egypt local time**. The documents must be sent by email only to: ARECASUP@UNHCR.ORG.

Documents including all attachments should be submitted in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 MB** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFI Reference No., i.e. **RFI/CAI/002/2024**
- Your name or name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

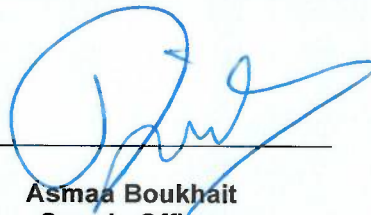
All proprietary, confidential information or any other limitations on the disclosure must be clearly marked and labelled. To the fullest extent consistent with UNHCR's rules and legal obligations, information identified by a respondent as "Proprietary" or "Confidential" will be kept confidential.

UNHCR will review the responses and may seek further clarifications and information from certain respondents. These requests for clarification or information may take the form of communication by telephone, in writing, or emails.

The cost of responding to this RFI is to be entirely borne by the company, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

This RFI does not entail any commitment on the part of UNHCR, either financial or otherwise.

p.p.



**Asmaa Boukhait
Supply Officer
UNHCR CO Cairo**