Request for Expression of Interest

<table>
<thead>
<tr>
<th>Title</th>
<th>Office Premises on rental basis for WHO Indonesia Country Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>WHO/INO_Premises_EOI</td>
</tr>
<tr>
<td>Published Date</td>
<td>04/02/2018</td>
</tr>
<tr>
<td>Closing Date</td>
<td>20/02/2018</td>
</tr>
<tr>
<td>Contact Address for EOI response</td>
<td>Gedung Dr. Adhyatma, Ministry of Health, Block A, 6th Floor, Room 602, Jl. H. R. Rasuna Said Blok X.5, Kav.4-9, Jakarta 12950, Indonesia</td>
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1. **Description of Requirements**

The World Health Organization (WHO) in Indonesia, Jakarta invites vendors to submit an Expression of Interest (EOI) for suitable and secured office premises on a rental basis (for multiple years) with the following basic requirements:

- **Location:** Within the vicinity of Kuningan, Jakarta, Indonesia
- **Preferred type:** Standalone/individual building or if shared, with individual entrance and emergency exist(s).
- **Total space size:** Total usable space minimum 1,200 square meters.
- **Parking space:** at least 15 station wagons/SUV type vehicles
- **General condition:** “ready to use”, equipped with all utility services (electricity, water and sewerage etc).
- **Other amenities:** Established or provisions for setting up high capacity generators, guard post, drivers’ room, cafeteria services.

WHO intends to invite selected vendors to participate in a formal solicitation, via a Request for Proposals (RFP), at a later stage, for the above requirements.

2. **Expression of Interest Instructions**

Vendors interested in fulfilling the requirements are requested to express their interest by submitting the following documents, completed in full, **together with their Expression of Interest** to the Contact Address (as stated above) not later than 20 February 2018.

- A **Vendor/Property Information Form**, using the template provided in Annex I, providing information on the vendor as an entity (legal and organizational), and describing the major specifications of the property.
- A **self-declaration form**, using the form provided in Annex II.

Submitted Expressions of Interest should not contain pricing information. Any information considered by interested entities as confidential must be clearly marked "confidential". Incomplete Expressions of Interest and Expressions of Interest submitted after the Closing Date will, in principle, be disregarded, unless WHO decides otherwise, in its sole discretion.

3. **Disclaimer**

This Request for Expression of Interest is not a solicitation, and replying to it does not guarantee that a vendor will be invited to any solicitation by WHO. No further details of the planned solicitation will be made available to vendors prior to the issuance of solicitation documents. In the event of a solicitation for the subject matter described herein, any Request for Proposal and any subsequent purchase order or contract will be issued in accordance with WHO’s rules and procedures.

Any and all costs and expenses incurred in relation to, or ensuing from, the submission of an Expression of Interest will exclusively be borne by the applicant. The application and selection process set forth in this document will not be subject to claims for financial compensation of any kind whatsoever. WHO is acting in good faith by issuing this Request for Expression of Interest, however, this Request for Expression of Interest does not entail any commitment on the part of WHO, either financial or otherwise. WHO reserves the right to send solicitation documents to vendors identified by WHO through means other than this Request for Expression of Interest; reject any or all Expression(s) of Interest, without incurring any obligation to inform the affected applicant(s) of that decision or the grounds thereof; and/or change or cancel the procurement process at any time, including during the Request for Expression of Interest or formal solicitation processes.
Annex 1 – Vendor/Property Information Form
To be returned by [20 February 2018] |

Company Information to be provided by the Vendor expressing interest

<table>
<thead>
<tr>
<th>Legal Landlord Name:</th>
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<tr>
<td>Contact Person:</td>
<td></td>
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<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Company Website:</td>
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A. General Information

1. Type of building: Standalone □ Multitenant Occupancy □
2. Completion year of construction:____________
3. Type of accommodation: Commercial □ Residential □
4. Type of ownership: Single owner □ Multiple owner □
   a. _________________________________________
   b. _________________________________________
   c. _________________________________________
5. The space offered for rent shall be available for occupancy on (dd/mm/yy):____________ for a period of _________ (Up to _________)
6. Current occupancy: Occupied □ Vacant □ Shared with other tenants □
   If occupied/shared with other tenants please provide information of the current occupants: (Name of the organization, Type of Business, Length of occupancy)
   a. ______________________________________________
   b. ____________________________________________
   c. ______________________________________________
7. The size of proposed rental property:
   a. Total usable space:__________ SFT (including common area allocations)
   b. Net internal usable size (excluding toilets, staircases, lift shafts, etc.): ____________ SFT
8. Separate rooms/offices in the building:
   a. Total number: _______________
   b. Total size of all rooms: ____________ SFT
9. Conference/meeting rooms: Total number ___________________________
   Size of the conference rooms: a.________________ b. _______________ c. __________________
10. Facilities available like guard rooms, Handicapped Accessible:________________
11. Central air-conditioning: Yes □ No □ If no, number of individual AC units________________
12. Pre-installed generator: Yes □ Capacity __________KVA No □
   If NO, there are provisions for setting up high capacity generators________________
13. The condition of the proposed rental premises is in good condition (i.e. ready to use without any repair):
   Yes □ or certain renovations and improvements are required prior to use, which are as follows:
   a. __________________________________________________________________________
   b. __________________________________________________________________________
c. and the approximate time of completion of the work is _____________ and (specify)
____________________ shall bear the cost of such renovation/improvement before
occupancy by WHO.

Was there any major renovation to the building: Yes □ No □ If yes, when and what
part____________________________

14. Brief general description of the building:
   a. Number of floors in the building : ________________
   b. Total space per floor: : ________________ SFT
   c. Number of the elevators with passenger capacity : __________, ________ KGs
   d. Fire/emergency route and exit available : Yes □ No □
   e. All utilities and other services related to and required for the occupancy of the building are
      Electricity : Operable □ Not Operable □
      If operable, please provide the total load sanctioned by Electrical company and number of air-
      conditioners can be connected : ________________________________
      Water Supply : Operable □ Not Operable □
      If operable, please provide additional information about storage capacity of underground
      water reservoir and top reservoir, arrangement of providing continuous support (24/7) water
      supply_____________________________________________________________
      Number of vehicles SUV can be accommodated: _______

15. The building has built in ventilation system capable of maintaining acceptable level of humidity and air
   velocity : Yes □ No □

16. Is there/how many emergency exit(s) in proposed rental space and in the building :
   ________________________________ If no emergency exit is currently available, is there
   provision to establish emergency exit : ________________________________

17. Comments, if any: ________________________________________________

C. Basic Security Information

1. Building perimeter are secured with:
   a. Guard posts Yes □ with provision for ________ (number) guards in the entrance No □
      If not are there provisions/space to set up guard post Yes □ No □
   b. Boundary wall is _______ feet in height, Possibility to increase height, if required Yes □ No □
   c. security cameras installed Yes □ details________________________________ No □
   d. Distance of main road from the property : ________________________________
   e. Driver’s waiting room Yes □ within or adjacent to main building _____________ No □
      and can accommodate _______number of drivers. If not are there provisions/space to set it up:
      Yes □ Location__________________ No □

2. Attach a map diagram of the area surrounding the location of the proposed space/building which must:
   a. Highlight (define) the location of the property. b. Show surrounding the properties (within 800 feet)
   of the proposed property (whether industrial. Retail, office. Education, etc.) in the diagram.

3. Please attach photographs of proposed building/spaces for rent from different angles, which describes
   the property in more detail.

4. Comments, if any: __________________________________________________________________
   __________________________________________________________________

D. Basic Legal Information

1. Proposed space/building’s architectural design and engineering plan duly approved. (to be attached)
2. All necessary approvals regarding the building have been obtained as per the National Laws and
   regulations: Yes □ No □
   No deviation with the approved building plan is made: ____________________________
   In case of deviation, please describe in detail: ________________________________
3. Proposed rental space/building do not contain any asbestos or any banned material dangerous for human health Yes □ No□

4. Without changing and alternating the structure of the property/building, WHO shall have the right to make without seeking permission from the owner the following works during the lease period:
   - interior decoration: Yes □ No □
   - minor renovation: Yes □ No □
   - change in seating/furniture arrangements: Yes □ No □
   - perimeter walls increase/enhancement: Yes □ No □
   - Ad hoc security installments: Yes □ No □
   - Setting up temporary structures: Yes □ No □
     (e.g. staff canteen, drivers room, guard post, etc)
   - Other (specify) ______________________________________________________________

5. If available, any certificate from national environmental agencies may be furnished:
   Specify: ________________________________________________________________

6. Comments, if any: ______________________________________________________________

E. Attachments:
List of documents/certification attached to this proposal (including additional pages to provide details on any of the above):
   a. ______________________________________________________________________
   b. ______________________________________________________________________
   c. ______________________________________________________________________
   d. ______________________ ______________________________________________________________________

I ______________________________________________________________________, a sole proprietor; or I ______________________________________________________________________, legally authorized representative of the following Landlord ___________________________________________________ do hereby offer for review, the property and the building to which the proposed rental space as detailed above in response to the “Request for Proposal ” of rental space for WHO. I do also certify that there is no legal dispute regarding ownership or any other compliance issues regarding the property and the building to which the proposed rental space pending with the judiciary system of the country.

SIGNATURE/STAMP

| Name and Title of duly authorized representative: | ........................................................................................................|
| Signature: | ........................................................................................................|
| Date: | ........................................................................................................|
Annex II - Vendor’s Self Declaration Form

To be returned by 20 February 2018

<Full legal name of Vendor> the “Vendor” hereby declares to the World Health Organization (WHO) that:

a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO;

c. it or persons having powers of representation, decision making or control over the Vendor have not been convicted of an offence concerning their professional conduct by a final judgment;

d. it or persons having powers of representation, decision making or control over the Vendor have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;

e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Vendor is established;

f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;

g. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;

h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof; and

i. it adheres to the UN Supplier Code of Conduct.

The Vendor understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Vendor from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

| Name and Title of duly authorized representative: | .................................................................................................................. |
| Signature: | .................................................................................................................. |
| Date: | .................................................................................................................. |