



UNOG

**STRATEGIC
HERITAGE_{PLAN}**
SAFETY | SUSTAINABILITY | PATRIMONY



Presentato da:

Catherine Dobbelstein –
SHP/UNOG

Data: 28 Giugno 2016



Palais des Nations

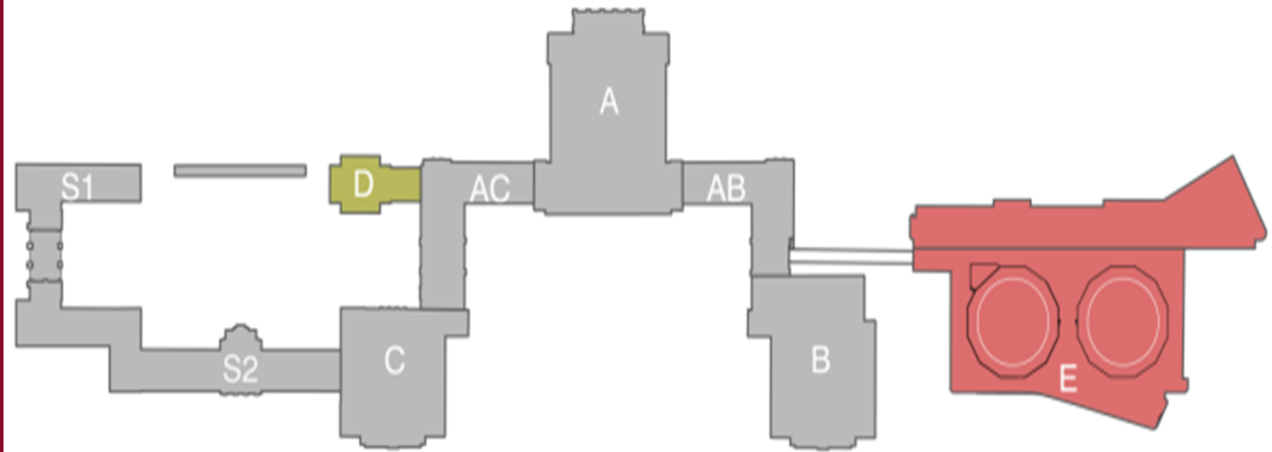
- La **seconda sede** delle Nazioni Unite **dopo** la sede delle Nazioni Unite a **New York**
- Il **centro più attivo per la diplomazia multilaterale** in materia di pace, i diritti umani e il benessere in tutto il mondo

**Working for Peace,
Rights and Well-being**



Palais des Nations Oggi

- **Parco dell'Ariana :**
46 ettari
- **Superficie totale del complesso:**
234,000m² (lordo)
- **Superficie totale degli edifici principali:** 180,000m² (lordo)
- **Sale conferenze:** 34
- **Numero di posti di lavoro:** 2.800
- **Delegati:** circa 75.000/ anno
- **Visitatori:** circa 100.000/ anno
- **Conferenze:** circa 10.000/ anno
- **Eventi:** circa 6500 / anno



Costruzione originale 1929-1936:
Assemblea Palazzo A, AB ed AC
Biblioteca & Archivi, Palazzo B
Sala del Consiglio, Palazzo C
Uffici del Segreteriato, Palazzi S1 e S2

Costruzione dell'estensione 1950 - 1952 :
Palazzo D

Ulteriori edifici costruiti 1968-1973 :
Palacongressi ed uffici Palazzo E



Perché il Strategic Heritage Plan



Quadri Elettrici:

- Impianti obsoleto a fine vita



Unità di trattamento dell'aria:

- Alcuni datano del 1930
- Difficoltà nella manutenzione
- Privo di barriere antifumo in caso di incendio



Archivi

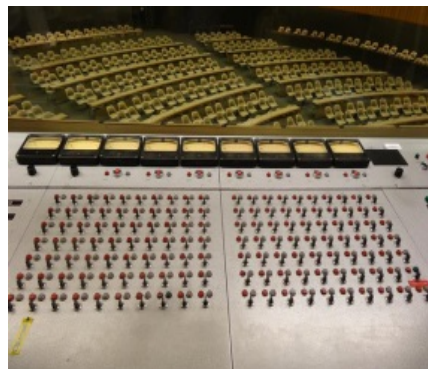
- Senza sicurezza antincendio
- Nessuna protezione contro le infiltrazioni d'acqua

Stato di fatto



Archivi biblioteca

- Privo di sicurezza antincendio
- Nessuna protezione del patrimonio storico, archivi della «Société des Nations»



Sistemi di congresso obsoleti

- Bassa sicurezza antincendio nelle sale
- Impianti audio video con tecnologia superata
- Accessibilità limitata



Rimozione amianto

- Amianto presente nelle strutture portanti
- Amianto presente in materiali vari

Stato di fatto

Obiettivi

- Rendere l'ambiente di lavoro più sicuro e flessibile.
- Rendere gli edifici accessibili alle persone portatori di handicap.
- Ridurre i costi energetici
- Preservare il patrimonio del Palais des Nations
- L'aggiornamento dei sistemi informatici, congressuali e della diffusione delle conferenze
- La continuità operativa del sito.
- Consegna nei tempi e nel budget previsti

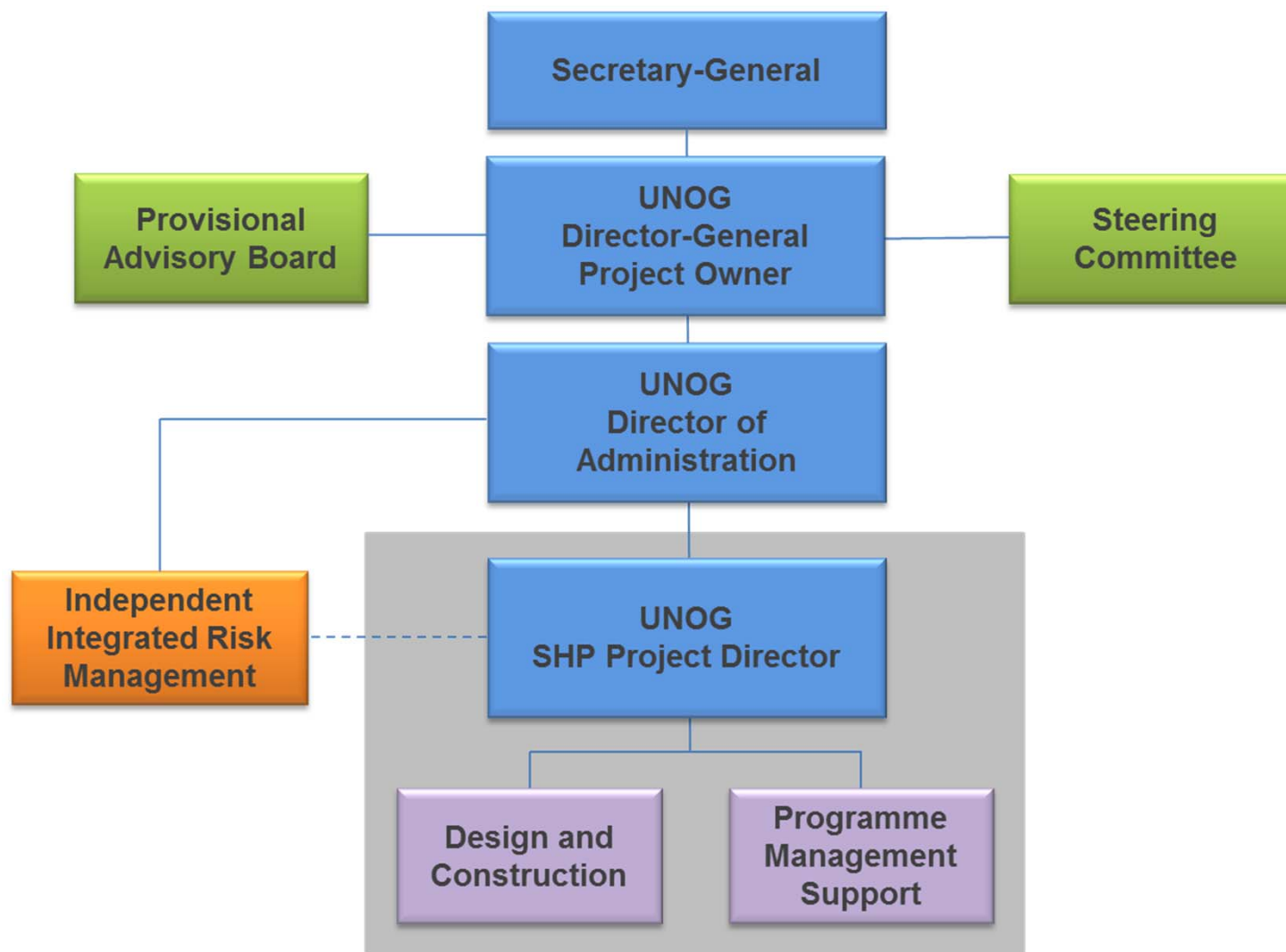


SHP approvato dall'Assemblea delle UN in 2015

Progettazione e budget
approvati per:

- Inizio di lavori di **preparazione del sito e scavi**
- Costruzione di un **nuovo edificio** per uffici
- **Ristrutturazione** di edifici esistenti
- **Smontaggio** torre E
- Fine lavori nel **2023**
- Costo totale
CHF 836,5 M
- Prestito da parte della Svizzera
CHF 400 M



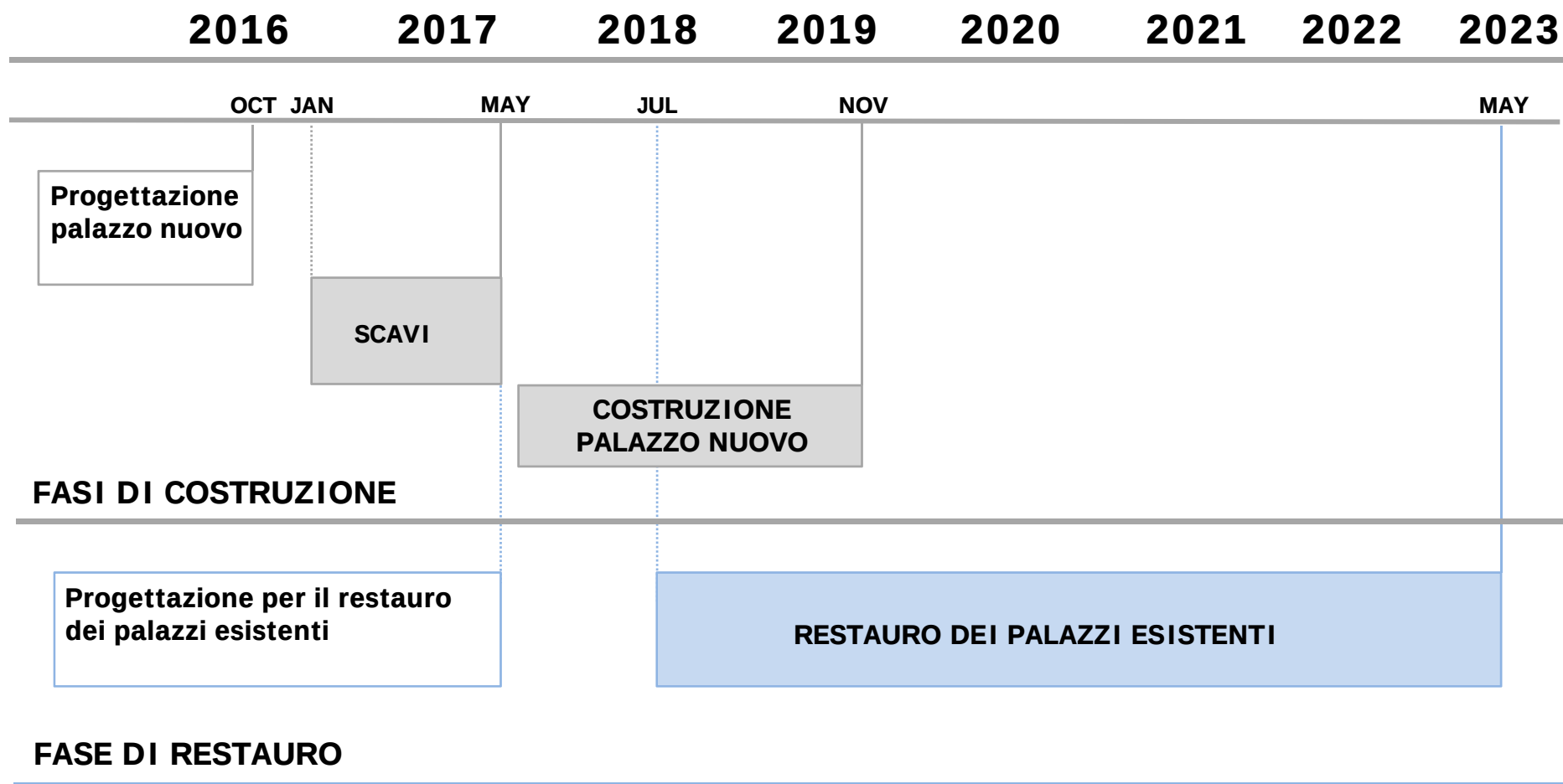


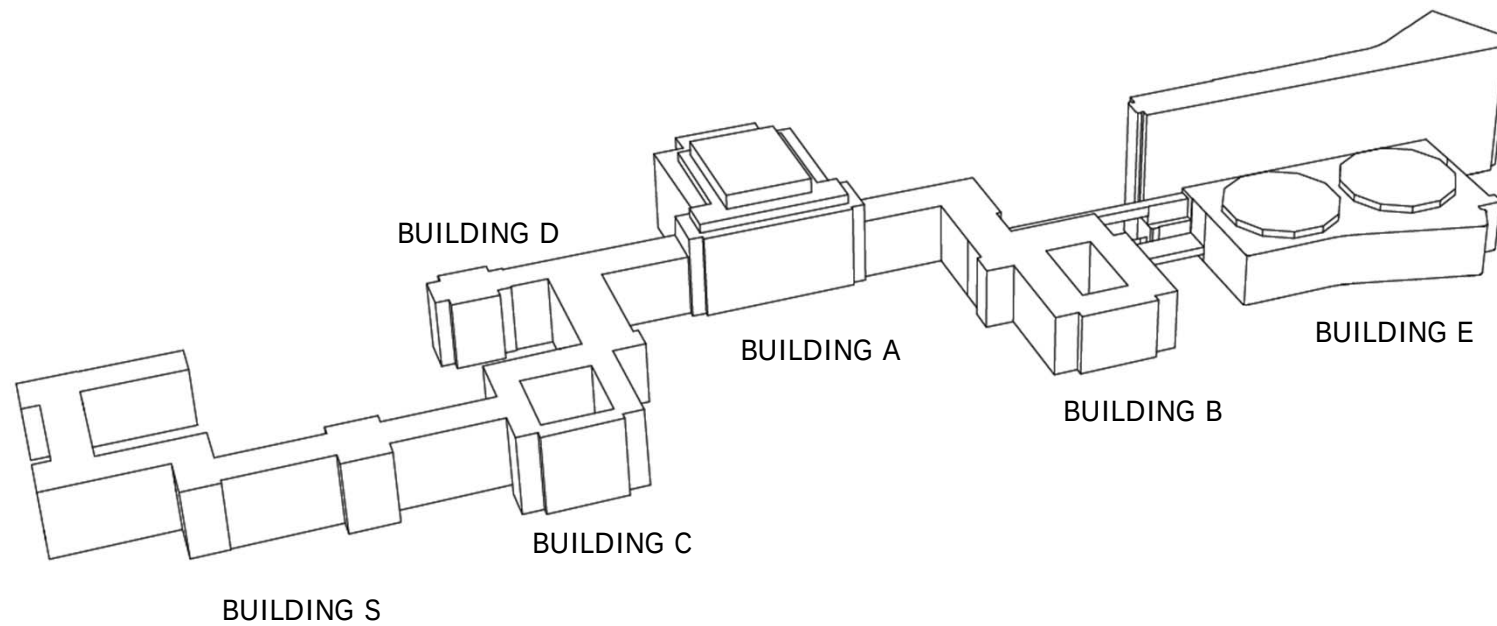
SHP Struttura di controllo e direzione progetto

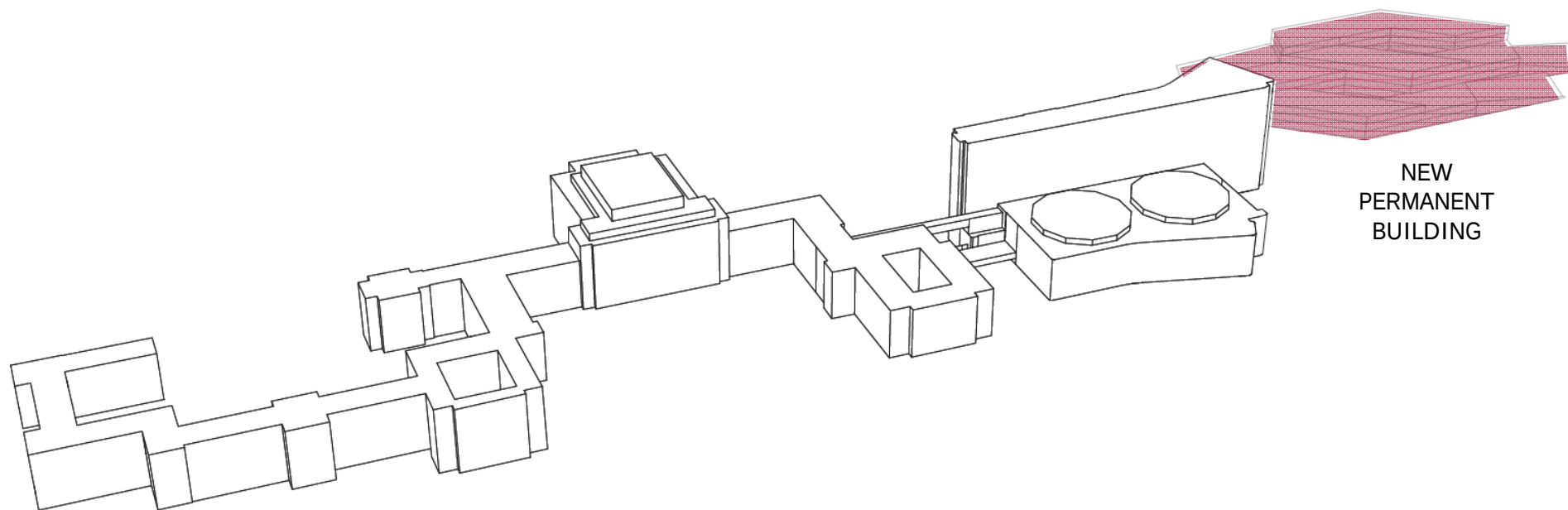
Calendario dei lavori

- **2016: Progettazione ed appalti**
- **2017: Preparazione sito e scavi**
- **2017/2019, Fase I: Costruzione palazzo nuovo**
- **2019/2023, Fase II: Restauro palazzi esistenti**
- **2023: Fine lavori**



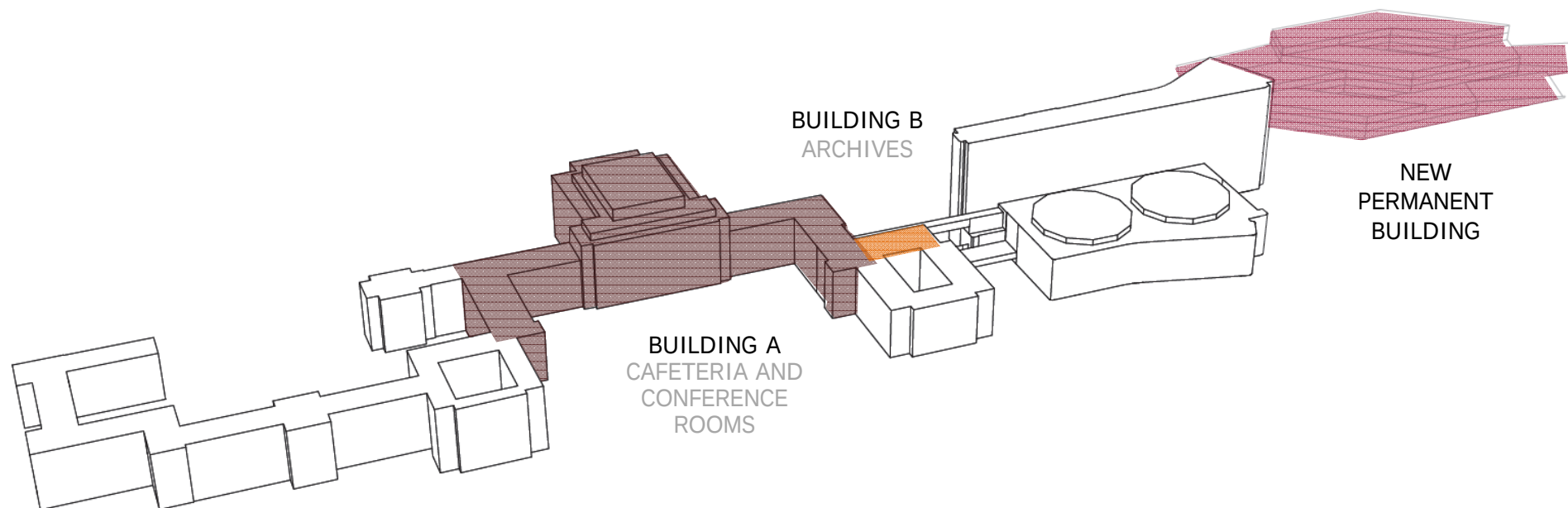






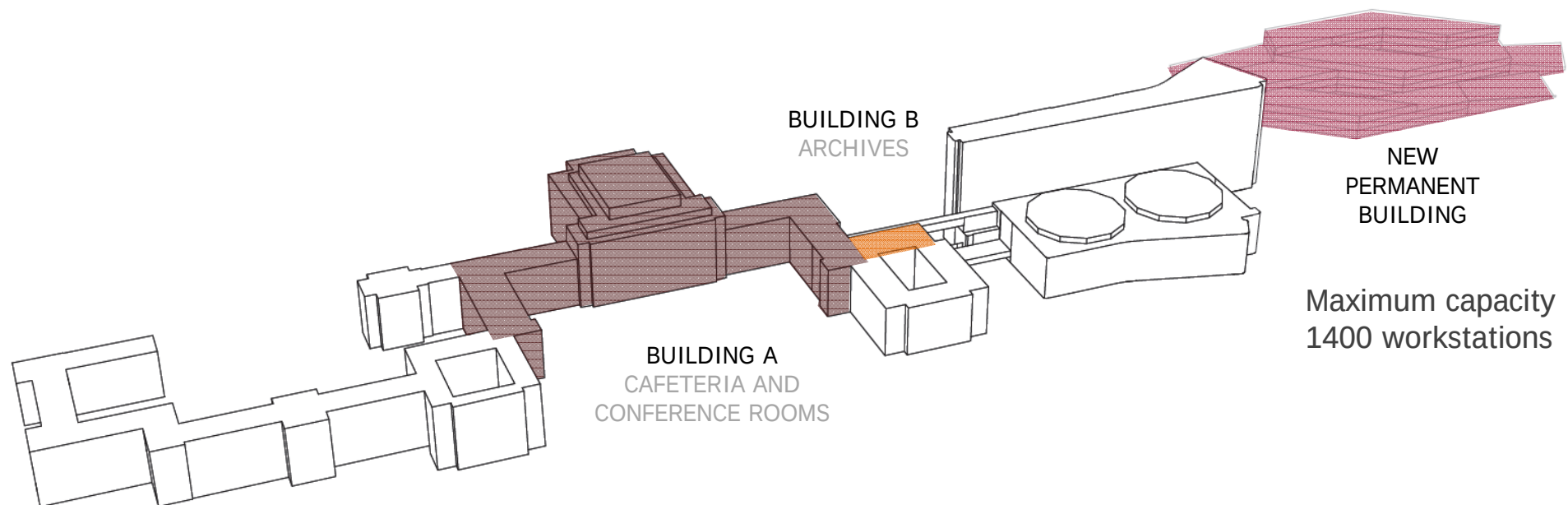
Costruzione palazzo nuovo

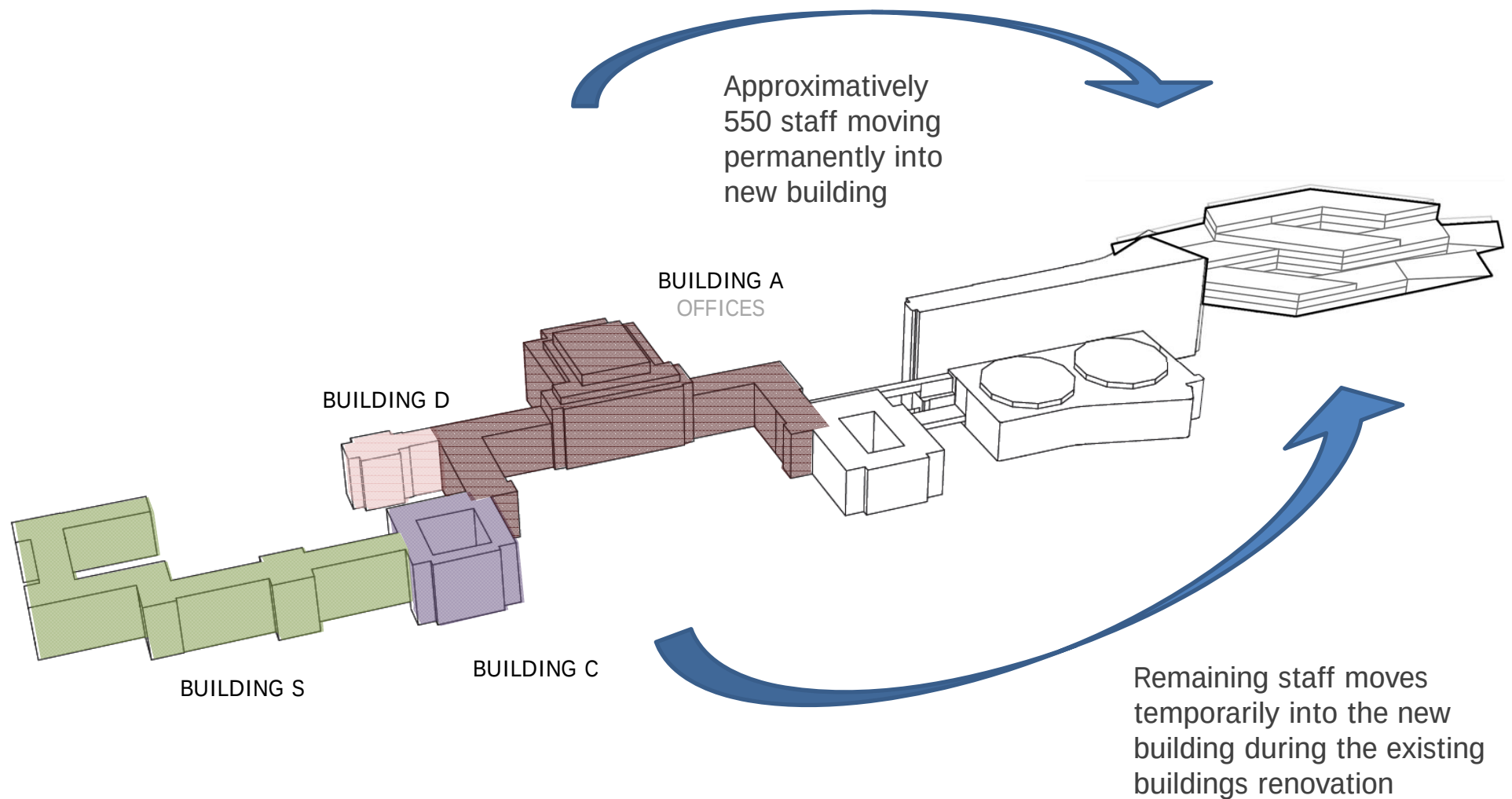
2017



Inizio restauro sale conferenze e sistema antiincendio biblioteca

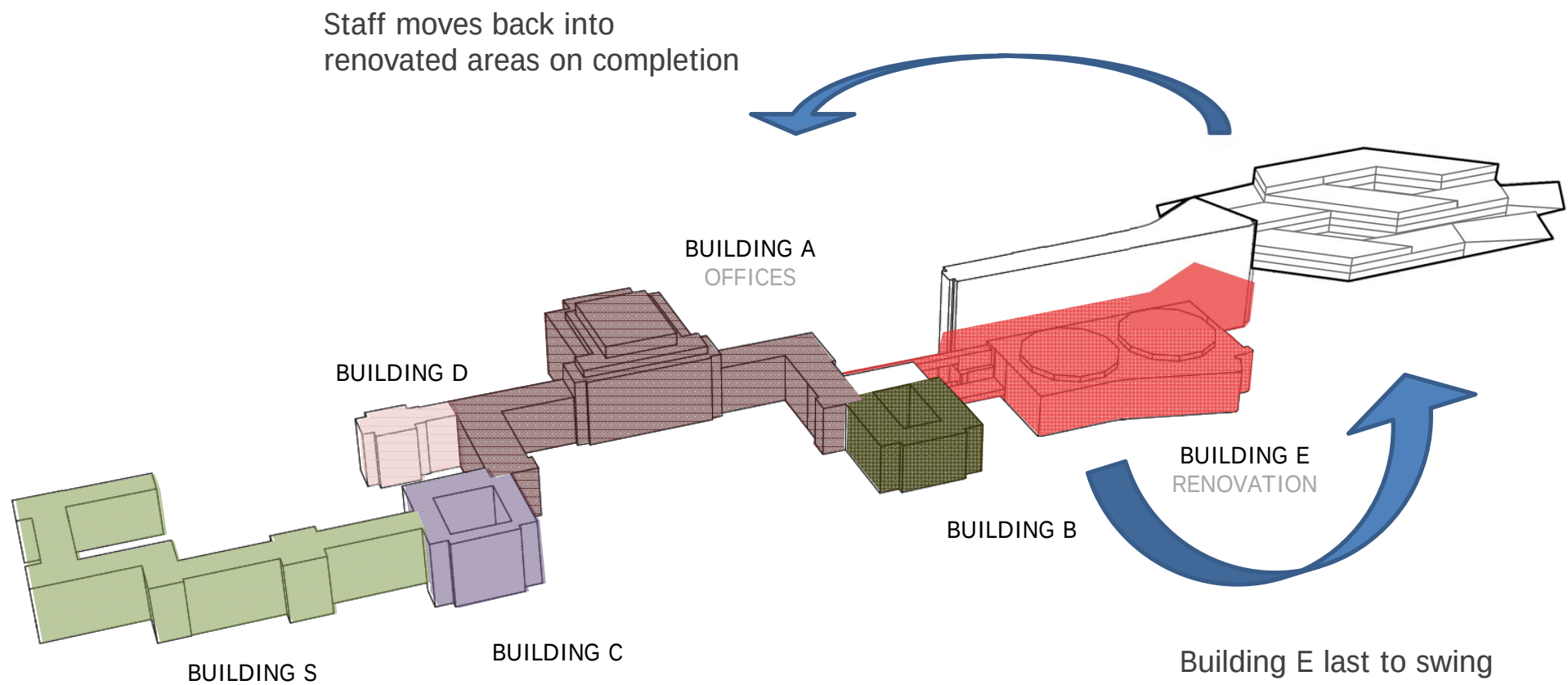
2018





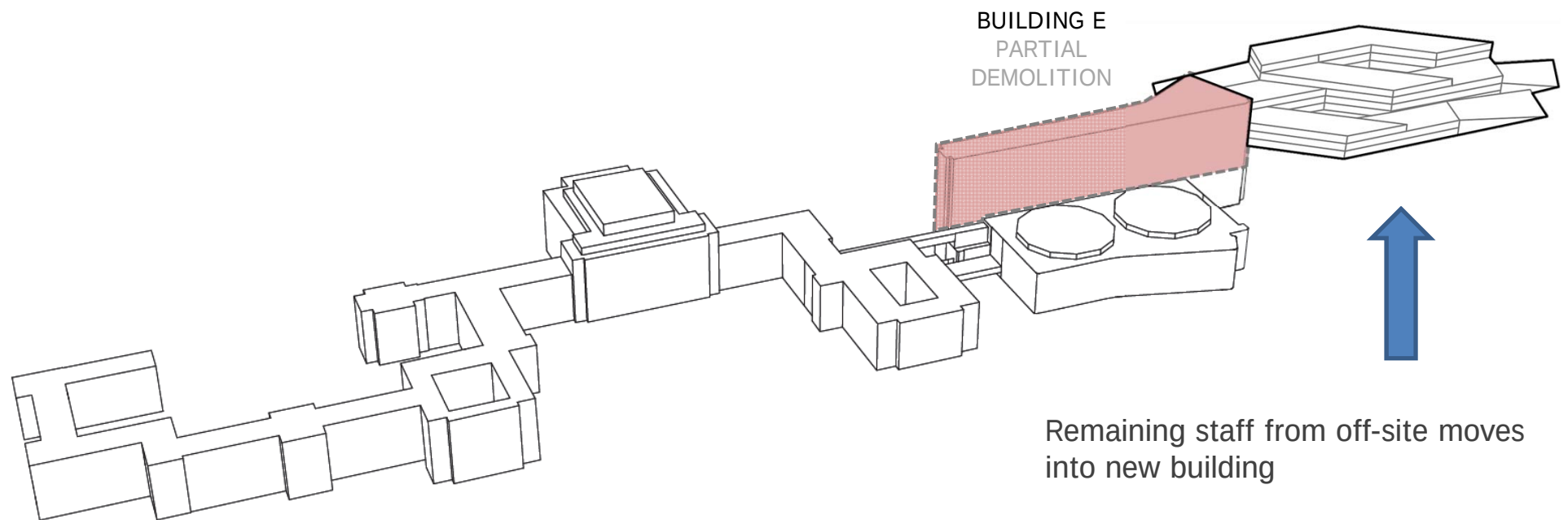
Logistica dei trasferimenti temporanei da definire

2019 - 2021



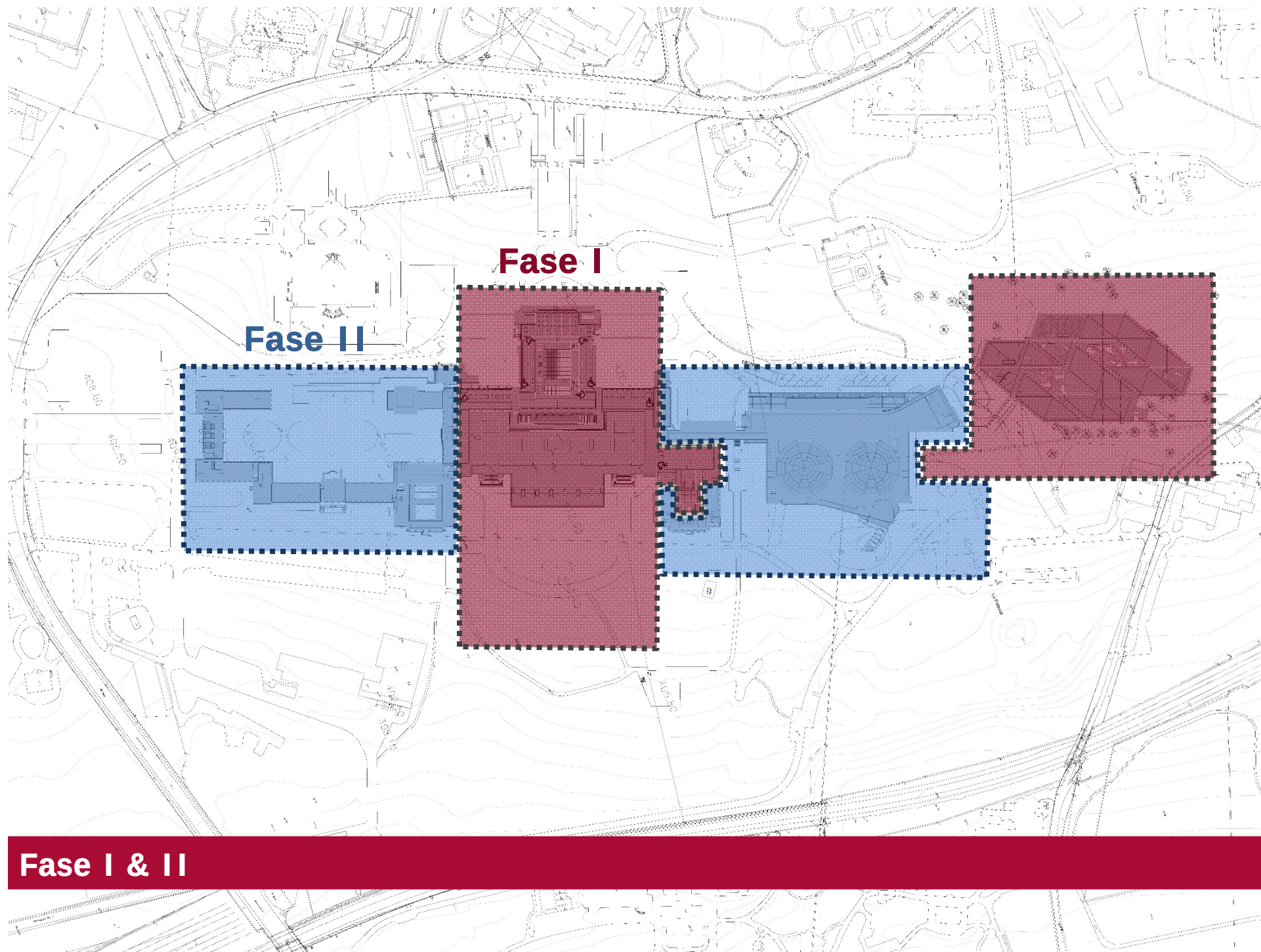
Fine dei spostamenti dello staff

2021

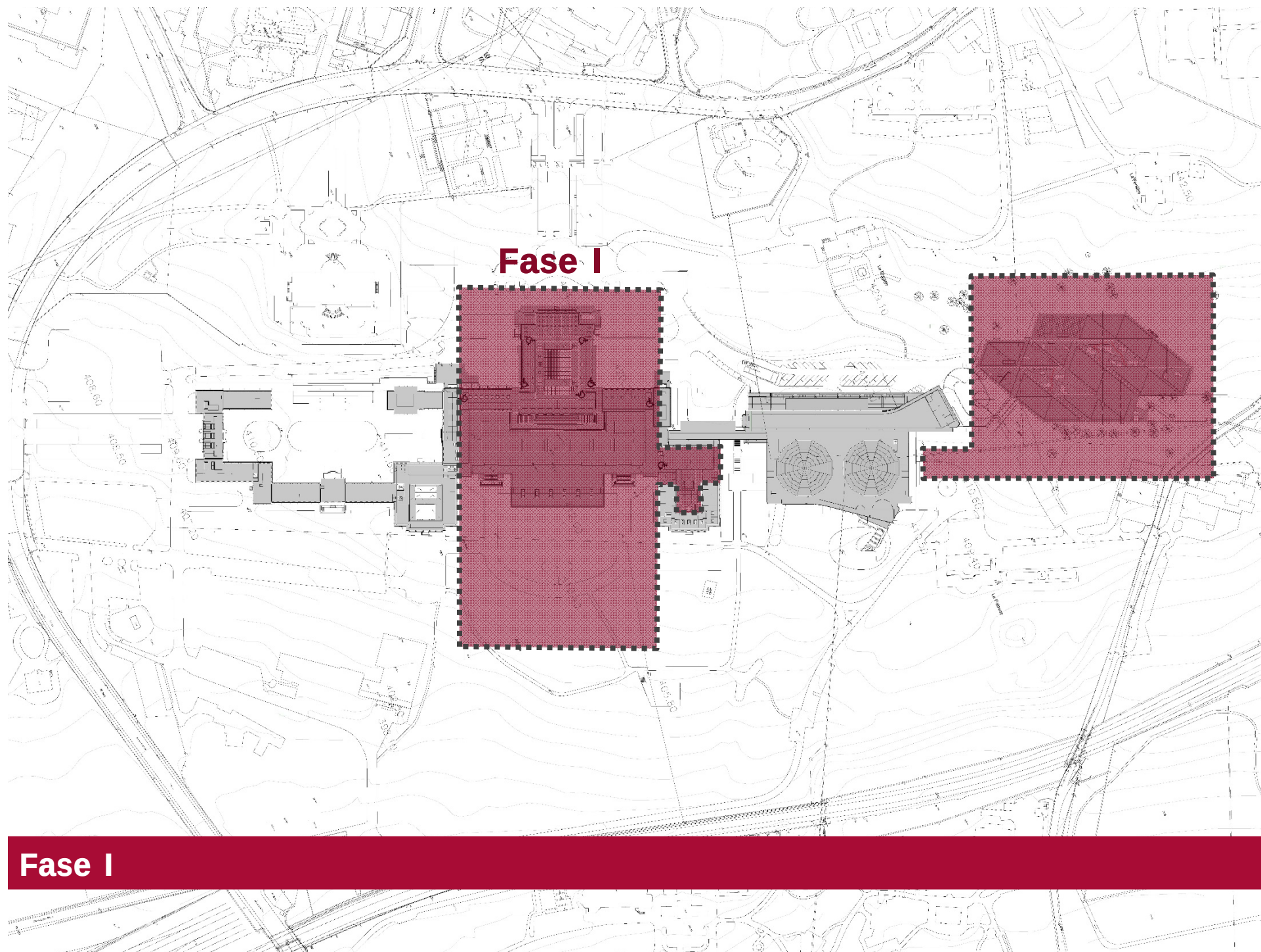


Fine dei lavori e smatellamento della torre E

2022-2023



Fase I & II

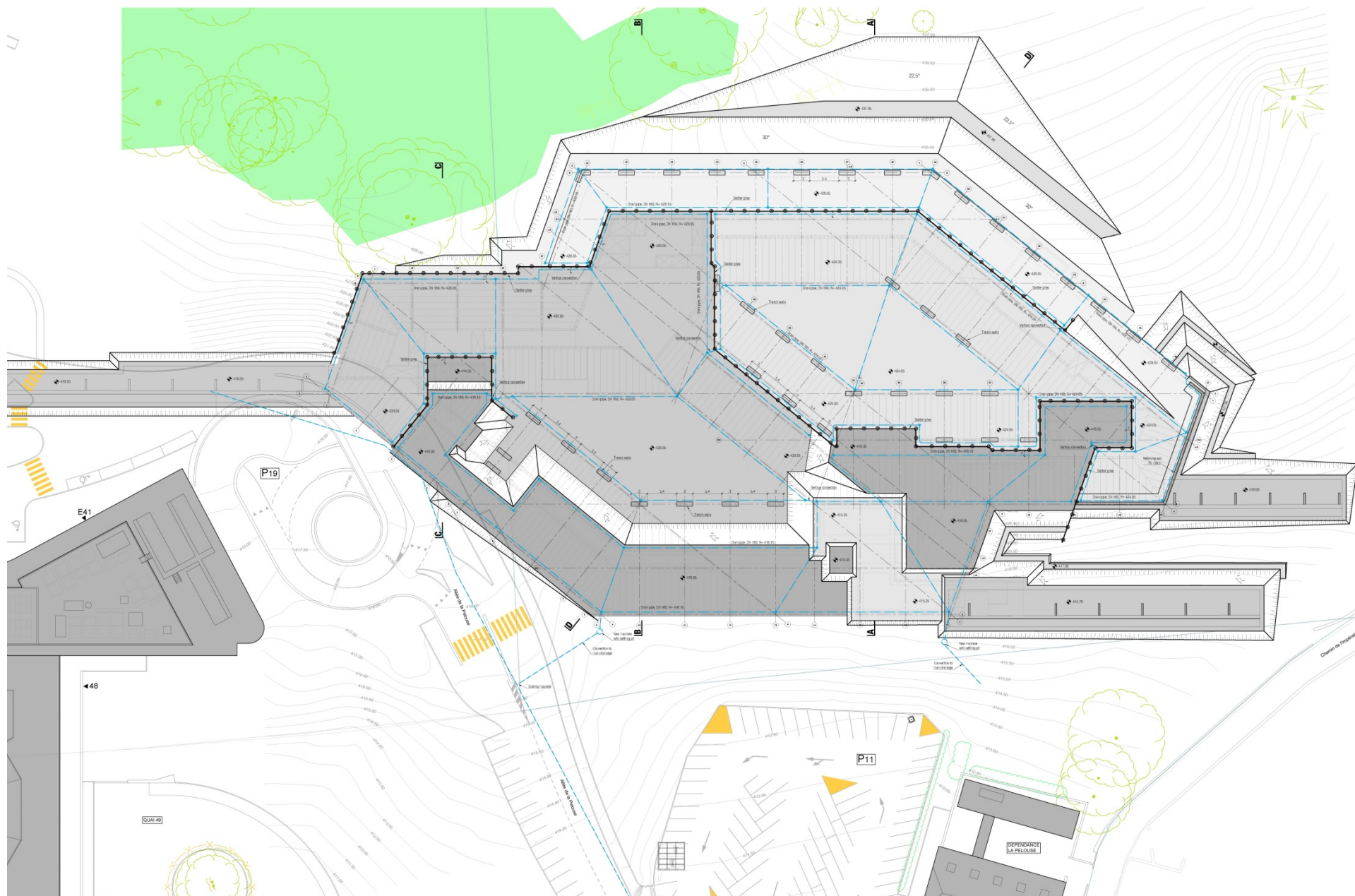


Fase I

Scopo dei lavori

- Scavo di circa **47.000 m³ di terreno**;
- **Ridistribuzione della terra di scavo** all'interno del comprensorio per motivi economici;
- Protezione dell'**ambiente e sostenibilità**;
- Costruzione di **muri di sostegno**;
- Installazione del sistema di **drennaggio** per lo scavo;
- Rimozione e/o la protezione degli **alberi**;
- **Trasferimento e messa in sicurezza** di sistemi ed impianti esistenti;
- Realizzazione de **collegamento alla rete fognaria** esistente e **ricupero delle acque piovane**;
- **Rimozione di antenne** obsolete;
- Installazione di un **impianto di lavaggio** per i mezzi di trasporto pesanti.

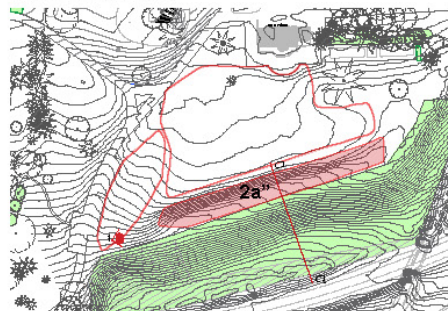
Fase I - Preparazione sito e scavi



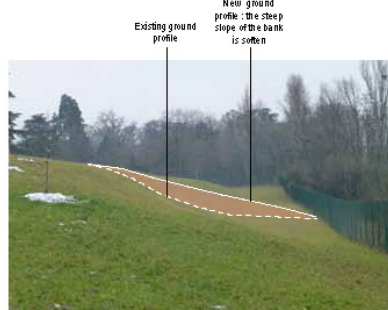
Fase I – Scavi e muri di contenimento



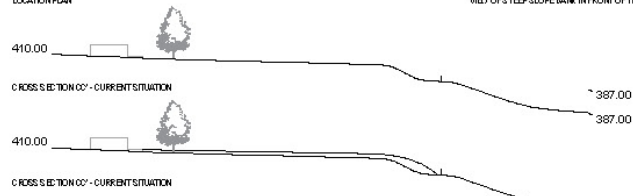
2a". STEEP SLOPE BANK



LOCATION PLAN



VIEW OF STEEP SLOPE BANK IN FRONT OF THE VILLA LA PELOUSE - 1



Topography appears to already have been modified. A steep slope marks the limit between the Villa La Pelouse's meadow and the protection fence.

Principle: a medium of 0.70m level rise makes a soften slope from the Villa La Pelouse's meadow and the protection fence

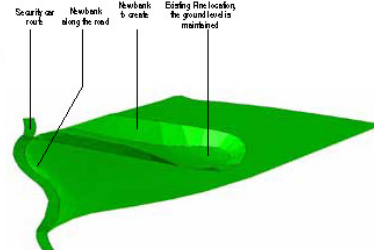
Work required: accurate survey of the topography; existing bank's stabilization.

Estimated volume :

(Average thickness 250 cm) 3325 m³
(Average thickness 350 cm) 5185 m³

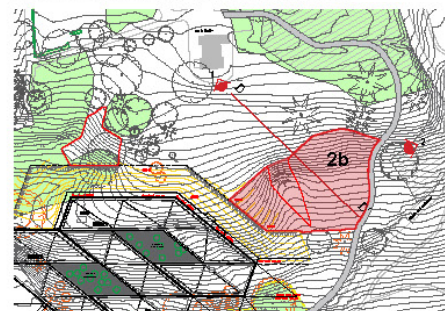
Observations

- CMNS requirement
- Area adjoining a CFF zone, distance to the roads: 55m
- Existing backfill stabilization study is required



PROJECTED GROUND LEVEL MODEL - FROM THE SECURITY CAR ROUTE - 2

2b. MEADOW IN FRONT OF THE VILLA LA FENÊTRE



LOCATION PLAN



VIEW OF THE MEADOW IN FRONT OF THE VILLA LA FENÊTRE - 1



The surface is on a natural slope, the field seems to fade at the edge of the woods. The view is naturally captured by the panorama of the lake and the mountains.

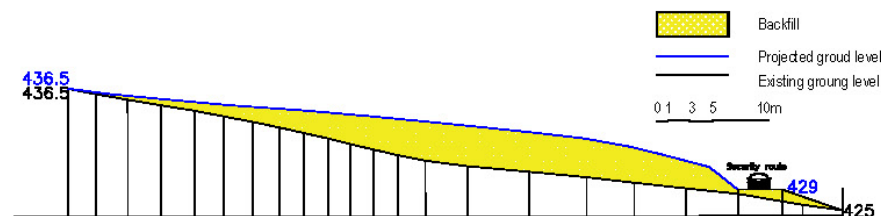
Principle: identical to the Villa la Pelouse. The security road could be hidden by these new embankments. The natural slope of the ground is conserved so that to maintain the view through the lake.

Work required: identical to the Villa la Pelouse's meadow

Estimated volume of surveyor : 9747m³

Observations

- CMNS requirement
- Security car route location is currently not confirmed
- On that case the *Pinus sylvestris* is not conserved
- A coordination between SOM and B&P is necessary regarding both the projected bank and the existing ground floor connection with the new ground floor level related to the backfi



Fase I – Spostamenti di terra di scavo

Fase I Palazzo Nuovo





Ubicazione e collegamento con struttura esistente



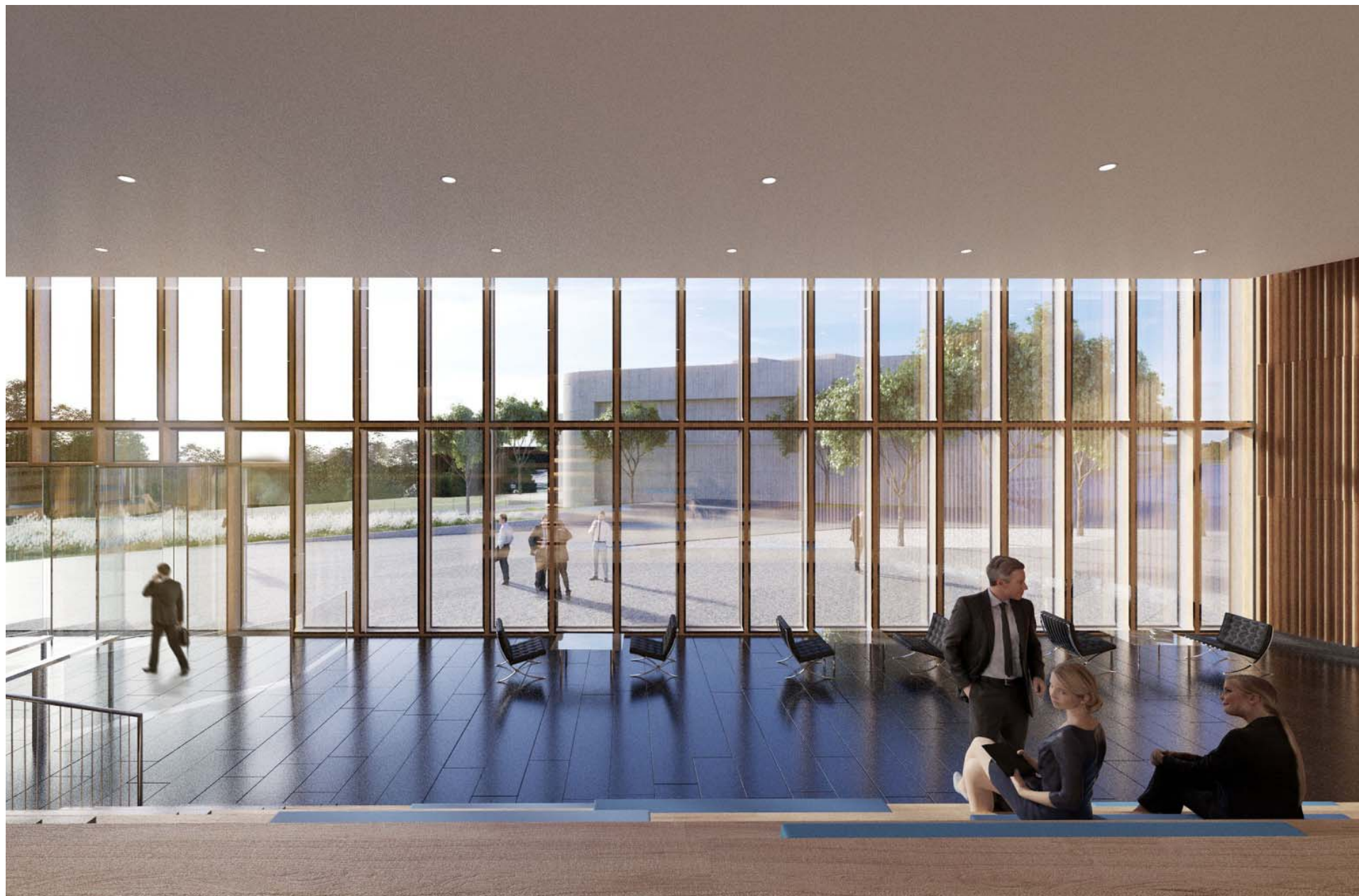
Tetti verdi e parzialmente attrezzati



Cortili interni

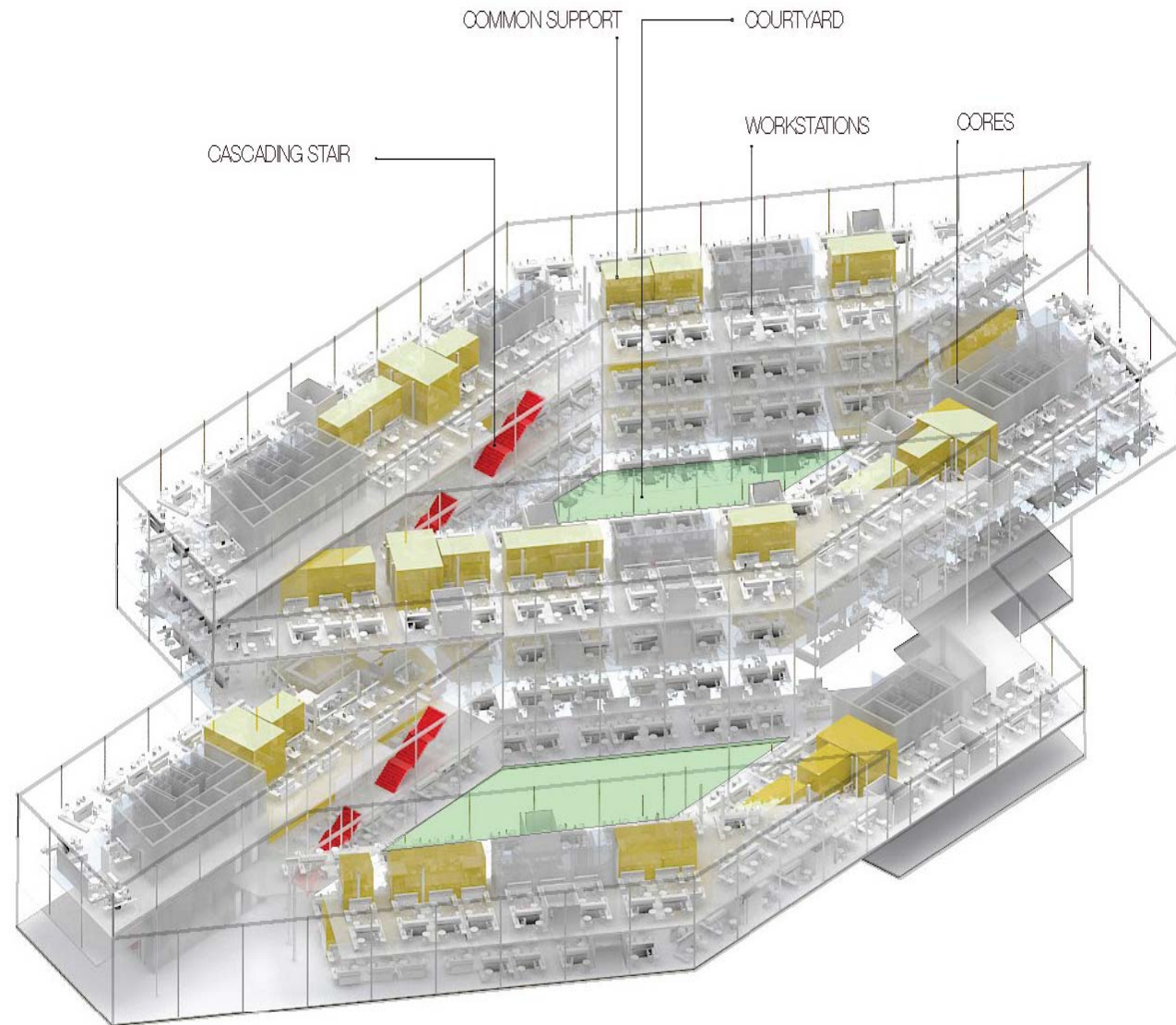


Scala ed atrio d'ingresso

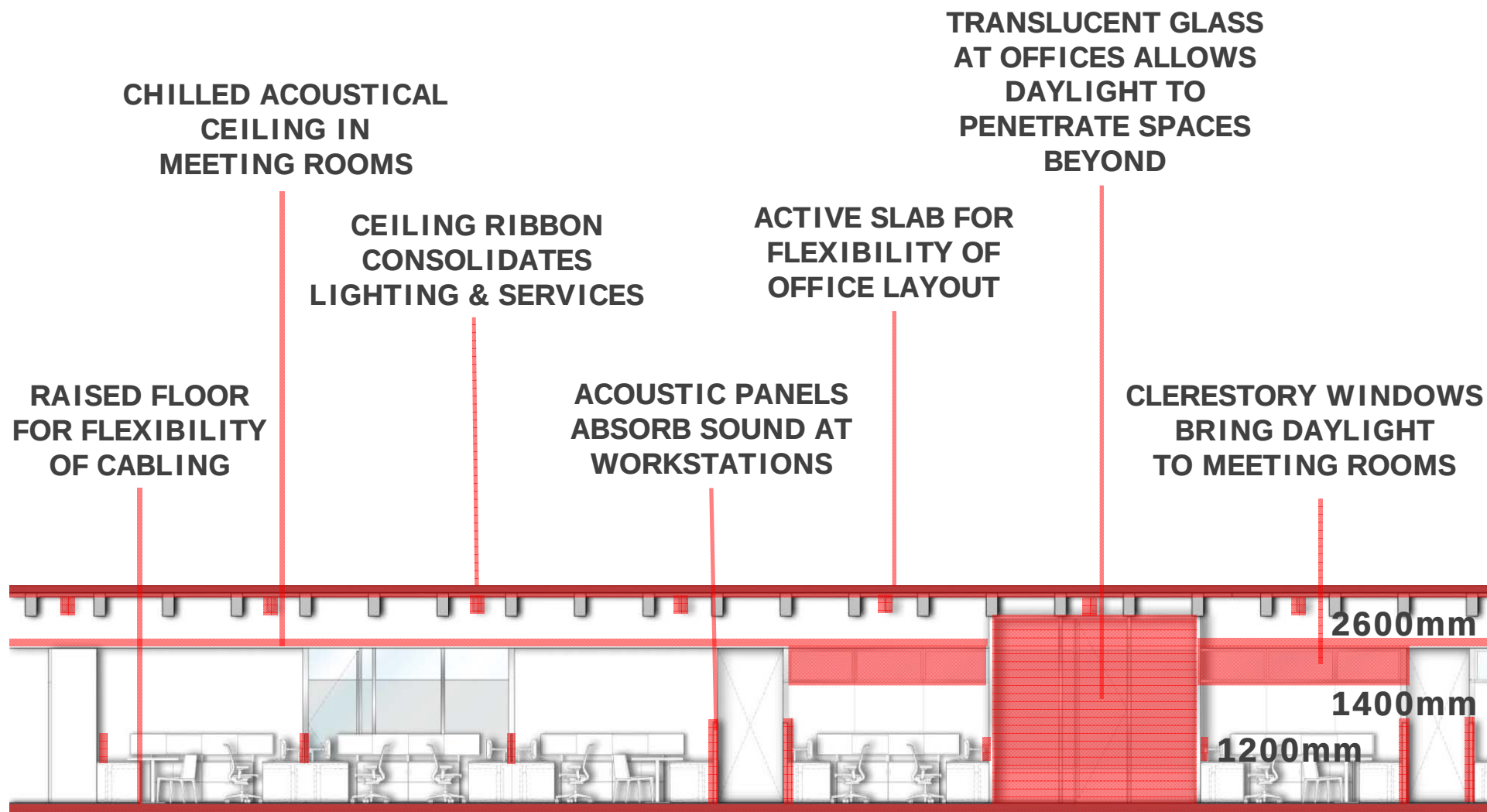


Vista dalla scala sul piazzale

- **FUNZIONALE**
- **FLESSIBILE**
- **SOSTENIBILE**
- **DUREVOLE**
- **ARCHITETTURA
LUNGIMIRANTE**



Spazi personalizzati per favorire un ambiente di lavoro più comunicativo



Palazzi Esistenti





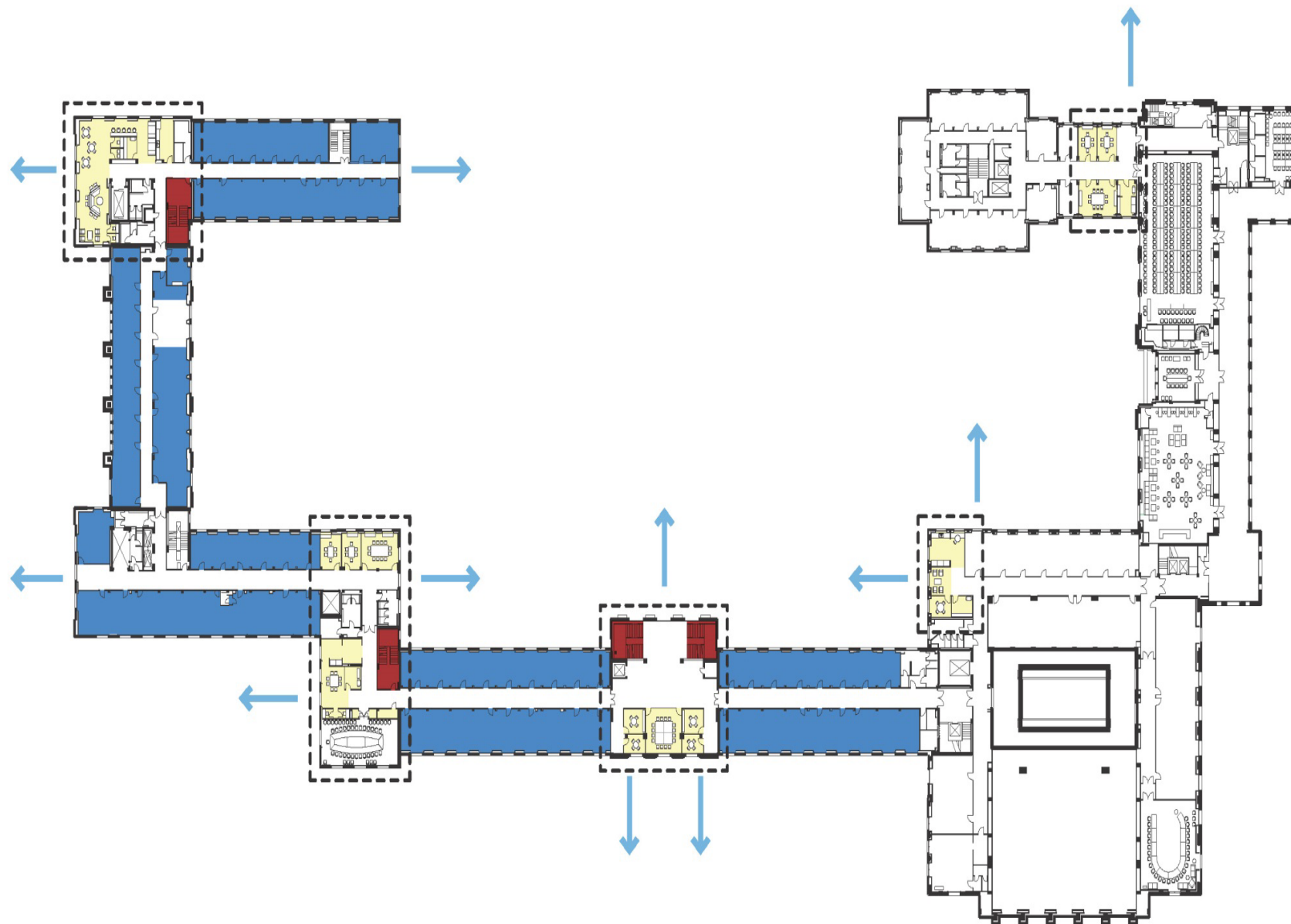
Estensione della mensa



Estensione della mensa



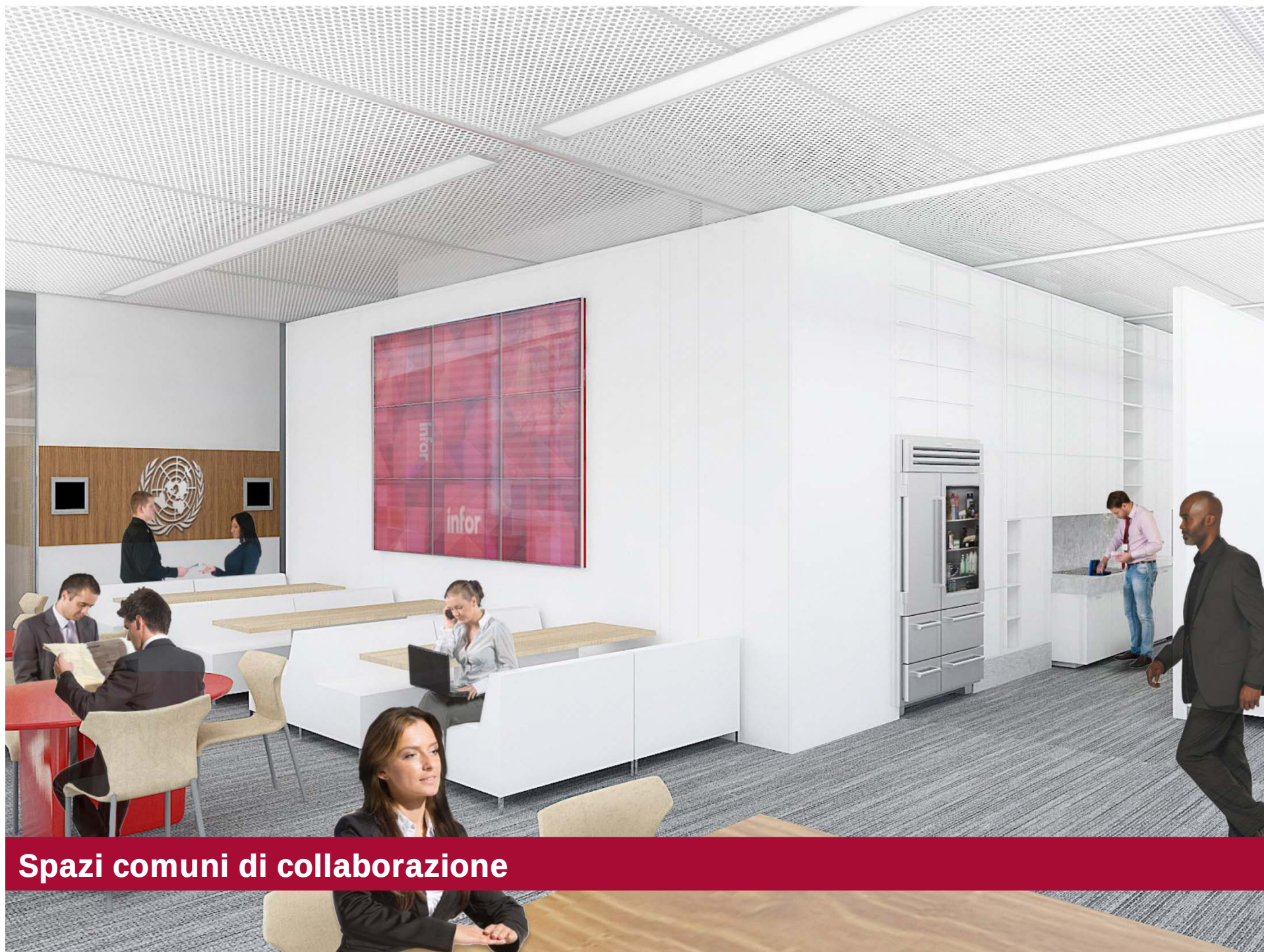
Riqualificazione della Cour d'Honneur



Spazi comuni di collaborazione



Spazi comuni di collaborazione

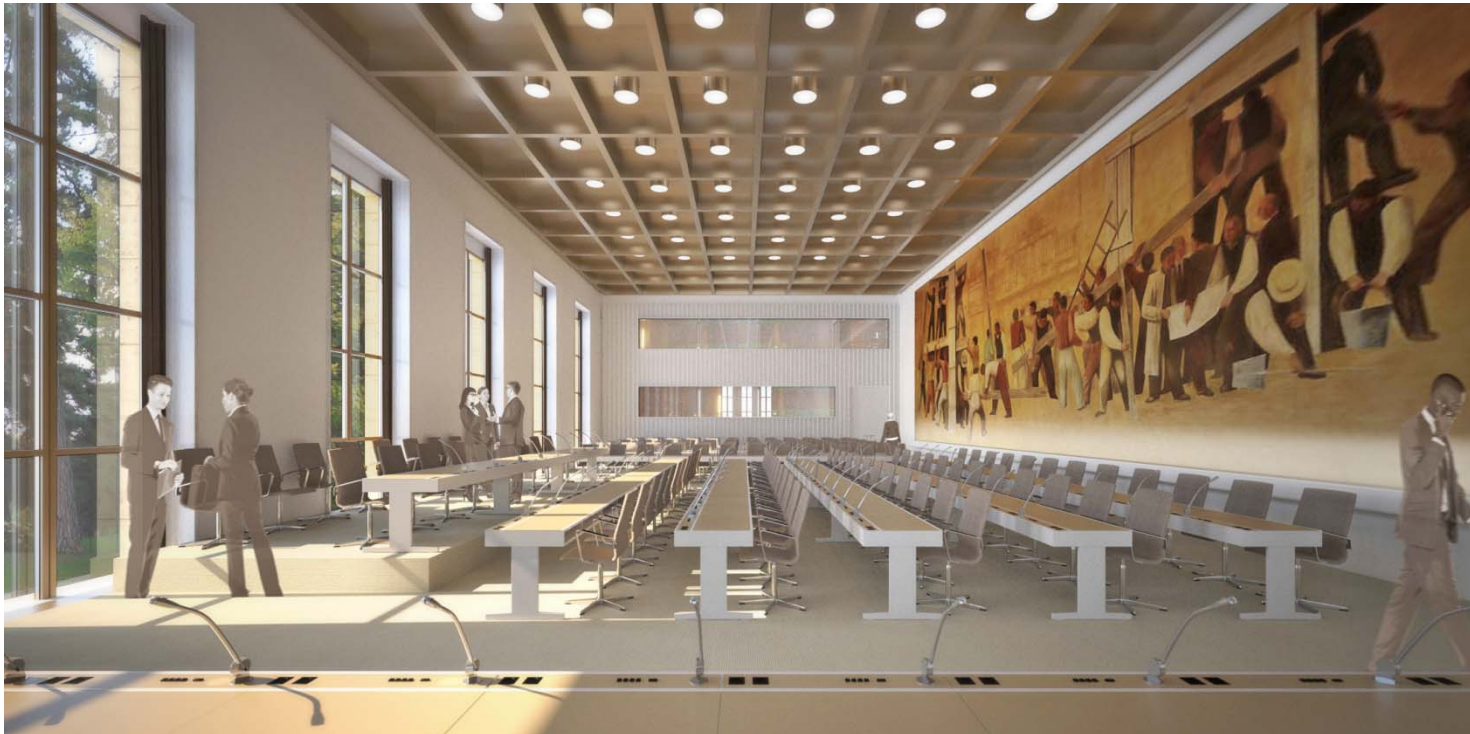


Spazi comuni di collaborazione



Questa sala viene anche chiamata la sala italiana.

L'affresco rappresenta la costruzione del Palais des Nations e fu donato dal Governo Italiano nel 1937.



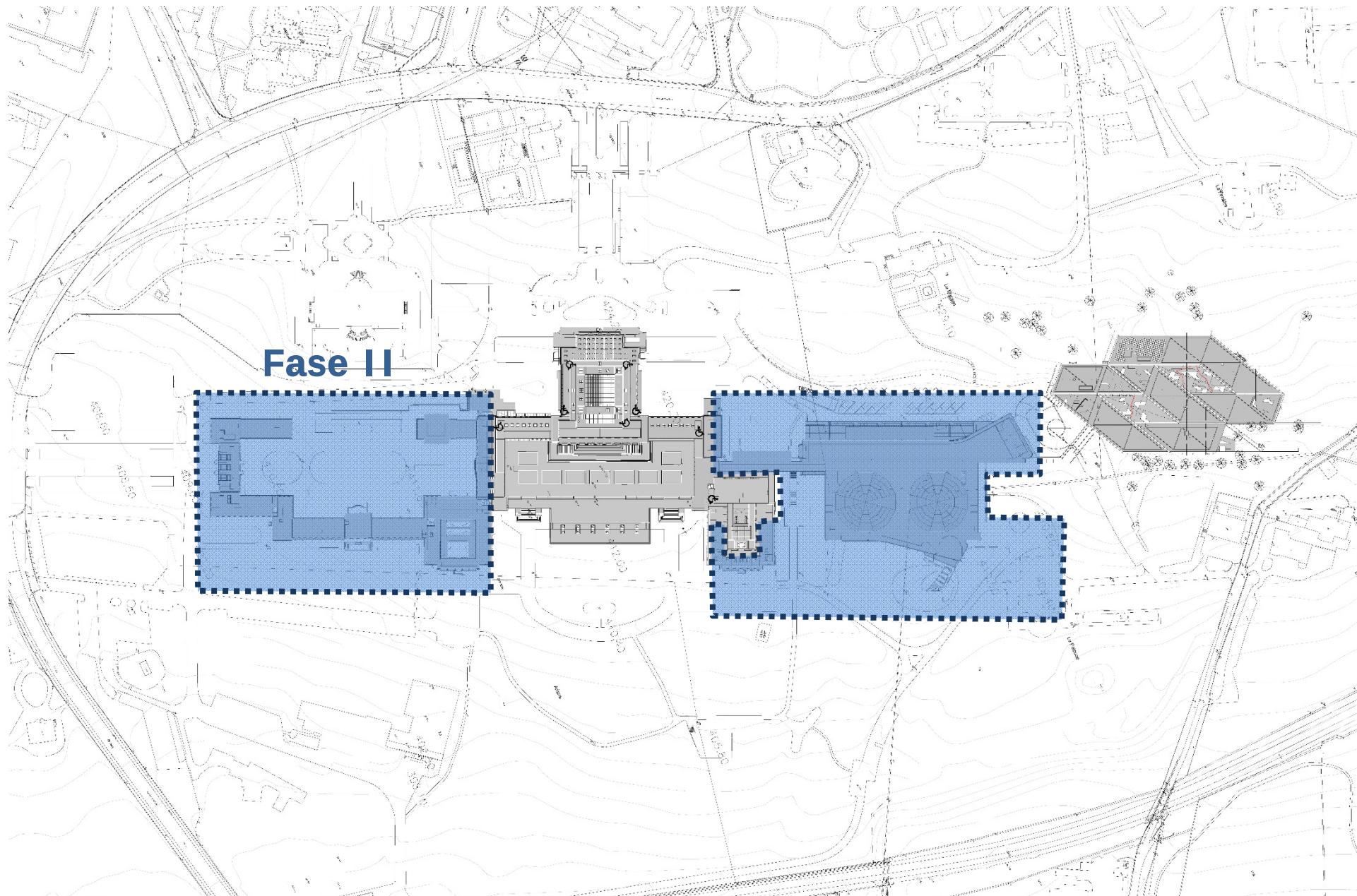
Restauro delle sale conferenze – Sala XII



Restauro delle sale conferenze – Sala XVI



Salvaguardia del patrimonio architettonale



Fase II

ROOM XVIII EXISTING CONDITION



Current State



2013



Levels	USES	Levels	ACCESS (A) access without steps
1st:	Hall, toilets.	1st:	1st level directly (A)
2nd:	Gallery, interpreters' booths, toilets.	2nd:	2nd level directly (A)

TECHNICAL FEATURES	CAPACITY	DIMENSIONS
Air conditioning	Yes	Chairperson's table seating 9
Automatic amplification	Yes	Chairperson's table, rear seating 10
Public address system	Yes	Hall seating, with tables 258
Interpretation	Yes	Hall seating, with chairs 274
Interpreters' booths	5	Gallery 90
Recording	Yes	
Video projection on request	Yes	Total capacity 641
		Usable area 970,00 m²

HISTORIC EVOLUTION	Donors	Evolution (Authors)
Period	-	Architecture and decoration. Furniture (C. Perriand). Brown carpet, walls curved laminated wood. Ceiling metal strips.
1968-73	-	

CONFERENCE SYSTEMS	Current
Electronic Voting System integrated	Not present
Digital Name Plates	Not present
WiFi	Present
Projection System & Video Display	Present
Transcription Real Time Captioning Display	Not present
Audio installations Microphones Speakers	Present
Simultaneous Interpretation System	Present
Record & Archive Audio System	Present
Presentation Systems for use w/P,Point, Prezy, etc	Present
Video Conference System	Not present
Audio Multicasting System	Not present

UTILIZATION DATA
Yearly room utilization [dec 2013- nov 2014] - 45% (average UNOG 67%)
*100% utilization is equivalent to two meetings per room per day
Users [2015]
Organization(days): WHO tobacco(5); DPI(1); CIUTI(2); UNFCCC(10); COW(44); FMSC's(5); CSTD(5); ILO(14); WHO(6); Pensions(3); ECOSOC(3); UNC(4); UNCTAD(14); CAT(1); OCHA(3); UNCT(3); IOM(10); BWC(11).
Month(days): Jan(8); Feb(10); Mar(5); Apr(13); May(19); Jun(15); Jul(12); Aug(16); Sep(13); Oct(12); Nov(11); Dec(10).
Total days: 144

Building: E Main floor: 1st

Door: E40
Lift: E40-E54

Donor Country / Donation:

Room type:
Major Conference room

Status:
Original (1973)

Architectural value:
Medium

Recommendations:
Preserve some original elements.



View from the gallery



View from the hall



View from the podium



View from the hall

SOURCES:

- 1_UNOG Publications:
-Histoire et Architecture du Palais des Nations 1924-2001 (Geneva 2001)
-Au coeur du Palais des Nations 1945-2005 (Geneva 2006)
-The Conference Rooms (Geneva 2010)
- 2_UNOG official website:
www.unog.ch
- 3_Division of Conference Management UNOG
- 4_Hill + Impulse Comprehensive Report N°3
- 5_UNOG SHP Conference Systems Requested to be included in Specific Conference Rooms (24-May-14)

Restauro delle sale conferenze – analisi storica

INDOOR BASELINE IMPROVEMENTS

LEVEL 3

Realizzazione di sistemi per facilitare l'accesso ai disabili

Sostenibilità

- Nel rispetto di LEED Gold e MINERGIE;
- Riduzione di spesa per l'energia;



Palazzi esistenti:

- Sostituzione della torre del palazzo E con un nuovo edificio;
- Uso dell'acqua del lago Lemano per il riscaldamento (GLN);
- Sostituzione degli infissi originali con infissi di nuova generazione;
- Coinbentazione delle tubature;
- Riduzione della velocità dell'aria in canalizzazione;
- Sfruttare la ventilazione naturale;
- Controllo dell'illuminazione per mezzo della tecnologia DALI;

Palazzo nuovo:

- Integrazione dell'edificio nel paesaggio;
- Uso di materiali sostenibili (lamellare);
- Qualità dell'ambiente interno (luce naturale, comfort termico, soffitti alti);
- Tetti verdi e ricupero delle acque piovane;
- Raffreddamento passivo (soffitti attivi) tramite l'uso di acqua del lago;
- Riscaldamento connesso al riscaldamento primario esistente;
- Impianto di aria fresca dedicato con volume d'aria variabile;
- Illuminazione, l'ombreggiatura e regolarizzazione della temperatura automatizzata.

Sostenibilità – misure prese in considerazione

Restauro

Qualque dato

- Unità di trattamento dell'aria 45+
- Cablaggio
 - A basso voltaggio 1000+ km
 - IT voce & dati 700+ km
 - Systema di orologio interno 5+ km
 - CCTV ed altri systemi di sicurezza 10+ km
- Quadri elettrici 250+
- Tubature
 - Acqua calda 3+ km
 - Riscaldamento 3+ km
 - Sanitario 1+ km
 - Acqua potabile 2.5+ km

Dietro le quinte, stiamo sostituendo e l'installando ...

Italian UN SHP Business Seminar

***“Doing business with
the United Nations and
SHP Procurement
Processes and
Timelines”***

Presented by: Boi-Lan Nguyen
Lemoine – SHP/UNOG

Date: 28th June 2016



Overview of the UN





The United Nations System

UN Principal Organs

- General Assembly
- Security Council
- Economic and Social Council
- Secretariat
- International Court of Justice
- Trusteeship Council⁶

Subsidiary Bodies

Main and other sessional committees
Disarmament Commission
Human Rights Council
International Law Commission
Standing committees and ad hoc bodies

Subsidiary Bodies

Counter-terrorism committees
International Criminal Tribunal for Rwanda (ICTR)
International Criminal Tribunal for the former Yugoslavia (ICTY)

Funds and Programmes¹

UNCTAD United Nations Conference on Trade and Development
• **ITC** International Trade Centre (UNCTAD/WTO)
UNDP United Nations Development Programme
• **UNCDF** United Nations Capital Development Fund
• **UNV** United Nations Volunteers
UNEP United Nations Environment Programme
UNFPA United Nations Population Fund

UN-HABITAT United Nations Human Settlements Programme
UNHCR Office of the United Nations High Commissioner for Refugees
UNICEF United Nations Children's Fund
UNODC United Nations Office on Drugs and Crime
UNRWA² United Nations Relief and Works Agency for Palestine Refugees in the Near East
UN-Women United Nations Entity for Gender Equality and the Empowerment of Women
WFP World Food Programme

Research and Training Institutes

UNICRI United Nations Interregional Crime and Justice Research Institute
UNIDIR² United Nations Institute for Disarmament Research

UNITAR United Nations Institute for Training and Research
UNRISD United Nations Research Institute for Social Development
UNSSC United Nations System Staff College
UNU United Nations University

Other Entities

UNAIDS Joint United Nations Programme on HIV/AIDS
UNISDR United Nations International Strategy for Disaster Reduction
UNOPS United Nations Office for Project Services

Related Organizations

CTBTO Preparatory Commission Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
IAEA^{1,3} International Atomic Energy Agency
OPCW Organisation for the Prohibition of Chemical Weapons
WTO^{1,4} World Trade Organization

Advisory Subsidiary Body

Peacebuilding Commission

Functional Commissions

Crime Prevention and Criminal Justice
Narcotic Drugs
Population and Development
Science and Technology for Development
Social Development
Statistics
Status of Women
Sustainable Development
United Nations Forum on Forests

Regional Commissions

ECA Economic Commission for Africa
ECE Economic Commission for Europe
ECLAC Economic Commission for Latin America and the Caribbean
ESCAP Economic and Social Commission for Asia and the Pacific
ESCWA Economic and Social Commission for Western Asia

Other Bodies

Committee for Development Policy
Committee of Experts on Public Administration
Committee on Non-Governmental Organizations
Permanent Forum on Indigenous Issues
United Nations Group of Experts on Geographical Names
Other sessional and standing committees and expert, ad hoc and related bodies

Departments and Offices

EOSG Executive Office of the Secretary-General
DESA Department of Economic and Social Affairs
DFS Department of Field Support
DGACM Department for General Assembly and Conference Management
DM Department of Management

DPA Department of Political Affairs
DPI Department of Public Information
DPKO Department of Peacekeeping Operations
DSS Department of Safety and Security
OCHA Office for the Coordination of Humanitarian Affairs
OHCHR Office of the United Nations High Commissioner for Human Rights

OIOS Office of Internal Oversight Services
OLA Office of Legal Affairs
OSAA Office of the Special Adviser on Africa
SRSG/CAAC Office of the Special Representative of the Secretary-General for Children and Armed Conflict
SRSG/SVC Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict

UNODA Office for Disarmament Affairs
UNOG United Nations Office at Geneva
UNLVN Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
UNON United Nations Office at Nairobi
UNOV United Nations Office at Vienna

Specialized Agencies^{1,5}

FAO Food and Agriculture Organization of the United Nations
ICAO International Civil Aviation Organization
IFAD International Fund for Agricultural Development
ILO International Labour Organization
IMF International Monetary Fund
IMO International Maritime Organization
ITU International Telecommunication Union
UNESCO United Nations Educational, Scientific and Cultural Organization
UNIDO United Nations Industrial Development Organization

UNWTO World Tourism Organization
UPU Universal Postal Union
WHO World Health Organization
WIPO World Intellectual Property Organization
WMO World Meteorological Organization
World Bank Group
• **IBRD** International Bank for Reconstruction and Development
• **ICSID** International Centre for Settlement of Investment Disputes
• **IDA** International Development Association
• **IFC** International Finance Corporation
• **MIGA** Multilateral Investment Guarantee Agency

Notes:

- The United Nations, its Funds and Programmes, the Specialized Agencies, IAEA and WTO are all members of the United Nations System Chief Executives Board for Coordination (CEB).
- UNRWA and UNIDIR report only to the General Assembly (GA).
- IAEA reports to the Security Council and the GA.
- WTO has no reporting obligation to the GA, but contributes on an ad hoc basis to GA and Economic and Social Council (ECOSOC) work on, inter alia, finance and development issues.
- Specialized Agencies are autonomous organizations whose work is coordinated through ECOSOC (intergovernmental level) and CEB (inter-secretariat level).
- The Trusteeship Council suspended operation on 1 November 1994, as on 1 October 1994 Palau, the last United Nations Trust Territory, became independent.
This is not an official document of the United Nations, nor is it intended to be all inclusive.

Overview of the UN

Procurement

Invitation to a Business Seminar: How to do Business with the United Nations?
Thursday 15 September 2016
9H00-12H00

[Click here for more information and to register.](#)

Procurement at UNOG is carried out by the Purchase and Transportation Section (PTS), Central Support Services, Division of Administration.

PTS provides purchasing, contracting, business travel and transportation services to the following United Nations offices:

- United Nations Conference on Trade and Development (UNCTAD)
- Economic Commission for Europe (UNECE)
- United Nations Compensation Commission (UNCC)
- Office for the Coordination of Humanitarian Affairs (OCHA)
- United Nations Environment Programme (UNEP) - Regional Office for Europe
- United Nations Institute for Training and Research (UNITAR)
- Office of the High Commissioner for Human Rights (OHCHR)
- Office of the United Nations High Commissioner for Refugees (UNHCR) (business travel and transportation only)
- United Nations Joint Staff Pension Fund Secretariat (UNJSPF)
- United Nations Institute for Disarmament Research (UNIDR)
- United Nations Research Institute for Social Development (UNRISD)
- Chief Executive Board for Coordination (CEB) Secretariat
- United Nations Office for Disarmament Affairs (ODA)
- Joint Inspection Unit (JIU)
- Department of Economic and Social Affairs (DESA)
- United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)

In addition PTS acts as the secretariat of the Common Procurement Activities Group (CPAG) for UNOG and specialized agencies of the United Nations system in Geneva. The Common Procurement activities Group (CPAG) is leading efforts towards the Simplification and harmonization of procurement practices within the Geneva-based international organizations, with the objective of increasing efficiency and effectiveness of the United Nations procurement activities. The aim of the Group is to build more effective, coherent and better-performing business practices and to lower cost of commonly required goods and services for all its members due to volume purchase agreements.

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Related Information

LINKS

- [Procurement Service at UN Headquarters](#)
- [United Nations Global Marketplace \(UNGM\)](#)

Procurement at the UN



UNOG
THE UNITED NATIONS OFFICE AT GENEVA



I AM A ...

ABOUT UNOG

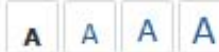
THE PALAIS DES NATIONS

WHO IS WHO?

WHAT'S ON?

Working for Peace, Rights and Well-being

ACCESSIBILITY AT UNOG



About UNOG

Management Structure

Annual Report

Sustainable
Development at UNOG

Procurement

Employment -
Internships

Learning at UNOG

Graduate Study
Programme

UNOG Seminars

How to do Business with the United Nations?

Invitation to a Business Seminar

The United Nations Office at Geneva invites potential vendors to participate in the procurement seminar "How to do Business with the United Nations". This seminar will provide potential vendors with an overview of the United Nations Procurement System and information on where to find future business opportunities.

Date: Thursday 15 September 2016

Time: 9H00-12H00

Place: Palais des Nations, Geneva, Switzerland

Language: English

Admission: Free

For more information and to confirm your participation please send an email to procurement@unog.ch before 7 September 2016.

Business Seminar

About UNOG**Management Structure****Annual Report****Sustainable Development at UNOG****Procurement**

Overview

CPAG

Global Compact

Vendor Registration

Vendor Code of Conduct

Award Procedure

Conditions of Contract

Upcoming Business Opportunities

Acquisition Plan

Awards

Complaints

Statistics

Upcoming Business Opportunities

1. The notice(s) below is/are posted for information only and do(es) not constitute an invitation to bid or to submit proposals.
2. The information contained in this page is intended primarily to encourage new vendors of relevant products and services to register in the [United Nations Global Marketplace \(UNGM\)](#) with the UN Secretariat.
3. Vendors who are interested in participating in these or any future solicitations, are requested to [register](#) in UNGM as a first step to potentially do business with the UN Secretariat.
4. Vendors who are registered in UNGM, and who are interested in participating in any of the advertised solicitations below are encouraged to express their interest to the Purchase and Transportation Section in writing as soon as possible, to the following fax number +41(0)22 917 00 13 and email to tenders@unog.ch.
5. To know more about the United Nations Secretariat and the UN agencies business opportunities, please visit the [United Nations Global Marketplace \(UNGM\)](#).

Code	Title	Date
EOIUNOG12606	Formation Sécurité Incendie et Sécurité au Travail	9 June 2016
EOIUNOG12579	Maintenance des disconnecteurs des circuits d'eau de ville et des tours de refroidissement du Palais des Nations à Genève pour la période 2016 - 2021.	3 June 2016
EOIUNOG12581	Projet de mise en conformité de l'accessibilité au Palais des Nations - Lot: Serrurerie - vitrerie - portes automatiques	3 June 2016
EOIUNOG12610	Remplacement des deux murs d'images de la salle de conférence XX du Palais des Nations	13 June 2016
EOIUNOG12580	Rénovation de colonnes sanitaires des Bâtiments A et B du Palais des Nations à Genève, Suisse	3 June 2016

Upcoming Business Opportunities



UNITED NATIONS
GLOBAL MARKETPLACE

Welcome to the UNGM

Register



Business
Opportunities



Mandatory Registration at UNGM

Register on-line at: www.ungm.org

Keeping abreast of upcoming **business opportunities**

One of **first step** in doing business with the UN

Free access to procurement notices

Becoming a **requirement** for more and more UN organizations in order to participate in tenders



Over 300 active notices at any one time

Published by over 40 UN organizations and entities

FREE registration form online available in 3 languages

UNGM functionalities

Contract value up to USD 40,000

- Basic vendor information (name, address, etc.);
- Pre-requisites for eligibility;
- Acceptance of UN Supplier Code of Conduct;
- Information on countries in which you do business;
- Classification of your goods and services:

A - Raw Materials, Chemicals, Paper, Fuel ▶

B - Industrial Equipment & Tools ▶

C - Components & Supplies ▶

D - Construction, Transportation & Facility Equipment & Supplies ▶

E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals ▶

F - Food, Cleaning & Service Industry Equipment & Supplies ▶

G - Business, Communication & Technology Equipment & Supplies ▶

H - Defense, Security & Safety Equipment & Supplies ▶

I - Personal, Domestic & Consumer Equipment & Supplies ▶

J - Services ▶

Contract value < USD 500,000

- In business for a min. of 3 years;
- Current certificate of incorporation or equivalent document verifying legal status/capacity;
- Details and email addresses of at least 3 independent, non-affiliated references;
- Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interests, if applicable).
- The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.

Contract value > USD 500,000

- Reference letters from three independent, non-affiliated clients/companies;
- Income Statements and Balance Sheet (audited/certified financial statements or equivalent) for the last three years.
- Completed Basic and Level 1 registration.
- Registration level visible in UNGM (email alert).

If not sure send an email to the contact in UNGM or UNOG Procurement



Online and easy subscription to the Tender Alert Service on www.ungm.org

Receive relevant business opportunities

Automatic e-mail tender alerts

UNGM Interactive Guide available to guide potential suppliers to subscribe to this valuable service.

UNGM Tender Alert Service



In order to do business with UNOG,
select UN Secretariat;

Official translation (English or French) of
the certificate of incorporation;

Financials audited/established by 3rd
party;

Provide a GENERIC email address(es)

For any queries please contact:
procurement@unog.ch

Useful tips for UNGM registration



REOI - Request for Expression Of Interest

**RFQ – Request For Quotation
(\$4k < \$40k)**

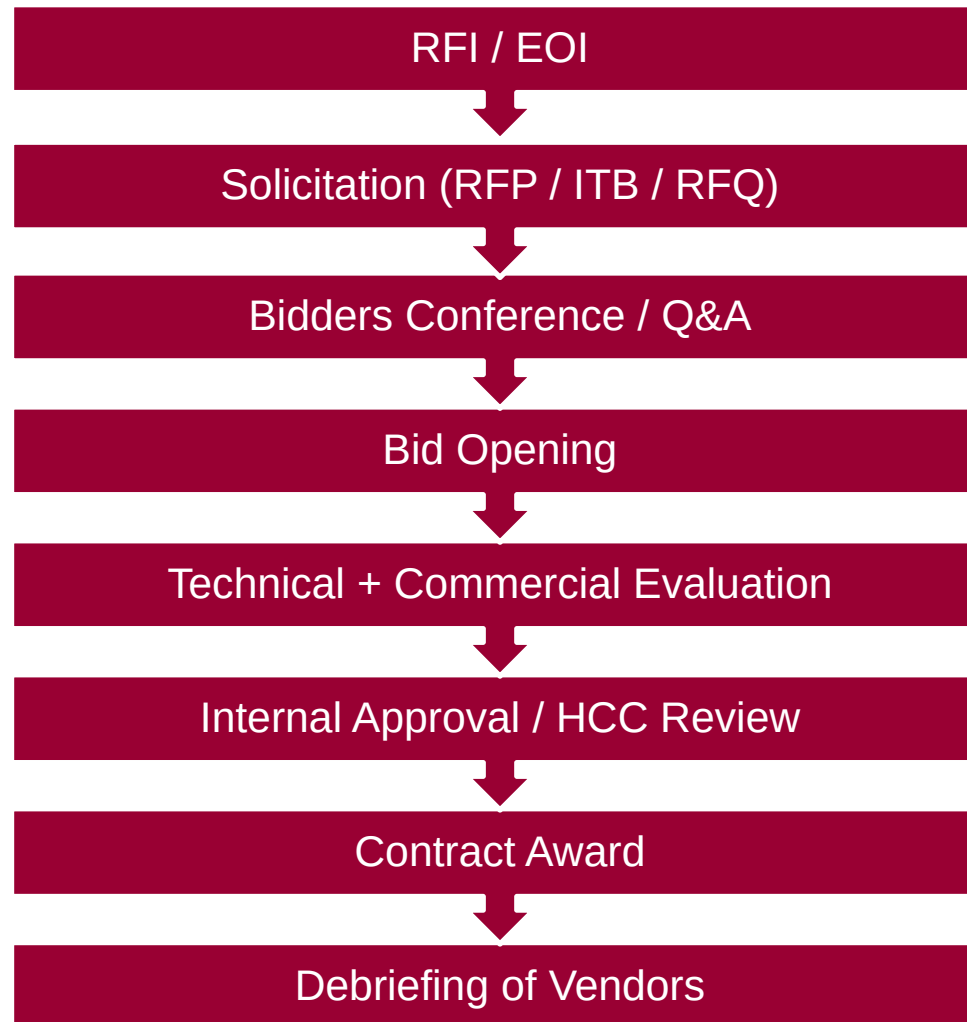
Award to lowest priced technically compliant offer

**ITB – Invitation to Bid
(\$40k -> +)**

Award to the lowest priced technically compliant offer

**RFP – Request For Proposal
(\$40k -> +)**

Award to most responsive Best Value for Money



Typical Tender Process Stages



- **Formal solicitation with est. value > USD 500,000**
- **Goods / Services with medium to high complexity**
- **Evaluation of proposals based on both Mandatory Requirements and Scoring methodology (Best Value for Money)**
- **Contract awarded on «Best Value for Money» basis to the bidder submitting the **most economically advantageous bid****

Request for Proposals (RFP)



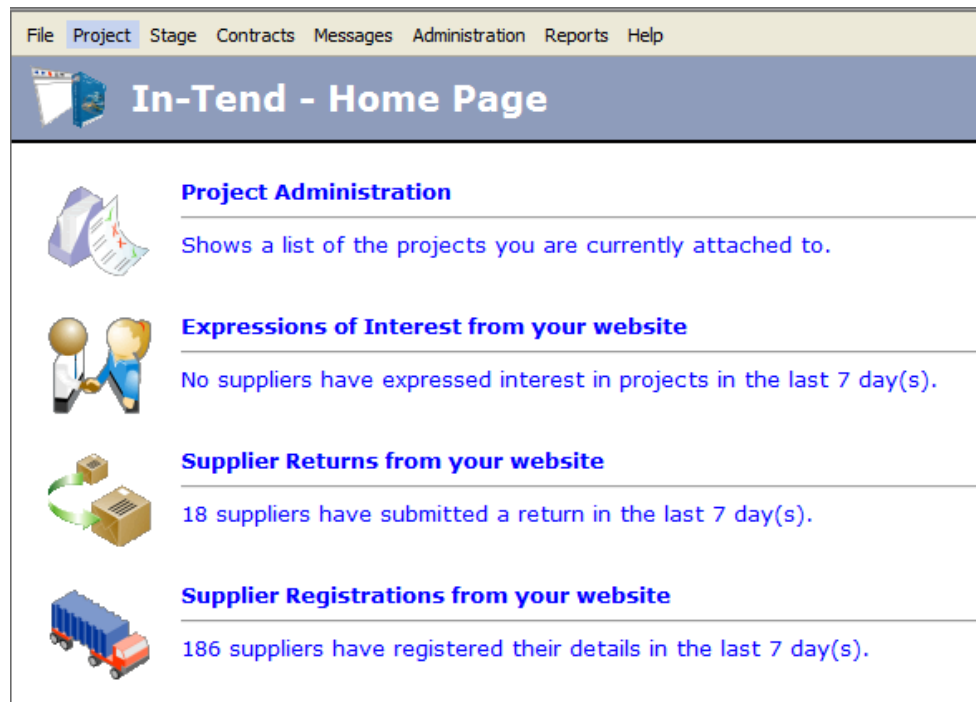
- **Cover Letter**
- **Technical specifications & Annexes (drawings and calculations)**
- **Special Instructions**
- **Evaluation questionnaire**
- **Calculation sheets**
- **UN General Conditions of Contract**
- **UN Form of Contract**
- **Acknowledgement Letter**

Language: English



- Read the tender documents carefully and ask questions, as necessary;
- Respond to **all** questions asked. If you do not provide information, **it cannot be scored**;
- Provide **all documents** requested;
- **Separate** commercial from technical documents;
- Send your offer in good time. Do **not wait** until the last minute;

How to prepare your proposal



- Issuance of RFP
- Clarifications
- Submission of proposals
- Integrated with UNGM
- Used by many Organizations



Contracts in the range between 10m to 100m CHF

- Architectural & Design Services – Awarded to SOM / Burckhard + Partners
- Project Management Services – Awarded to Hill International
- Risk Management Services awarded to MACE

- Technical Services Consultant – Bid - Under Evaluation
- Legal Services – Bids under evaluation

Contracts below 10m CHF

- Civil and Structural Engineering Services awarded to PRAS TECNICA
- Hazardous Materials Intrusive Survey awarded to BMG

Contracts with estimated value below 10m CHF

- Enabling Works Construction Contract (earthworks and construction site establishment)
- Audio Visual / Conference / Congress / Interpretation Equipment
- New Furniture (offices and collaboration spaces)
- New Furniture (conference rooms and specialist areas)
- Move / Relocation Contract
- Artwork specialist (move / protect / preservation / restoration)
- Project Related Insurances

The possible procurements identified are intended indicative only

SHP Currently Anticipated Procurement Opportunities

New Building

- EOI – March/June 2016
- RFP – June/November 2016
- Submission – Aug/16 /Jan 17
- Contract Award – Jan /May 2017
- Start on Site – Jan/ June 2017
- Complete – Jun 16/ 2019



Renovation Existing Buildings

- EOI – May 2017
- RFP – Oct 2017
- Submission– Jan 2018
- Contract Award – Sep 2018
- Start on Site – Oct 2018
- Complete – 2023



NEXT STEPS

Dates are indicative only at this stage

Key Dates - Enabling Works for the New Building

March 2016 - Expression of Interest (EOI)

End- June 2016 - Request for Proposal (RFP)

Mid- Aug 2016 - Submission of Bids

- **Aug to Sep 2016 - Technical & Commercial Evaluation**
- **Oct to Nov 2016 - Approvals**

Nov 2016 - Notifications

- **Nov - Dec 2016 - Contract Discussions**

Jan 2017 – Signature

Jan 2017 – Works on Site



Key Dates - Construction Works New Building

Jul 2016 - Expression of Interest (EOI) with **Pre-Qualification**

Oct 2016 - Request for Proposal (RFP)

Mid- Jan 2017 - Submission of Bids

- **Mid-Jan to mid-Mar 2017 - Technical & Commercial Evaluation**
- **Mid-Mar to mid-Apr 2017 – Approvals**

Mid-Apr 2017 - Notifications

Apr - May 2017 - Contract Discussions

Jun 2017 - Signature

Jun 2017 - Works on Site



**Grazie
Domande?**

