REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Subject:** **PROVISION OF WORLDWIDE “TURN-KEY” OFFICE SOLUTIONS**

Date of this EOI: 03 September 2018

Closing date of this EOI: 14 September 2018

Reference Number: EOI 125353

Address EOI for the attention of: Mr. Kevin Gallagher

Fax no.: +31 70 515 8336

E-mail address: kevin.gallagher@icc-cpi.int

It is anticipated that the International Criminal Court (ICC) located in The Hague, The Netherlands, will shortly be issuing a solicitation for the provision of “WORLDWIDE TURN-KEY OFFICE SOLUTIONS” for the International Criminal Court’s country situations field operations premises.

Objective:

To identify established vendor(s) capable of meeting the operations in various geographical locations for a multi-office building providing appropriate working conditions, fully furnished, with access to a meeting room and dedicated parking for numerous vehicles, adding value thus reducing time, increasing flexibility and lowering the cost to the Court to meet the Turn-Key office solutions for the CC’s country situations and field operations. ICC is looking for qualified office and meeting rooms solutions partner(s) to cooperate with the ICC External Operation services Section (EOSS) and Facilities Management Unit (FMU).

The ICC envisages that the contract will include, but is not limited to the execution of all necessary office and meeting room service in the country services.

As the tender(s) will be divided into different geographical parcels, the contractors may submit an offer for all parcels or each parcel separately.

It is required that the vendor(s) have a staffed dependence office located in a State Party member of ICC.

The ICC asks for qualified companies to express their interest in providing “WORLDWIDE TURN-KEY OFFICE SOLUTIONS” for the Field Operations Premises.

The Request for Proposal (RFP) documents will be sent to the companies who respond to this EOI, and are deemed fully qualified and suitable by the ICC.

1. **Background**
2. The International Criminal Court (ICC referred hereafter as the “Court”) is a permanent international court established to investigate, prosecute and try individuals accused of committing crimes in the scope of the ICC’s jurisdiction. The ICC is not part of the United Nations, but it maintains a cooperative relationship with the U.N. The ICC Headquarters is based in The Hague, the Netherlands. The ICC is composed of four organs. These are the Presidency, Chambers, the Office of the Prosecutor (OTP) and the Registry. The Registry is responsible for the non-judicial aspects of the administration and the servicing of the Court. The Registry is composed of three Divisions. The Division of External Operations (DEO) has the overall responsibility for the Registry in the areas of cooperation, external communications, and witness protection, analysis and field operations.
3. DEO also coordinates operations in the field for the country situations including the establishment and maintenance of field offices as well as mission planning. As indicated in the 2018 approved programme budget, the Court will continue operating in 10 situations under investigation: the Central African Republic Ivory Coast, Darfur (Sudan), the Democratic Republic of Congo, Georgia, Kenya, Libya, Mali and Uganda.
4. There are also situations under preliminary examinations by the Office of The Prosecutor (OTP) whether they warrant investigation. The OTP foresees preliminary 8-10 situations: Afghanistan, Colombia, Gabon, Guinea, Iraq/UK, Palestine, Nigeria, Ukraine and possibly two more.
5. **General Provisions:**
6. Reference is made to the Court’s short, medium and long term operational requirements throughout multiple field operational environments around the World.
7. The purpose is the identification of suitable and reputable international service providers of “turn-key” office solutions/services.
8. All requirements are subject to availability of funds and changing operational requirements.
9. **Requirements**
10. Services should be provided as a turn-key solution in a multi-office building, providing appropriate working conditions, fully furnished, with access to a meeting room and dedicated parking for numerous vehicles.
11. The services should be compatible and/or aligned with the basic UN in‑country minimum security requirements/arrangements and ICC Information Security framework (see below). When not possible, the contract should allow the Court to adopt certain mitigation measures at its own expense.
12. Services should be able to accommodate up to four Registry staff members:
	* 1 Chief of Field Office
	* 1 Field Assistant
	* 1 Associate Team Leader
	* 1 Associate Field Case Officer

with the ability to expand on requirements in a modular fashion should there be the need to expand the Court’s presence or should other Organs of the Court similarly wish to avail themselves of the same facilities.

1. Availability of services within a period of 2 months from notification of requirements.

**Areas of operations**

1. Current areas of interest with field offices:
	* Georgia
	* Uganda
	* Central African Republic
	* Ivory Coast
	* Mali
	* Democratic Republic of Congo
	* …
2. Potential future possible regions of interest:
	* Afghanistan
	* Colombia
	* Gabon
	* Guinea
	* Iraq
	* Libya
	* Palestine
	* Nigeria
	* Sudan
	* Ukraine
	* …
3. **Basic UN in-country minimum security requirements/arrangements**
4. In line with the ICC’s own security risk assessments, general provisions should be catered for the following:
	* Availability of a building evacuation plan;
	* Sufficient alternate/emergency exits from the building;
	* Availability and positive outcome of an up-to-date seismic assessment of the building;
	* Physical security measures in place appropriate to the environment in which the office building is located and similar to those practiced by other international organizations operating in the same area.
	* Access control procedures to be established for the ICC office space (reception services, possibility to have private security guards and/or to change the door locks);
	* Offices to be equipped with alarm systems;
	* If possible, for ICC to place a burglary resistant safe in the office space (approx. 300kg).
	* In the measure possible, preference is for no office to be establishedon the ground and first floors or higher than 7th floor;
	* Fire extinguishers to be installed in the office (one per room) and/or fire extinguishing systems in place;
	* Possibility to have cleaning services during business hours and under the supervision of ICC personnel and/or to have ICC own cleaning services.
5. **ICC Information Security Framework**
6. Information Management Security Service requirements:
* The vendor to provide WiFi networking for Internet (preferably secured, requiring a password to access);
* An additional (at least one) public IP address for Internet (with a minimum of 10 m/bit up/down speed) provided in the rented office space (provided either as a hard-wired outlet by the Vendor, as an ISP connection through the vendor, or via a 4G modem) – vendor to specify what is possible;
* Enough 230 VAC power outlets within the office spaces to permit laptops, private network router/switch, and printers to be connected (max 10Amp) - vendor to share a floor plan with available outlets;
* Adequate air-conditioning in at least 1 office (for network switch/router)
* Additional network cables between the offices without the need to drill or damage walls (or two offices with a connecting door between).
1. **Length of contract**
2. Unless otherwise instructed/indicated, it is suggested that provision of services for each situation country should start at least for a minimum of one year and renewable annually, subject to availability of funds.
3. **Obligations and Charges**
4. Vendor to accept the ICC general terms and conditions for the provision of goods and goods and services.
5. Agreement to be terminated, in whole or part:
	* By the vendor with adequate advance notice of at least six months to ICC to arrange for another party to provide the service;
	* By the ICC with advance notice of three to six months to the vendor. If three months’ notice is not provided, ICC to pay common service charges for that period;
	* Should either party terminate agreement, the vendor to assist (if/where possible) ICC in the orderly transfer of services.

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Interested firms/organizations should forward their Expression of Interest by facsimile or e-mail to the attention of Kevin Gallagher at fax no. +31 70 515 8336 or by e-mail Kevin.Gallagher@icc-cpi.int Please use below form.

Interested firms/organizations registered with the UN Global Marketplace, please indicate your vendor registration number.

Please be advised that this Request for EOI does not constitute a solicitation. It should also be noted that the ICC reserves the right to change or cancel this requirement at any time.

**EXPRESSION OF INTEREST**

**ICC EOI 125353**

**Subject:** WORLDWIDE “TURN-KEY” OFFICE SOLUTIONS

1. Company information:
2. Company’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address (address responding to this EOI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Telephone:

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1. Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Company contact:

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1. E-mail:

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Please note that this email address will be used for all correspondence with regard to this tender. Please state e-mail address of main point of contact (e.g. Tender Manager).

1. UNGM Vendor Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: It is not mandatory to register with the UNGM ([http://www.ungm.org](http://www.ungm.org/)). Contracts can be awarded to non-registered suppliers. The full RFP documents can be provided to you per e-mail, even without a UNGM vendor registration number. However, by registering on the UNGM your company details will be entered in the database the UN buyers use when searching for suppliers.

 h) Parcels:

* Afghanistan
* Colombia
* Central African Republic
* Democratic Republic of Congo
* Gabon
* Georgia
* Guinea
* Iraq
* Ivory Coast
* Libya
* Mali
* Palestine
* Nigeria
* Sudan
* Uganda
* Ukraine
* Other Europe please specify ………
* Other Middle East please specify ………
* Other Asia please specify ………
* Other Africa please specify ………
* Rest of the World please specify ………

**Additional information to be submitted:**

Interested suppliers are requested to include the following set of documentation in their responses to this EOI:

1. A brief profile of the company including size, location, areas of expertise, years in business, product range proving the capacity to supply and deliver the above WORLDWIDE “TURN-KEY” OFFICE SOLUTIONS

2. Details of the services you can offer in this regard;

3. Summary of the approach your company would take in completing this requirement;

4. Clients references and information on other projects of similar nature implemented earlier, including geographical location of projects, project financial value, date of completion, etc.;

The Request for Proposal (RFP) documents will be sent to the companies who respond to this EOI, and are deemed fully qualified and suitable by the ICC, to participate in the next stage of the procurement process which will involve commercial requirements.