

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is issued by the United Nations Human Settlements Programme (UN Habitat) Iraq Programme. The accuracy, reliability and completeness of this EOI contents/information is the responsibility of UN Habitat. You are therefore requested to direct all queries regarding this EOI to UN Habitat Iraq Programme through the e-mail address provided below.

<b>Title of the EOI:</b> Provision of Consultancy Services for obtaining LEED Certification and Development of Green Building Innovation Booklet and Environmental Awareness Sessions	
<b>EOI Number:</b> EOI/UNHIQ/22/02	
<b>Date of EOI:</b> 23 August 2022	<b>Closing Date for Receipt of EOI:</b> 05 September 2022
<b>Address EOI Response by email to the attention of:</b> Head of Country Programme	
<b>Submission Email Address:</b> <a href="mailto:unhabitat-roas.quotations@un.org">unhabitat-roas.quotations@un.org</a>	
<b>UNSPSC Code:</b> 86132102, 82111502, 77100000, 77102000	

### DESCRIPTION OF REQUIREMENTS

The United Nations Human Settlements Programme (UN-Habitat) Iraq Programme invites qualified vendors to submit an Expression of Interest (EOI) to participate in upcoming competitive bidding for the "Provision of Consultancy Services for obtaining **Leadership in Energy and Environmental Design (LEED) Certification and Development of Green Building Innovation Booklet and Delivery of Environmental Awareness Sessions**". The services will be delivered in Mosul, Iraq.

UN Habitat Iraq Programme, through its programmatic interventions conducted under the umbrella of its EU-funded programme "Supporting Recovery and Stability in Iraq through Local Development" aims to promote environmental sustainability particularly in the public construction sector through the adoption of greener materials during the retrofitting of public buildings such as schools and clinics, as well as encouraging passive designs solutions and improved weatherization through awareness-raising initiatives. UN-Habitat is also seeking to obtain a LEED certification for the Community Hall that it has rehabilitated in Yarmouk Park as a demonstration project in 2021.

For this purpose, it seeks the services of a consulting company to implement and achieve these complementary objectives. The purpose of this EOI solicitation is to identify experienced and qualified companies that are interested to provide the mentioned services.

Overall, the services include but not limited to,

- Obtaining LEED certification,
- Conducting a rapid green building assessment
- Developing a green building innovation booklet,
- Production of an environmental awareness raising video and,
- Delivery of awareness raising sessions.

The detailed requirement will be specified in the tender solicitation, to be issued after closure of this request for expression of interest and to the participating companies.

#### SPECIFIC REQUIREMENTS/INFORMATION (IF ANY)

Interested vendors may confirm their Expressions of Interest (EOI) by completing and submitting the signed Vendor Response Form to [unhabitat-roas.quotations@un.org](mailto:unhabitat-roas.quotations@un.org). The EOI response submission should reference the EOI number and title in the email subject header.

Bidders must be registered with the United Nations. Registration can be completed at United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)). Please refer to the **EOI Instructions** on the eligibility requirements.

Please note that this request for EOI is not an invitation for submission of tenders. Its sole purpose is to identify potential vendors who will be eligible to participate in any subsequent tender for similar requirements.

UN Habitat reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only vendors who in the UN Habitat's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation documents.

#### EOI INSTRUCTIONS

##### 1) **Registering as a Vendor with the United Nations**

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

##### **Prerequisites for Eligibility**

To be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary, or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - (i) The Compendium of UN Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - (ii) the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary of affiliate companies) is not under formal

investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**IMPORTANT NOTICE: Any false, incomplete, or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.**

## 2) EOI Process

Vendors interested in participating in the planned solicitation process should submit their expression of interest (EOI) to United Nations Human Settlements Programme (UN Habitat) by the closing date stated in this EOI. *Due to the high volume of communications UN Habitat is not able to issue a confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page.