

## Annex A – Preliminary Assessment

Vendor must complete this Annex A, submit all information required along with their Company Profile and Certificate of Incorporation)

### Request for Expression of Interest (REOI)

For the provision of Design Consultancy Services for the Renovation and Expansion of the Conference Facilities Project at the United Nations Office at Nairobi

Name of Firm:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
REOI Number:	Click or tap here to enter text.		

**Preliminary Assessment:** A Vendor’s response to Items a) to d) in the table below will be used to assess and determine whether the Vendor has the minimum qualification necessary to be invited in the upcoming tender (Request for Proposal or RFP) for the current requirement. Accordingly, a Vendor will be deemed suitable for invitation to the RFP, if a Vendor’s responses to Items a) to d) “Yes” and that the Vendor has provided documents acceptable to UN that substantiate its response for each Items a) to d) including Company’s profile and Certificate of Incorporation.

A Vendor will be determined unsuitable thus shall not be invited to the RFP if (i) the Vendor responds “No” to Items a) and b) or ii) if the Vendor fails to submit supporting documents acceptable to UN in response to any of the Item a) to d) or ii) if the vendor responds “No” to Items c) and d) but fails to provide explanation acceptable to UN and supporting its “No” response.

**Please note, a “no” answer to items (e) to (j), does not automatically render the company ineligible to participate.**

Item	Description		
		Yes	No
a)	Does your firm have a minimum of five (5) years international experience in architectural and engineering design services for major construction projects of minimum USD\$50 million in value.	<input type="checkbox"/>	<input type="checkbox"/>
b)	Does your firm have experience as primary ‘lead role’ as Design Consultant in the past 5 years for projects valued at USD\$20 million and above.	<input type="checkbox"/>	<input type="checkbox"/>
c)	<b>Reputation:</b> I/We have a blemish free background – free of suspension, censure, or any other disciplinary action by any professional, state, or national / statutory or regulatory entity. <b>If no – please provide details explaining the circumstance for answering “no”.</b>	<input type="checkbox"/>	<input type="checkbox"/>
d)	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. <b>If no – please provide details explaining the circumstance for answering “no”.</b>	<input type="checkbox"/>	<input type="checkbox"/>

e)	Does your firm have a Gender Policy?	<input type="checkbox"/>	<input type="checkbox"/>
f)	Does your firm have a Disability Inclusive Policy?	<input type="checkbox"/>	<input type="checkbox"/>
g)	Does your firm have an Environmental Management Policy?	<input type="checkbox"/>	<input type="checkbox"/>
h)	Does your firm have any Quality Assurance/Management certifications, e.g., ISO or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
i)	Does your firm have a Business Continuity and Disaster Recovery Plan?	<input type="checkbox"/>	<input type="checkbox"/>
j)	Does your company have a Health and Safety policy in place?	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by:

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)