

Request for Expression of Interest

Title	Office Space rental of approximately 7500 square feet net internal usable space with 12 Station Wagons type vehicles parking facility		
Reference Number	CXB/EOI/2025/01		
Published Date	18/02/2025		
Closing Date	28/02/2025	at:	14:00 Hrs, Dhaka Time
Contact Address for EOI response	Tender Box The WHO Emergency Sub-Office Hotel Sea Palace (Western Plaza-First Floor) Kolatoli Main Road, Cox's Bazar-4700, Bangladesh		

1. Description of Requirements

The WHO Emergency Sub-Office, Cox's Bazar, Bangladesh invites Expression of Interest (EOI) from interested Property Owners or Real Estate Agents for ready to use, suitable and secured office space in Cox's Bazar Municipality area on a long-term basis with the below requirements:

- Location: The office space shall be in a safe location within Cox's Bazar Municipality area, where staff can walk safely late at night or early morning
- Space Requirement: 6500 to 7500 square feet usable space.
- Infrastructure: Ready to use mode in a concrete building with tiled floor.
- Building maintenance: Building maintenance services shall be provided.
- Lease Term: Initially for minimum of 2 years, it is planned from 01 June 2025 with the possibility of extending up to 5 years.
- Easy access with adequate open space for 12 Toyota Land Cruiser vehicles parking. No additional rental for open space will be paid.
- Secured by a boundary wall with barbed wire fence and a security check post. No additional payment for main entrance security guards.
- Sanitation and Hygiene: Proper waste disposal, ventilation and hygiene management.
- Availability of proper electricity supply and generator service (24/7) to operate Air Condition, refrigerator, WiFi (10-15 mbps), CCTV camera and other related electronics appliances.
- Easy access ways and emergency exit (separate entry and exit facility is preferable)
- May need to carry out some modifications, minor repairs to the building if necessary.

WHO intends to invite selected Property Owners or Real Estate Agents to participate in a formal solicitation for the above requirements.

2. Minimum Criteria for Property Owners or Real Estate Agents

Property Owners can only participate in the request for EOI adhering the below minimum criteria.

- Property owners must provide legal ownership documents of the proposed office space.
- The office space must have valid land and building permits as per local regulations.
- Compliance with fire safety regulations, including a valid fire safety certificate.
- The ability to provide official invoices adhering the VAT laws and legal contracts.
- The office space must be ready for immediate occupancy or require minimal modifications.
- Provide evidence that there are no pending Civil lawsuits against the property.
- Property owners must comply with the WHO payment terms: Payment will be settled in a valid bank account every quarter. No advance/lump sum or down payment will be paid.

3. Expression of Interest Instructions

Property Owners or Real Estate Agents interested in fulfilling the requirements are requested to express their interest by submitting the EOI Application Form (Annex A) and Self-declaration form (Annex B) completed in full, together with their Expression of Interest in response to points 1 and 2 above, to the Contact Address (as stated above) not later than the Closing Date (as stated above):

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.

4. Disclaimer

This Request for Expression of Interest is not a solicitation, and replying to it does not guarantee that a Property Owners or Real Estate Agents 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

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Annex A: EOI Application Form

The Landlords are expected to provide Information Pertaining to proposed property and building.

1. Type of Accommodation: Residential ☐ Commercial ☐
2. Type of Rental Proposal: Standalone ☐ Multi-tenant occupancy (Shared premises) ☐
3. Year of Construction: _____
4. Current Occupancy: Occupied ☐ Vacant ☐
If occupied, please provide precise information of the current occupants (Name of Organization, type of business, length of occupancy:
 - a. _____
 - b. _____
 - c. _____
5. The space offered for rent shall be available for occupancy and/or commencement of renovations on approximately the date: _____ for a period of _____ years (Up to _____)
6. The property and building to which the proposed rental space is in good condition (ready to use without any repair): _____
or Certain renovations and improvements are required prior to use, which are _____ and the approximate time of completion of the work is _____ and _____ shall bear the cost of such renovation/improvement before occupancy by WHO.
7. Brief description of the building to which the proposed rental property is a part follows:
 - a. Number of floors in the building: _____
 - b. Floor locations of the space offered for rent _____
 - c. The number of elevators (specify passenger) servicing the building to be for WHO: _____
 - d. If no elevator is currently operable, please specify if any provision for fitting of elevators: _____
 - e. All utilities and other services related to and required for the occupancy of the building (circle correct text) are
 - f. Electricity Supply to operate ACs, Refrigerator etc: Operable ☐ Not Operable ☐
 - g. Mode of the electricity supply: Single phase ☐ Three phase ☐
 - h. 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 (24/7) water supply
 - i. Sewerage: Operable ☐ Not Operable ☐
If operable, please provide additional information about the Sewerage facilities _____
 - j. the building has built in ventilation system capable of maintaining acceptable level of humidity and air velocity. _____
 - k. The property and building to which the proposed rental space has built in emergency exit: _____
If no emergency exist is currently available, there are provisions: _____
8. General Information:
The approximate square footage of the property is: _____
 - a. Rental (including all common area allocations) square feet: _____
 - b. Net internal usable square feet (excluding toilets, stairwells, lift shat, plant rooms etc): _____
 - c. Number of vehicles SUV (Mostly Toyota Land cruiser, Prado can be accommodated) _____Provide a brief description of the parking facilities that would be available (whether those spaces would be adjacent to rental space, all in one area and reserved for the WHO or be shared in



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common with others:

9. Is all the facilities including buildings, parking and guard areas are "Handicapped Accessible" with access aisles in the buildings? _____

10. Number of Conference Rooms _____,

Sizes of Conference Rooms-1) _____ 2) _____ 3) _____

11. Perimeters are secured with:

a. Guard Posts for _____ guards in the entrance: _____

b. Boundary Wall is _____ feet in height

c. Barbed wire Fencing on exterior walls: _____

d. Distance of main building from main road is _____

e. There is Driver's waiting room, which can accommodate _____ number of drivers adjacent to main building

12. The architectural and engineering plan of property and building to which the proposed rental space is

a. Approved by Cox's Bazar Development Authority: _____

b. The building is constructed in compliance with the Bangladesh National Building Code (of Housing and Building Research Institute, Ministry of Housing and Public Works): _____

If yes, attach certification to such effect _____

c. No deviation with the approved building plan is made: _____

In case of deviation please describe those _____

d. The property and building to which the proposed rental space is inspected and certified by Bangladesh Fire Service and Civil Defense Authority _____

If yes, attach certification to such effect _____

13. The property and building to which the proposed rental space does not contain any Asbestos or any banned material dangerous for human health. _____

14. WHO shall have the right to make, without changing and alternating the structure of the property and building to which the proposed rental space, renovation/adjustment of the premises in terms of seating arrangements for WHO personnel, interior decoration, temporary makeshift structures inside the premises, without seeking the permission from the Landlord and any of the authority during the lease period. _____

15. The standard lease agreement of WHO shall become binding for the Landlords, if selected for the purposed rental of property and building of this EOI.

I _____ a sole proprietor; or; I _____ the 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 "EOI" of rental space for WHO. I do also certify that there is not 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.

Business Address:

Telephone Number:

e-mail address:

Annex B - Vendor's Self Declaration Form

To be returned by 14:00 hrs; 28 February 2025 to Tender Box, The WHO Emergency Sub-Office, Hotel Sea Palace (Western Plaza-First Floor), Kolatoli Main Road, Cox's Bazar-4700.

<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 Company 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 Company 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 Company 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;
- i. It adheres to the UN Supplier Code of Conduct;
- j. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company 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 Company 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.

Entity Name:
Mailing Address:
Name and Title of duly authorized representative:
Date:
Signature:	