



## International Rescue Committee UK

100 Wood Street  
London  
EC2V 7AN

Tel +44 (0)20 3 983 2727

Email: [ircuk@rescue-uk.org](mailto:ircuk@rescue-uk.org)

Website: [www.rescue-uk.org](http://www.rescue-uk.org)

## Request for Information: Office Refurbishment and Modernization

Publish date: 02<sup>nd</sup> April 2026

Site visits: between 20<sup>th</sup> and 30<sup>th</sup> April 2026

Deadline to Respond: 16<sup>th</sup> April 2026

Questions related to RFI: Email to [supply.chainuk@rescue.org](mailto:supply.chainuk@rescue.org)

Submission Format: Email to [supply.chainuk@rescue.org](mailto:supply.chainuk@rescue.org)

Interested service providers are strongly advised to read through the entire Request for Information document before submitting their responses.

### The International Rescue Committee

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disasters, including those driven by the climate crisis, to survive, recover, and gain control over their future.

In 1933, Albert Einstein and a small group of humanitarians formed what would become the International Rescue Committee. Today, we deliver lasting impact by providing health care, helping children learn, and empowering individuals and communities to become self-reliant, always with a focus on the unique needs of women and girls. Our work spans more than 40 crisis-affected countries, and we provide resettlement, asylum, and integration services in communities across the United States and Europe.

### Request for Information

#### **Objective:**

The objective of this Request for Information [RFI] is to gain a better understanding of IRC's UK requirements for the lease-anniversary refurbishment of our offices at 100 Wood Street, London.

IRC UK has been based at 100 Wood Street since 2018. Our current lease is due to expire in December 2026.

IRC UK occupies part of the 6<sup>th</sup> Floor, at 100 Wood Street, London EC2V 7AN, approximately 7900 Square feet with the addition of storage space on level B1.

The scope of this refurbishment encompasses upgrades to office interiors, facilities, and supporting infrastructure to ensure a high-standard work environment for our staff and visitors. To minimise disruption to daily operations. We require the, agreed works, to be conducted between mid-July and mid-September 2026



**International Rescue Committee UK**

100 Wood Street  
London  
EC2V 7AN

Tel +44 (0)20 3 983 2727  
Email: [ircuk@rescue-uk.org](mailto:ircuk@rescue-uk.org)  
Website: [www.rescue-uk.org](http://www.rescue-uk.org)

**Supplier Engagement and Site Visits**

IRC UK invites interested suppliers to schedule appointments for site visits and introductions. These visits will be organised during a designated engagement window, providing an opportunity to review the site, gain a clearer understanding of our requirements, and discuss the proposed refurbishment with IRC UK. To express your interest and arrange an appointment, please refer to the submission instructions below.

**Key Considerations:**

<b>Project Timeline:</b>	Strict adherence to the refurbishment schedule is essential to ensure timely project delivery and minimal disruption.
<b>NGO/Charity Status:</b>	As a global NGO and charity, IRC UK expects all proposals to reflect an understanding of value for money.
<b>Pre-Proposal Process:</b>	This RFI is intended as a preliminary engagement ahead of a formal Request for Proposal (RFP) process. No budget information will be disclosed at this stage; the selected supplier will be determined upon review of the supplier's subsequent RFP submissions.
<b>Audio Visual and IT:</b>	Demonstrate the ability to provide or facilitate the necessary IT and audio-visual infrastructure in accordance with IRC standards: The IRC seeks to improve the quality of video conferencing in the London office. The principal conferencing platforms in use are Microsoft Teams and Zoom, and our existing hardware standards are based around Logitech and Bose. Proposals are requested to suit meeting rooms of the following sizes: 4 persons, 8 persons, 12 persons, expandable to 24.
<b>Sustainability:</b>	Treat Carbon Reduction as a core project requirement.

**Next Steps:**

Following the RFI and site visit phase, IRC will issue a formal Request for Proposal (RFP) to shortlisted suppliers. The anticipated timeline for the RFP will be communicated in due course (early May). Suppliers are encouraged to use this RFI process to fully understand IRC's requirements and position themselves for the forthcoming RFP.

**Vendor Submission**

Service Providers who wish to participate in the RFP Process should provide the following information:



**International Rescue Committee UK**

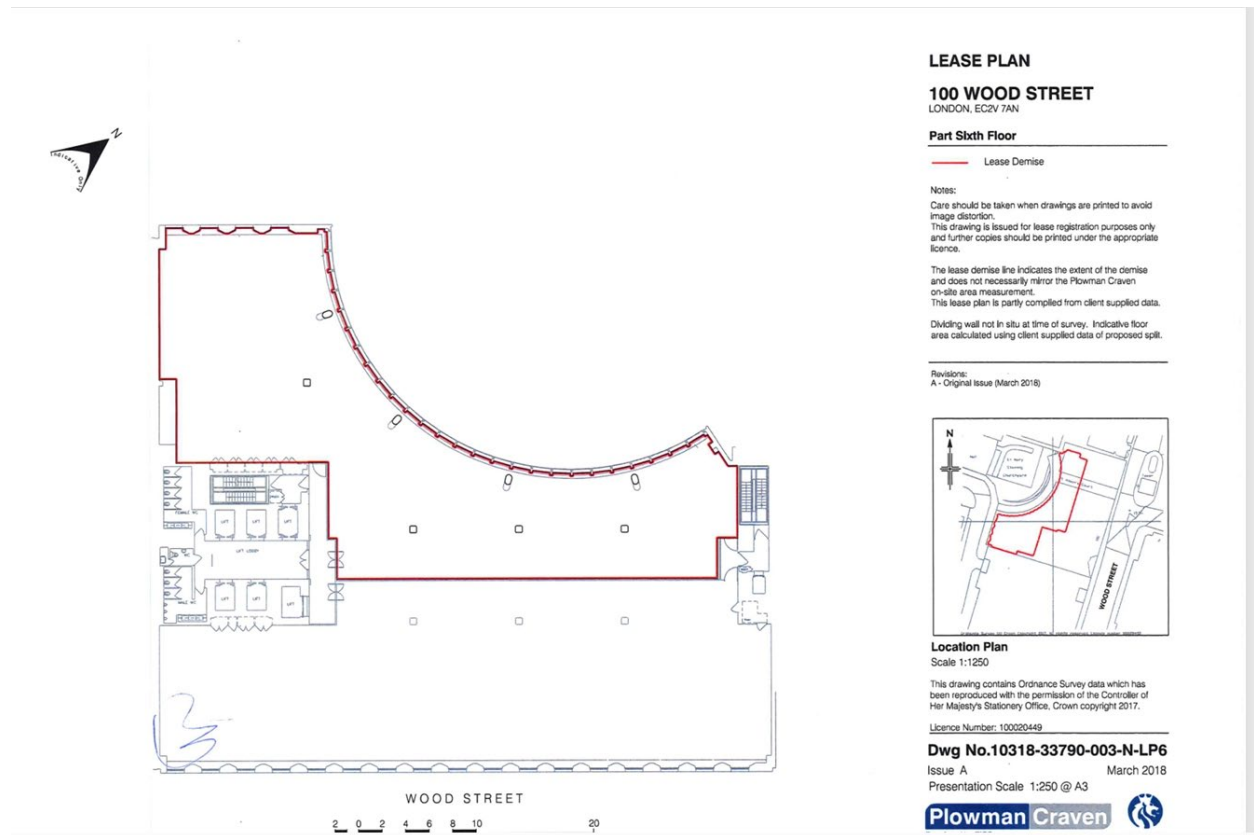
100 Wood Street  
London  
EC2V 7AN

Tel +44 (0)20 3 983 2727  
Email: [ircuk@rescue-uk.org](mailto:ircuk@rescue-uk.org)  
Website: [www.rescue-uk.org](http://www.rescue-uk.org)

1. Company profile detailing your Company Name, contact details, address, website, example of previous work for similar organizations, and footprint below 10,000 sq ft.

**RFI Submission**

Vendors who wish to participate in the RFI Process should send the required information to the following email address: [supply.chainuk@rescue.org](mailto:supply.chainuk@rescue.org) before 16<sup>th</sup> April 2026, 1700, UK time. Questions related to the RFI should also be addressed to the above email.



**Note:**

This RFI does not constitute a solicitation. IRC is not requesting any bids or proposals at this stage; IRC is seeking information on your business for internal evaluation and to support in building our tendering documentation.

Your response to this RFI does not automatically ensure that you will be selected to participate in the tender or be selected for any procurement with IRC.