

Request for Expression of Interest (REOI)
for the Rental of Premises for UNMIK Regional Office in Peja

Date of Request for EOI: 08 December 2017

Closing Date for Receipt of EOI: 18 December 2017

DESCRIPTION OF REQUIREMENTS

1. GENERAL

The United Nations Interim Administration Mission in Kosovo (UNMIK) is seeking Expressions of Interest (EOI) from qualified companies, real estate agencies and/or private owners wishing to be considered for inclusion in a tender to award a Contract for rental of premises to allocate the Regional Office in Peja.

The desired location shall meet the following requirements:

- Premises shall be available for immediate use and occupation and without requirement for extensive modification, remodeling or refurbishment (office, workshops, warehouse etc.);
- Premises shall be available for the exclusive use of UNMIK;
- Premises may consist of private house, local state apartment, separated by other organizations separate entrance or separate with the owner of the house in one story and separate entrance.

2. SPACE REQUIREMENTS: (Estimated)

- <u>INTERNAL SPACE</u>	
Standard office areas (including corridors and toilets):	61 m ²
Office area; 3 rooms with 2 toilets	
Meeting room—approximately	20 m ²
Archive and transmission room for ICT equipment—approximately	10 m ²
TOTAL REQUIRED INTERNAL AREA:	91 m²
- <u>EXTERNAL SPACE</u>	
Parking area for 4 Vehicle	50 m ²
Space for Generator	12 m ²

Premises with green areas desirable

3. SUPPORTING DOCUMENTATION:

The qualified companies, real estate agencies and/or private owners, interested to express their interest shall provide the following information and documents in order to be considered:

- Description of the premises: a detailed description of the premises including the site, building(s) structure, materials, infrastructure and utilities;
- Floor Plans and/or blueprints detailing the office layout and infrastructure;

- Proof of ownership (Cadastral documentation); in cases of multiple ownership, proof of legal authorization to act on behalf of all registered owners; the authenticity of ownership documents will be subject to UNMIK’s review in consideration of eligibility for receipt of solicitation when issued;
- Construction permit;
- Confirmation that the property is not under mortgage, lien or other encumbrance.

Supporting documentation shall be submitted in clear and legible print and shall be accompanied by an English language translation where relevant. All copies submitted should be “Certified True Copies” by an appropriate certifying authority. UNMIK reserves the right to request additional documentation at any stage.

UNMIK Technical Team shall be allowed access to the premises, as and when required, in order to conduct inspections and site visits.

NOTE: The Expression of Interest should **NOT** contain any financial data (e.g. rental amount etc.).

4. COMPLIANCE:

In addition to space requirements, the premises shall comply with the following requirements:

A. BUILDING STANDARDS:

- i ***Building construction:*** all construction shall be with contemporary materials and techniques in compliance with applicable standards and regulations, and free from any hazardous materials (e.g. asbestos, loose mineral wool etc.);
- ii ***Office areas:*** shall be organized in separate offices of suitable shapes and sizes with sufficient natural light. Each office shall be equipped with adequate number of electrical, network and telephone connections;
- iii ***Toilets:*** sufficient toilet facilities organized in separate male and female toilets.
- iv ***Electrical installations:*** all internal areas of the building(s) shall be equipped with adequate number of plugs (220V) and (preferably fluorescent) lighting fixtures. Wiring shall be inside the wall plaster.

B. UTILITIES

Utilities shall be available and in good functional condition and be easily maintainable. Connections and subscriptions to utility providers shall be supported by appropriate documentation, preferably with no unsettled bills. UNMIK requirements with regard to utilities are as follows:

- Measurable electrical power supply;
- Water supply – uninterrupted potable water supply;
- Sewage line – single connection to the municipal sewerage system.
- HVAC – adequate functional and energy-efficient heating and cooling system (preferably centralized) to ensure acceptable working conditions (min. 21°C in winter and max. 25°C in summer).

C. BASIC SAFETY AND SECURITY MEASURES:

- i. **Mandatory safety and security measurements:**
 - The office location shall not be at a dead-end street;
 - The office location shall be on a wide-enough street, and be easily approachable by emergency vehicles (such as fire brigade);
 - The office shall have emergency exit(s);
 - The office shall have secure parking, or sufficient area to be secured as a parking lot for four 4X4 vehicles.
- ii. **Desirable safety and security measurements:**
 - Security fence, vehicle and pedestrian gates to be present in all access points;
 - Perimeter lighting to be installed and functional;
 - Fire detection and suppression systems to be installed and functional.

Interested companies, real estate agencies and/or private owners are required to submit their EOI and supporting documentation by fax or e-mail for the Attention of: UNMIK, Procurement Section, Pristina, Kosovo, by close of business on Monday, 18 December 2017.

EOI may also be delivered by hand in an envelope marked as above and taken to Procurement Section, UNMIK Mission Headquarters, Pristina, Kosovo.

E-mail Address: unmik-procurement@un.org

Fax Number: +381 (0) 38 504 604 Ext 4080

This Request for EOI does not constitute a solicitation. UNMIK reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process. Submission of a reply to this EOI does not automatically guarantee that a company, real estate agency and/or private owners will be considered for receipt of the solicitation when issued.