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| **LOT** | **Needs Description** | **Technical Requirements** | **Compliance (Yes/No/Additional information/Alternatives)** |
| **LOT 1** | Office space for min of 22 persons from **September 26, 2020** to **October 20, 2020** with possibility of extension till **November 11, 2020.**  **Minimum size of the office proposed should be 300 square meters of usable office space (excluding common areas)**  Dates are preliminary and to be clarified later | **Mandatory requirements**:  *Layout and facilities:*   * Combination of adjacent offices/rooms for 20-22 persons (Preferably furnished with: desks, chairs, cupboards, file cabinets, and coat hangers) with min allocated size of **15m2 per person**, i.e.:   - minimum of **18-22** separate offices if offices/rooms smaller than **32m2**; or  - minimum of **10-11** separate offices if offices/rooms between **32-44m2** or  - a combination of the above providing **15m2** per person and ***max 2 occupants per room*** rules are observed.   * Physically separated meeting room for a minimum of ten persons with min 60m2 area, oval or hollow square style. The meeting room should be an integral part of the office space; * Lockable storage room, four square meters minimum, preferably with CCTV installed at the entrance; * Adequate provision shall be made to enable people with disabilities to safely and independently access and use a building; * Fully equipped kitchen or kitchenette with running water and electricity; * Separate male and female toilets with a minimum of two units in each toilet; * Reserved parking space in the close vicinity of the office for at least four vehicles; Guest parking for at least two vehicles; * Air conditioning/heating of the entire office area with adjustable temperature controls for the premises. Possibility to open windows for ventilation purposes of the office area; * Telephone landline   *Approach:*   * If the premises are located on the 3rdfloor of the building or higher, elevator for a min of 6 (six) persons;   Additional:   * Insurance for the building; * Possibility of down/up scaling the office’ number of rooms should be included in the proposal.   **Preferable/Additional Requirements ()**  *Layout and Facilities:*   * 11 separate offices (in one area/building wing/part to avoid strangers’/hotel guests’); * Separate reception area; * Lockable/digital safe (two different types of locks), 100 kg minimum with the possibility to bolt it to the wall or floor in the office; * Storage room of minimum six square meters; * High-speed internet connection; fibber optics or ADSL internet with unlimited traffic per month with a minimum of 20 Mbit/s guaranteed download traffic; Back up: Wireless internet; * Own Automatic Telephone System Central;   *Amenities (no additional fees/extra charges):*   * Water, stable electricity, heating and air condition and parking space | Please include in offer the floor plan of the building or the floor(s) offered  For large meeting room **Please quote per hour and per day in separate line** |
| 24/7 Security | Equipment/facilities   * Smoke detectors & fire alarms; * Emergency fire escape; * CCTV; * 24/7 staffed main entrance to the building; * Automatic fire sprinklers and certified fire extinguishers; * Fire and safety evacuation plans in rooms/offices |  |
| Condition of the space | * Lightly used, fully refurbished or new; * Premises must be ready for normal usage from the first day of the rent; * Provision of daily cleaning services in the offered premises as per requirements set and described in Annex II (attached). |  |
| Location preference | * **Within the city centre** |  |
| Installations | * Wireless network within the entire office space (hi-speed) for a minimum of 22 users with 24/7 technical support; * Minimum 2 (four) telephone lines with one main number and minimum of two extensions to the rooms (24/7 technical support, response time for maintenance 1 hour); * High-speed internet connection; fibber optics or ADSL internet with unlimited traffic per month with a minimum of 20 Mbit/s guaranteed download traffic; Back up: Wireless internet; * Multifunctional device on the floor (Copier/Scanner/Printer) * Generator with an automatic start option.   Additional:   * ICT support (quote a fee per hour if not included) |  |
| Cable TV | * Access to main national TV channels. |  |