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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
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| 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).
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| Location preference | * **Within the city centre**
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| 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)
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| Cable TV | * Access to main national TV channels.
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