# OSCE_logo 2007

# REQUEST FOR QUOTATION

Date: September 19, 2020

**Ref.: RFQ ODI 59/ODI/EAM/TJK/2020**

**Subject: Serviced office rental and accommodation in Dushanbe, Tajikistan**

The ODIHR has a requirement for the rent of office space and accommodation in Dushanbe city with services listed below in three (3) separate lots and kindly requests you to provide a best quotation as per requirements described in this Tender Document.

You are allowed to quote for one or all lots. Although ODIHR prefers to sign contract with one supplier, each lot will be evaluated separately and contract(s) may be awarded for each lot to separate suppliers.

**Please note that mission deployment is subject to final decision and that the ODIHR reserves the right to cancel mission deployment at any moment**.

**PLEASE COMPLETE THIS FORM**

*Please use this form for the submission of your quotation.*

**Lot No.1 “Office space rent, serviced”**

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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 10 (ten) persons with min 60m2 area (to adhere distance), 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:*   * 10-11 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 (two) telephone lines with one dedicated 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. |  |

**Lot No.2: “Accommodation” (International experts (TBC))**

|  |  |  |  |
| --- | --- | --- | --- |
| **Needs Description** | **Technical Requirements** | **Quantity** | **Compliance (Yes/No/Additional information/Alternatives)** |
| Single room in the same venue where the office is offered or close to the venue where office is offered; breakfast to be included, all rooms in one hotel. | Check in from:  September 23, 2020  Check out from:  October 17, 2020 – November 11, 2020  40% of early check in should be available | From 7 to 9 persons  (number of rooms will be confirmed at a later stage) |  |

**Lot No.3: Office furniture RENTAL (in case if it is not part of LOT No.1)**

|  |  |
| --- | --- |
| **Item and requirements** | **Compliance**  **(Yes/No/Additional information/Alternatives** |
| 1. **Office tables - 20 pieces** |  |
| * Dimensions (W/H/L):80\*75\*140 |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| * Option 1: With lockable drawers (preferable) |  |
| * Option 2: Without drawers |  |
| 1. **Executive office table - 2 pieces** |  |
| * Size 180\*80\*75 or optional |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| * Option 1: With lockable drawers (preferable) |  |
| * Option 2: Without drawers |  |
| 1. **Table drawers with wheels (only needed if tables provided with no drawers) - 20 pieces** |  |
| * Dimensions (W/H/L):41\*59\*45 * or close |  |
| * Minimum three drawers, one lockable with key |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| 1. **Office chairs (meeting chairs, visitor chairs) - 20 pieces** |  |
| * Cloth padded |  |
| * Colour: blue / black |  |
| 1. **Office chairs with armrest and wheels - 21 pieces** |  |
| * Cloth padded |  |
| * Colour: blue / black |  |
| 1. **Bookshelf - 8 pieces** |  |
| * Without doors |  |
| * Colour oak / cherry |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| * Four shelves |  |
| 1. **Conference room table - 1 piece** |  |
| * Rectangular / Oval shape |  |
| * Size: for minimum of 10 - 14 – participants |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| 1. **Small meeting table - 2 pieces** |  |
| * Oval shape |  |
| * Size: for 4 participants |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| 1. **Printer table - 10 pieces** |  |
| * Dimensions 70\*50\*50/H |  |
| * Colour: oak, cherry, walnut, grey or similar (preferably of the same tonality) |  |
| * Two open drawers |  |
| 1. **Coat hangers - 10 pieces** |  |
| * Wood or metal |  |

*Remarks:*

**Delivery and assembly to the EAM office: September 25-26, 2020 at 10:00h**

**Rental period: September 26, 2020 to October 20, 2020 with possibility of extension to November 11, 2020**

**Collection from the EAM office: October 20, 2020 at 11:00h or November 11, 2020**

**EVALUATION METHOD AND AWARDING**

Least Cost Selection:

Each quotation will be evaluated on the basis of its responsiveness to the technical requirements contained in the RFQ Documents by applying the “fail/comply” evaluation criteria specified below. A Proposal shall be rejected at this stage if it fails to meet any or several of these requirements:

* Location of the office space;
* Layout of the office space;
* Compliance with technical requirements.

The OSCE will select the Bidder that submits the lowest priced quotation among those responsive to the technical requirements set out in the Terms of Reference ***(Annex I, attached).***

Technical evaluation will be done on the results of site visits. The planned date for site visits to the premises is **September 24-25, 2020.**

**Only quotations for Lot No.1 that pass the technical requirements will be evaluated further.** Award will be made to the Bidder whose quotation is the lowest priced one among those that pass the minimum technical requirements.

**Quotations for Lot No.2 will be evaluated on comply/fail basis to the requirements.**

**Quotations for Lot No.3** If it is not part of Lot No.1, the quantities were determined based on completely unfurnished office space. If a partially furnished office space is rented, quantities should be adjusted accordingly after the assessment is made by the evaluation team.

Please kindly submit your price offer in the format below:

**PRICE OFFER for Lot No.1“Office space rent, serviced”**

|  |  |  |  |
| --- | --- | --- | --- |
| Cost component – Lot No.1 | Price for the period  **26.09.2020 to 20.10.2020:**  1.In EUR, without VAT  2.In EUR including VAT | Price for the period  **20.10.2020 -11.11.2020**:  1. In EUR, without VAT  2. In EUR including VAT | Total price for period  **29.09.2020 - 11.11.2020**:  1.In EUR without VAT  2. In EUR including VAT |
| **Office space for minimum of 22 persons**  – compliant with mandatory technical requirements | 1.  2. | 1.  2. | 1.  2. |
| Any additional charges that may be imposed (e.g. for using of kitchen, cleaning etc.) |  |  |  |
| **TOTAL COST** |  | |  |

***\*In case of shorter lease period price to be prorated***

***\*Please elaborate how the offered price is calculated (per day/person/sq.m or etc.)***

**PRICE OFFER for Lot No.2 “Accommodation”**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost component** | **Unit** | **Quantity** | **Price per unit in EUR (with VAT)** | **Total cost in EUR (with VAT)** |
| Single room accommodation | Room/night | 7 – 9 persons |  |  |

***\*Please elaborate how the offered price is calculated (per day/person)***

**PRICE OFFER for Lot No.3 “Office furniture rental”**

|  |  |  |  |
| --- | --- | --- | --- |
| Cost component – Lot No.3 | Price for the period  **26.09.2020 to 20.10.2020:**  1.In EUR, without VAT  2.In EUR including VAT | Price for the period  **20.10.2020 -11.11.2020**:  1. In EUR, without VAT  2. In EUR including VAT | Total price for period  **29.09.2020 - 11.11.2020**:  1.In EUR without VAT  2. In EUR including VAT |
| **Rental of Furniture**  – compliant with mandatory technical requirements | 1.  2. | 1.  2. | 1.  2. |
| Any additional charges that may be imposed (e.g.labor, transport ) |  |  |  |
| **TOTAL COST** |  | |  |

***\*In case of shorter lease period price to be prorated***

***\*Please elaborate how the offered price is calculated (per day/item and etc.)***

|  |  |
| --- | --- |
| Payment Terms: OSCE payment terms are bank transfer using the official exchange rate within 30 days upon receipt of services and original invoice. Please confirm your acceptance | *Insert confirmation* |

**Offers must be valid for at least 20 calender days after the submisison deadline indicated below.**

**Price/cost offered with this RFQ for further contractign to be fixed and firm for whole period of contract.**

Any Purchase Order will be subject to the OSCE General Conditions of Contract which can be viewed at <http://www.osce.org/procurement>. Detailed “Instructions to Bidders – Request for Quotation” are also provided on this website.

Company name:

Authorized representative’s name and signature:

Address:

E-mail:

Telephone:

**Deadline for submission of quotation: September 24, 2020 at 15:00 (local time)**

QUOTATIONS SHALL BE ADDRESSED TO: [**procurement-odihr@odihr.pl**](mailto:procurement-odihr@odihr.pl)

**In case clarifications are needed of the terms of this RFQ, they should be sent to:**

[**olim.olimov@odihr.kg**](mailto:olim.olimov@odihr.kg)

The OSCE will select the Bidder that submits the lowest priced quotation among those responsive to the mandatory technical requirements set out above.

*Vendors need to complete and submit the Vendor Registration Form (template is attached)*

**SUPPLIER REGISTRATION FORM**

Important! Please fill in the form in ENGLISH IN CAPITAL LETTERS, sign and send

it together with your offer **ALL FIELDS ARE MANDATORY.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUPPLIER FULL LEGAL NAME**  (exactly as it will appear on the invoice)  …  please select supplier type below: | | | |
| business/economic entity | X | project implementing partner |  |

**Address details (mandatory fields):**

|  |  |  |  |
| --- | --- | --- | --- |
| street name and BLDGno. |  | tax registration no. |  |
| city |  | email address |  |
| post code |  | telephone no. |  |
| Country |  | website address |  |

**contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| family name |  | email address |  |
| first name |  | telephone no. |  |
| gender (mr/ms) |  | mobile no. |  |

**BANK ACCOUNT DETAILS**

Beneficiary/ account holder:

Full bank name:

Full bank address – city and country:

IBAN (obligatory for EU bank Accounts)/account number (non- eu bank accounts)

SWIFT ROUTING NUMBER FOR US RESIDENT BANKS

|  |  |
| --- | --- |
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***Hereby Iundertake full responsibility for the correctness of the supplied data and the financial consequences of errors therein. Any tax obligations are the responsibility of the beneficiary****.*

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|  |  |  |
| NAME of SUPPLIER REPRESENTATIVE | SIGNATURE of SUPPLIER REPRESENTATIVE | DATE |

**FOR ODIHR/OSCE USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by: |  |  |  |
|  | name | title | signature |
| Approved by: |  |  |  |
|  | name | title | signature |