**CALL FOR EXPRESSION of INTEREST**

**European Union Monitoring Mission in Georgia – EUMM Georgia**

**For**

**Rent of a Building “Field Office Zugdidi”**

**Reference: EUMM/CEI/01/2023**

**Deadline for receipt of applications is on 5 May 2023 at 17:00 hrs, Tbilisi Local Time**

**NOTE:**

Please note that this Call for Expression of Interest is made within the framework of a market survey and imposes **no obligation** on EUMM to initiate a procedure for the Rent of a Building.

EUMM is not liable for any compensation to applicants whose applications are not accepted, nor is it liable if it decides not to initiate and/or to conclude a procedure for the Rent of a Building.

**1. EXECUTIVE SUMMARY**

EUMM **may** launch a procurement procedure to rent a Building to serve as its **Field Office Zugdidi.**

This Call for Expression of Interest aims at identifying interested candidates from the property market.

Applicants shall submit (**as a minimum**), the documentation listed under point 3 (conditions of participation), showing that the offered building meets the requirements set under point 2 (project description).

**2. PROJECT DESCRIPTION**

**The overall objective of the project is to have in place a rental contract for a building to serve as EUMM Field Office in Zugdidi.**

**The following are the minimum Technical Requirements**

**A) Mandatory requirements to the building:**

* Location: must be located in **greater Zugdidi area.**
* The owner must have a “**Building Permit”** issued by the relevant Municipality stating that the **building is registered for office/business/commercial purposes**.
* Must have easy entry access and hard surface access road in good condition.
* Must have at least 1,050 m2 indoor area inside the proposed facility.
* Must have office space approximately **600 m²** (including offices, meeting rooms, server room, tea-kitchen, etc.).
* Storage space in total approximately **200 m².**
* Floor plan can be either “open space” or multiple rooms.
* Must have adequate safe parking space for approx. **26 vehicles** on the proposed property.
* At least space for 3 pieces restrooms with water and wastewater services.
* Adequate water, electricity (preferably 3 phase) and gas supply.

**B) Additional requirements to be met at the time of the lease agreement will start:**

The following must be in place alternatively being feasible to install before EUMM takes possession of the building.

The requirements listed below are “minimum requirements” and the specifications will be identified after the technical and security assessment of the individual buildings offered.

* The premises must conform in every respect to the public-buildings legislation in force in Georgia. Any building site within a building must comply with the safety regulations.
* The premises shall be fully prepared for the rent (turnkey solution).
* Fire Alarm System: audiovisual automated fire alarm system on all floors.
* Intrusion Alarm System: audiovisual automated intrusion alarm system on all floors.
* Adequate lockable entry points and internal doors.
* Lighting according to the standard requirements for office space.
* Built in heating, ventilation, and air conditioning (HVAC) system: Central air conditioning & heating system with independent area controls, the system must be able to maintain a minimum of +20 degrees Celsius 365 days a year.
* Cabling (Electrical; IT and Security): cabling shall be done according to specifications and directions from EUMM.

**3. CONDITIONS OF PARTICIPATION**

**3.1. Eligibility**

Participation in this Call for Expression of Interest is open to all legal or individual persons participating either individually or in a grouping (consortium) of participants. Participation is also open to international organizations.

**3.2. Selection of service providers to be invited to negotiation**

Applicants must fulfill the minimum requirements mentioned under point (3.3) – both sub chapter A and B – in order to be considered in a preliminary shortlist. The preliminarily shortlisted buildings will then undergo a detailed technical and security assessment. Only the assessment above will lead to the establishment of the final shortlist of properties/service providers, who may be invited to negotiate.

Applicants shall provide the documents indicated under points (A) & (B) below to prove that the offered building meets the technical requirements.

**3.3. Required Supporting Documentation**

**(A) Administrative Documentation:**

Applicants shall submit along with their applications a copy of the following:

1. **Registration document from the Public Registry or Building permit** issued by the relevant services of the relevant Municipality whereas it is indicated that the construction is authorized for office/business or commercial usage.
2. **Site Plan** where it is indicated that the building is planned to be used for office/business or commercial purposes.

 **(B) Technical Documentation:**

**The applicant shall submit a copy of the following documents in order to assess the compliance of the building with the minimum Technical Requirements set under point 3:**

1. **Certificate for the Immovable property rights (Cadastre or site plan)**
2. **Drawings in scale:**
	1. **Site plan**
	2. **Floor plan from each individual floor**
	3. **Cross sections**
	4. **Elevations**
3. **Pictures (of the interior and exterior of the building).**

**4. APPLICATION**

Interested candidates whose buildings and documentation meet the minimum requirements may complete the following application and submit it together with all the supporting documents.

**Deadline for receipt of applications** **is on 5 May 2023 at 17:00 hrs.** Tbilisi Local Time**.**

Any application received after this deadline will not be considered.

Applications must be submitted using the template annexed to this document.

Applications must be submitted **in English** to the e-mail: rent@eumm.eu

The project title **(Rent of a Building Field Office)** and Publication reference **(EUMM/CEI/01/2023)** must be clearly indicated.

**5. ADDITIONAL INFORMATION**

**5.1** Applicants may submit questions in writing by **2 May 2023 at 17:00 hrs.** to the following email address rent@eumm.eu.

**5.2 Notification to shortlisted candidates will be sent by August 2023 (indicative)**

**EoT**

***Circulation restricted*** *to EUMM and the author of the document to protect the individual and privacy and commercial and industrial secrecy.*

**CALL FOR EXPRESSION of INTEREST**

**(Application From)**

**“Rent of a Building in Zugdidi”**

**Reference: EUMM/CEI/01/2023**

**1. SUBMITTED by (i.e. the identity of the Candidate)**

|  |  |
| --- | --- |
|  | **Name(s) of applicant(s)**  |
| **Owner[[1]](#endnote-1)** |  |
| **Co-owner** |  |
| **Etc …** |  |

1. **CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3. SELECTION CRITERIA**

**Documentation: Applicants are required to provide the following as a minimum:**

**1) Summary of enclosed Administrative Documentation:** As a minimum in accordance with point 3.3 (A).

|  |  |  |  |
| --- | --- | --- | --- |
| **Required supporting documentation** | **Administrative Documentation** | **Available (Yes/No)** | **Reference to document** |
| **1** | **Registration document from the Public Registry or Building Permit**  |  |  |
| **2** | **Site Plan**  |  |  |

**2) Summary of enclosed Technical Documentation:** As a minimum: in accordance with point 3.3. (B).

|  |  |  |  |
| --- | --- | --- | --- |
| **Required supporting Documentation** | **Technical Documentation** | **Available (Yes/No)** | **Reference to document** |
| **1** | **Certificate for the Immovable property rights (Cadastre or site plan)** |  |  |
| **2** | **Drawings** |  |  |
| **3** | **Pictures** |  |  |
| **….** | **Please add any other relevant document.** |  |  |
| **….** | **……** |  |  |
|  |  |  |  |

**4. SIGNATURE OF THE APPLICANT**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Please indicate the source from where you obtained information about the announcement.**

|  |  |
| --- | --- |
| **Source:** |  |

1. Contact Person, duly authorised to sign on behalf of the other co-owners, if applicable. [↑](#endnote-ref-1)