Annex No 1 to the

**Procurement for rent of office premises for**

 **RB Rail AS Lithuanian branch in Vilnius, Lithuania**

**Tender application**

[form of the Tenderer's company]

**For participation in market survey for**

**Rent of office premises for RB Rail AS Lithuanian branch in Vilnius, Lithuania**

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 2018

No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, reg. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (Name of the Candidate)

represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Name, surname and position of the manager or an authorised person)

by submitting this application:

* confirms its participation in the market survey organised by the **RB Rail AS for rent of office premises for RB Rail AS Lithuanian branch in Vilnius, Lithuania, and** offers to deliver services in accordance with the Technical requirements and his Tender application specified and described below.
* confirms that it does not comply with any of the cases for the exclusion of Tenderers referred to the Paragraph 3 of the Tender regulations;
* confirms that it is informed of the fact that, upon the fulfilment of any cases regarding the exclusion of Tenderers referred to in Paragraph 8 of the Tender regulation for market survey during the period of validity of the Proposal, the Proposal of the Tenderer may be refused or, in the case of granting the right to enter into an agreement, RBR may refuse to enter into an agreement;
* confirms that the Tender regulation for market survey is clear and understandable, that it does not have any objections and complaints and that in case of granting the right to enter into an agreement it shall undertake to fulfil all conditions of the Tender regulation for market survey as well as enter into an agreement in accordance with the Tender Proposal;
* admits the period of validity of its Proposal for at least 60 days from the day of opening of the Proposal;
* guarantees that all the information provided is true.

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| ***No.*** | **Requested information** | **Tenderer information** |
| 1. | Tenderer name, legal address, office address (if appropriate and if it is different from legal address), e-mail, telephone, bank details. |   |
| 2. | Name of the Contact person regarding this procurement, e-mail, telephone, address.  |   |
| 3. | Address of offered lease premises building, providing information on the offered office space in m2 |   |
| 4. | Readiness to enter into lease agreement and offer office premises starting with 1 September 2018. | The tenderer should indicate the date.  |
| 5. | The Tenderer should describe and indicate the status of the building according the inventory (technical documentation or equal).The Tenderer should describe office premises building ownership structure (Private, State or Municipal owned property) and describe existing use and/or disposal rights, decisions, agreements, based on which Tenderer will lease the office premises and be able to sign lease agreement. |  |

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| **Technical requirements** | **Description of the Technical requirements** | **Tenderer proposal:****(to be filled by the Tenderer. The Tenderer in its tender proposal should describe in detail every technical requirement and his compliance to the requirement.** |
| **For office building:** |  |  |
| Location: | to be situated in a convenient location in the Vilnius city central business district (within 3-4km radius from the city centre)  |  |
| Accessibility: | to all public transport system in close distance with no longer than 5 minutes to walk to the closest stop |  |
| Surrounding requirement: | surrounded by a number of business class hotels, restaurants and cafes |  |
| Technical conditions of the office building: | modern building specially designed and built as office premises building (status) with all appropriate newest technical infrastructure ensured (A Class office building or equal) |  |
|  | office building to be fully operative and according building legislation put into operation |  |
| HVAC (Heating, ventilation, air conditioning): | heating, air-conditioning and ventilation ensured, controlled independently in each office room. (The Tenderer should indicate and characterise the capacity of the ventilation and conditioning systems). |  |
| Natural lighting | natural lighting sufficiency ensured, as well as rational fenestration to be ensured |  |
| Accessibility for persons with disabilities | to be accessible for persons with disabilities, if the office premises are higher than 2nd floor, elevator should be ensured. The Tenderer should describe what infrastructure is established in the building for persons with disabilities (elevators, doors, restrooms, etc.) |  |
| Security and life safety infrastructure: | to be ensured in the building along with other life safety features relevant and/or required by law. |  |
| Security system and access monitoring system: | 24 hours security (technical and or personal) to be ensured. The Tenderer should indicate what kind of access control system is introduced (to the building and to the physically separated office premises). |  |
| Office building availability: | 24 hours/7 days |  |
| Car Parking premises: | should be located in the office building or nearby, but not more than 500 m distance from the office building. The Tenderer should provide information about the potential car parking lots, distance to the office building, information on available free parking spaces and car parking monthly/daily/hourly costs. If the Potential Tenderer provides parking lots in the building, the Tenderer shall include in its Tender proposal at least one parking place together with the office space rent for the office renting period. If the Potential Tenderer do not provide parking lots in the building, the Tenderer shall include information on the parking lot availability nearby and monthly cost per one car parking. |  |
| Car parking availabilities for office short term visitors: | car parking possibilities for office visitors to be ensured. The Tenderer should also indicate and describe what are the car parking possibilities for office visitors and regulations/pricing policies. |  |
| Bicycle parking: | possibility to park and lock a bike at secured place next to the office building or in the office building, preferably at street floor |  |
| Nearby and/or on-site amenities: | the Tenderer should indicate nearby and/or on-site amenities (dry cleaning, restaurants, ATM, etc.) |  |
| Office room technical requirements: |  |  |
| Furnishing and equipment: | fully-furnished and equipped workspace for 10 persons with modern, ergonomic office furniture tables and one separate meeting room for 15 persons |  |
| Ceiling height: | at least 2,7 m height to be ensured |  |
| Office room usage: | physically separated office premises needed, office rooms permanently occupied by 10 persons.Combination of different size offices can be: working places maximum 3-4 people in the room, preferred 1-2 working stations in the room. Separate permanently used fully technically equipped meeting room for 15 persons. |  |
| Office room space: | Minimum 10 m2 of total office spaceper person |  |
| Window: | a window office required/preferred, but internal office location with ensured sufficient natural lighting can be offered as second option. |  |
| **The following services/facilities to be provided:** |  |  |
| Mail handling /delivery services: | required |  |
| Access to administrative support: | required |  |
| Access to printer, scanner and photocopier: | work corner – printing and other equipment will be delivered by RB Rail AS |  |
| Legal business address: | required |  |
| Access, amount and availability of meeting rooms:  | additional fully technically equipped meeting rooms to be available upon request. Meeting rooms capacity – approx. 4-20 persons.The Tenderer should indicate availability and capacity of proposed/ available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.). The Tenderer should provide both technical information as requested in technical requirements as well as hourly price offer to be included in Tender proposal. |  |
| Receptionist: | required, but also acceptable for the office building in general |  |
| Kitchen with coffee /tea making equipment and other kitchen utilities: | required |  |
| Business lounge: | yes. The Tenderer should describe the offered business lounge, (capacity, hourly pricing rate). |  |
| Rest areas: | required |  |
| All utilities: | required |  |
| Cleaning and maintenance services (office) and building: | Required. Office Trash collection every day, clean-up (at least twice a week).Facilities management to be provided for all office building areas (including the staircases, etc.), adjoining areas cleaning, elevators (if any), maintenance and repairs of existing water supply systems, heating and ventilation systems, drainage systems, power system maintenance (including repairs and maintenance), as well as cleaning snow from the roof of the building, as well as any other activities that would guarantee a smooth and high-quality use of the rented premise. |  |
| Security (technical and or personal): | Required.Office premises should be physically separated and equipped with the access control system on all entrances (to the building and to the office premises) in order to ensure independent access of RBR employees (and their guest) to the building and the office premises on 24hours/7days basis. |  |
| **Technology requirements:** |  |  |
| Business grade internet WiFi: | required |  |
| Air conditioning system | required |  |
| **OTHER:** |  |  |
| OFFICE LAYOUT: | The Tenderer has to attach in his proposal office layout plans, several workspace layout options can be offered for the choice  |  |
| PRICE OFFER: |  |  |
|  | rent price should be offered with all utility charges (e.g. office cleaning and coffee, tea availability, internet, security, etc.) and one parking lot (in case it is in the office building) included in the monthly fixed fee per one person (workstation) and total fixed cost.All other information regarding all additional charges and office services should be reflected and included in price offer by naming the service and the costs.The Tenderer shall indicate the yearly and three years rent cost and the total cost for five rental years, as well as indicate what will be the cost after the fifth rental year.Information on discount system can also be provided. |  |
| ADDITIONAL CHARGES: | tenderer should indicate any other additional charges that may appear and their hourly costs (e.g. seminar, lounge room rent fee on hourly basis, multi-projector rent fee, etc.)  |  |
| PARKING: | one parking lot shall be included together with the office space rent for the office renting period, if the Tenderer provides parking lots in the building or nearby. Additional nearby parking lots availability and costs should be described and specified separately. Information to be provided on nearby available parking spaces and their monthly/daily/hourly costs. |  |
| RENTING TERMS: | flexible renting period initially for a period of three years (with possible extension up to 5 years), but flexible contract cancellation with 3 to 6 months prior written notice required.  | The tenderer should describe lease agreement conditions and attach standard Lease agreement. |

The Tenderer offers to deliver services in accordance with the Technical requirements for the following prices:

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| **No.** | **Product/Service** | **Quantity**  | **Unit price EUR, excl. VAT** | **Amount EUR,****excl. VAT** |
| 1 | Monthly rent price per person (workstation) | 1 |  |  |
| 2 | Monthly rent price per m2 | m2 |  |  |
|  | **Total amount of the Proposal EUR** (excl. VAT): Total amount of the Proposal EUR (excl. VAT) in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |  |
| 3.  | **Additional costs:** |  |  |  |
| 3.1. | The Tenderer should reflect here additional charges and their hourly costs (e.g. seminar, lounge room rent fee on hourly basis, multi-projector rent fee, etc.) | EUR/hour |  |  |
| 3.2. |  | 1 unit |  |  |
| 3.3. |  |  |  |  |
| 3.4. |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)

*Name and title of the Tenderer authorised representative*

*Date:\_\_\_\_\_\_\_\_\_\_*