**Request for Quotation (RFQ)**

You are hereby invited to submit a quotation corresponding to the requirements included in this document (for technical requirements refer to Annex 1) and in accordance with appropriate legislation, regulations and standards governing the subject matter.

The Contracting Authority: RB Rail AS joint tender together with Rail Baltic Estonia OÜ

Scope overview: Office rental for RB Rail AS together with Rail Baltic Estonia OÜ in Tallinn

Indicative Contracting Date: within 2nd half of July 2018

Quotation submission Date: 17:00 on 26th June 2018

Validity of quotation: Minimum of 30 days

Evaluation criteria:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Description** |
| Total Price per 12 months | [50%] | The best price shall achieve 50% of the Total Score, other quotations shall be marked less respectively, based on MERIT point approach. |
| Functionality | [50%] | Property features / additional value, over and above the minimum requirements specified in Annex 1:   * Ease of applying and usefulness of Options; * Premises adjusted for persons with disabilities, ensuring possibility to enter the office, use the specifically adjusted sanitary rooms and move across the different floors of the building; * Distance (travel time) to Tallinn City Centre; * Granted availability of car parking spaces by/close to the building and convenience of parking; * Possibility for additional expansion at the same location; * Excellent surrounding environment; * Office equipment and additional features; * Any other benefits.   POINTS:  Good additional value demonstrated: 50.0%  Above Average additional value demonstrated: 37.5%  Average additional value demonstrated: 25.0%  Below average additional value demonstrated: 12,5%  No additional value demonstrated: 0.00% |

Submission of Quotation: The quotation shall be sent by email to [kristjan.piirsalu@railbaltica.org](mailto:kristjan.piirsalu@railbaltica.org)

cc to [taavi.laja@rbe.ee](mailto:taavi.laja@rbe.ee)

Queries/Clarifications: Any questions relating to this RFQ shall be addressed to:

Mr. Kristjan Piirsalu

Tel: +372 521 2363

Email: kristjan.piirsalu@railbaltica.org

**Annex 1 – Technical Requirements**

This Annex 1 sets the minimum requirements for the Tenderer to be fully taken into account in the preparation of their quotation.

|  |  |
| --- | --- |
| **TECHNICAL REQUIREMENTS** | **Description of the Technical requirements for quotation** |
| **For office building:** |  |
| Location: | to be situated in a suitable location in Tallinn with convenient travel to Tallinn city business district / centre (within 15min travel to the centre). |
| Accessibility: | 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 an 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 to building legislation put into operation |
| HVAC (Heating, ventilation, air conditioning): | heating, air-conditioning and ventilation ensured, controlled independently in each office room. (The Tenderer shall indicate and characterise the capacity of the ventilation and air-conditioning systems). |
| Natural lighting and people with disabilities | natural lighting sufficiency ensured, not more than 9 m from natural lighting source, as well as rational fenestration to be ensured |
| accessibility for persons with disabilities, if the office premises are higher than 2nd floor, elevator(s) shall be available for use. The Tenderer shall describe what infrastructure is established in the building for persons with disabilities (elevators, doors, restrooms, etc.) |
| Security and life safety infrastructure: | Fire safety and security shall 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 shall indicate what kind of passes/cards/tokens control system is introduced. |
| Office building availability: | 24 hours/7 days |
| Car Parking premises for employees: | * Parking shall be located nearby, but not more than 600 m distance from the office building. * The Tenderer shall provide information about the potential car parking lots. Minimum information to be provided:   + available parking spaces (preferably circa 20 spaces) and   + their monthly/daily/hourly costs   + if the Tenderer provides parking lots in the building, information shall be provided on the availability and costs per 1 car parking   + additional nearby available parking spaces and their monthly/daily/hourly costs   parking lots availability and costs shall be described and specified separately.   * The maximum allowable price for parking is 40 EUR per parking space. In case the Tenderer’s parking spaces are priced higher than this maximum allowable price, then the Tenderer may reflect this cost in the rental price per square metre. * Offered parking shall include a minimum of:   + 24 spaces for employees   + 2 spaces for visitors |
| Car parking availabilities for office short term visitors: | car parking possibilities for office visitors to be ensured. The Tenderer shall 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 a secured place next to the office building or in the office building, preferably on the street level |
| Nearby and/or on-site amenities: | the Tenderer should indicate nearby and/or on-site amenities (dry cleaning, restaurants, ATM, fitness rooms etc.) |
| Office room technical requirements: |  |
| Office space: | * Workspace of a minimum of 10m2 per person * Minimum total workspace area of 460 m2 * Meeting rooms, toilet/kitchen and other facilities in addition |
| **(OPTION 1)** Furnishing and equipment: | As an option, fully-furnished and equipped workspace for 29 people, with modern, ergonomic office furniture tables, chairs and cabinets per each workstation.  The rental price shall include all utility charges (e.g. coffee/tea availability, security, water, electricity, etc.). included in the monthly fixed fee per one person (workstation) – all-inclusive price. |
| Ceiling height: | At least 2,7 m height to be ensured |
| Office room usage: | Separate office rooms required, office rooms permanently occupied by 46 **persons.** Combination of different size offices rooms can be as follows:   * maximum 3-4 people in the room * preferred 1-2 working stations in the room |
| Additional separate room for phone calls | Required when office space is arranged so that there are more than 2 working stations per room |
| Windows: | a windowed office required (but internal office can be offered as an alternative). |
| **The following services/facilities shall be provided:** |  |
| Mail handling /delivery services: | required |
| Area for printer, scanner and photocopier: | A reasonable number of work corners shall be allocated for printing machines. The printer/scanner/photocopier equipment not required (will be delivered by the tenant(s)). |
| Legal business address: | required |
| Access, amount and availability of meeting rooms: | Meeting rooms shall be available. Meeting room capacity (minimum requirement):   * one meeting room for approximately 24 persons; and * one meeting room for approximately 12 persons; and * one meeting room for approximately 8 persons. |
| **(OPTION 2)** Fully Equipped Meeting Rooms | Fully technically equipped meeting rooms shall be available (or available upon request). Meeting room capacity (minimum requirement):   * one meeting room for approximately 24 persons; and * one meeting room for approximately 12 persons; and * one meeting room for approximately 8 persons.   The Tenderer shall indicate availability and capacity of proposed/ available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.). The Tenderer shall provide both technical information as requested in technical requirements as well as hourly price offer to be included in the quotation. |
| Kitchen with coffee /tea making equipment and other kitchen utilities: | Required |
| Business lounge: | The Tenderer shall allocate a reasonable amount of space by the entrance for a reception/breakout area and provide a description. |
| Rest areas: | Required |
| All utilities: | Required – shall be included in the price per square metre |
| **(OPTION 3)** Cleaning and maintenance services (office) and building: | The Tenderer shall offer, as an option, office cleaning and maintenance services as described herein.   * Office waste 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) * Cleaning snow from the roof of the building * Any other activities that would guarantee a smooth and high-quality use of the rented premises. |
| Security (technical and or personal): | required |
| **Technology requirements:** |  |
| **(OPTION 4)** Business grade internet WiFi: | As an Option the Tenderer shall offer an internet connection, including WiFi to the following minimum requirements:   * 5GHz band, min # of Aps per workplace, 802ac, min dBm |
| Air conditioning system in a closed window system case: | required |
| **OTHER:** |  |
| OFFICE LAYOUT: | The Tenderer shall attach in his proposal also the proposed office layout. Several workspace layout options can be offered for the choice |
| PRICE OFFER: |  |
|  | The Tenderer shall provide an offer/quotation by filling in the Form 1 (Quotation Submission Form) enclosed with this document.  All other information regarding all additional charges and office services shall be reflected in the price offer by naming the service and the costs. There shall be no hidden costs for the tenant.  The Tenderer shall indicate the yearly rental price and the total price for three rental years, as well as indicate what will be the price after the third rental year.  Information on discount system can also be provided. |
| ADDITIONAL CHARGES: | The Tenderer shall indicate any other additional charges/costs that may appear or may fall upon the tenant during the rental period of the premises and their hourly costs (e.g. additional seminar, room rent fee on hourly basis, multi-projector rent fee, etc.) |
| RENTING TERMS: | Flexible renting period initially for a period of three (3) years (with possible extension up to 5 years, by a 1-year increment), but flexible contract cancellation with 3-6 month prior written notice required. |
| Moving Period | Period for the tenant for moving in from the date of signing the Contract shall be within 2 months. |
| Disclaimers | The Tenderer shall bear all costs in the preparation and submission of their quotation. In no circumstances shall the Contracting Authority compensate any costs in relation with the Tenderer’s participation in this procurement exercise.  The Contracting Authority reserves itself all rights to reject any and/or all quotations, to clarify, negotiate or request updated quotations.  The Contracting Authority reserves itself the right to evaluate quotations either with or without Options. However, for the avoidance of doubt, if the Contracting Authority decides to undertake the final evaluation including one or more options, the same shall apply for all quotations for the purpose of equal and fair treatment. |

**Form 1 – Quotation Submission Form**

The Tenderer’s identity:

|  |  |
| --- | --- |
| Company Name: |  |
| Registration Number: |  |
| Registered Address: |  |
| Tenderer’s Representative | |
| Name: |  |
| Job Title: |  |
| Representative’s contact details: | Email:  Telephone: |
| Contact Address:  *(if different from the Registered Address above)* |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Product/Service** | **Unit** | **Quantity**  (minimum) | **Unit price EUR, excl. VAT** | **Total Amount EUR, excl. VAT** |
| 1 | Monthly rent price per m2 | m2 | 460 + meeting rooms, toilets/kitchen, etc. |  |  |
| 2 | Monthly rent price per person (workstation) | 1 work station | 46 |  |  |
| *2.1* | *Including direct rental cost of* | *EUR, €* | *-* |  |  |
| *2.2* | *Including utilities and excess parking cost of* | *EUR, €* | *-* |  |  |
| 3 | (OPTION 1) Furnishing and equipment | EUR, € per 1 workstation | 29 |  |  |
| 4 | (OPTION 2) Fully Equipped Meeting Rooms | *EUR, € / month* | Total */ month* |  |  |
| *4.1* | *one meeting room for approximately 24 persons* | *EUR, € / month* | *1 month* |  |  |
| *4.2* | *one meeting room for approximately 12 persons* | *EUR, € / month* | *1 month* |  |  |
| *4.3* | *one meeting room for approximately 8 persons.* | *EUR, € / month* | *1 month* |  |  |
| *4.4* | *[add any additional]* | *EUR, € / month* | *1 month* |  |  |
| 5 | (OPTION 3) Cleaning and maintenance services (office) and building | all used areas | Total |  |  |
| 6 | (OPTION 4) Business grade internet WiFi | *EUR, € / month* | *1 month* |  |  |
| 7 | **Total amount of the Proposal EUR** (excl. VAT) excluding OPTIONS:  Total amount of in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | EUR, € / month | 12 months |  |  |
| *7.1* | ***CALCULATION for Total Price per 12 months excluding OPTIONS*** |  | | | |
| 8 | **Total amount of the Proposal EUR** (excl. VAT) with OPTIONS:  Total amount in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | EUR, € / month | 12 months |  |  |
| *8.1* | ***CALCULATION for Total Price per 12 months with OPTIONS*** |  | | | |
| 9. | **Additional charges (if any):** |  |  |  |  |
| 10. | **Indicative price after the third rental year** | | | | |
| *10.1* | *Monthly rent price per m2* | *EUR / month* | *1 month* |  |  |
| *10.2* | *Monthly rent price per person (workstation)* | *EUR / month* | *1 month* |  |  |

By submitting this quotation, the Tenderer confirms also that:

1. It has a legal right to offer the premises.
2. It has prepared its quotation taking fully into account the requirements of the RFQ and all the clarifications issued by the Contracting Authority.
3. The offered premises are free of all liens, interests or other rights of third parties.
4. This quotation is made without connection with any other person, company, or parties likewise submitting a quotation and that it is in all respects for in good faith, *bona fide*, without collusion or fraud.
5. The Tenderer is not in bankruptcy, liquidation and its business activities have not been stopped for any similar reasons.
6. The Tenderer is not under investigation in relation with and has not been charged for any unlawful activity.
7. The Tenderer does not have any tax debts.

This quotation is dated ……………… 2018

signed by the Tenderer’s fully authorised representative

Name: ………….

Title: …………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature