

**Regulations to Announced negotiations for rent of office premises for
RB Rail AS Lithuanian branch and AB Lietuvos geležinkeliai in Vilnius, Lithuania**

I. Name of Contracting authority, address, contact person, telephone and e-mail:

1. The Contracting authority is: joint stock company RB Rail AS, acting also on behalf of AB "Lietuvos geležinkeliai" (Reg. No. 110053842, legal address Mindaugo g. 12, LT-03606, Vilnius, Lithuania).

Contracting authority contacts:

Contracting authority	RB Rail AS (hereafter – RBR)
Legal address	Kr. Valdemāra iela 8, Riga, LV-1010, Latvia
Office address	Kr. Valdemāra iela 8, Riga, LV 1010, Latvia
Reg. No.	40103845025
Contact person	Lead procurement specialist Asta Žaltauskienė
Telephone, fax, e-mail	+370 617 12033, asta.zaltauskiene@railbaltica.org

II. Description of the subject-matter of the procurement:

2. The subject matter of the procurement is fully-furnished, equipped, physically separated office premises in a convenient location in the Vilnius city central business district (Lithuania) for RB Rail AS Lithuanian branch (RB Rail AS Lietuvos filialas) and AB "Lietuvos geležinkeliai".
3. Technical and functional requirements to the subject matter of the procurement are defined in Annex 1 of these regulations.

III. Grounds for exclusion

4. The Contracting authority shall exclude the Tenderers from participation in the procurement procedure as well as shall not review the proposal in any of the following events:
- if they are bankrupt or wound up, have suspended their business activities or are in other kind of status, which prevents or might prevent the Tenderers for proper implementation of the agreement;
 - if they or persons having powers of representation, decision making or control over the Tenderers have been convicted of a criminal offence relating to the professional conduct by the judgement of a court;
 - if they or persons having powers of representation, decision making or control over the Tenderers have been convicted of an offence relating to fraud, corruption, involvement in criminal organisation, money laundering or any other illegal activity by the judgement of a court;
 - if they have misrepresented the information included in their Proposal and required for particular procurement procedure;
 - if the Contracting Authority has obtained information that the Tenderer have entered into unlawful agreements with competitors or have influenced in any unlawful way the person or group of persons appointed by the Contracting Authority to select the proposals submitted for particular procurement procedure;
 - if they are in the situation of conflict of interests due to participation in related procurement procedures organised by the Contracting Authority or due to other circumstances as described in applicable laws and thus have gained unfair competitive advantage.

IV. Preparation and Submission of Tender proposal

5. The proposal shall be submitted by July 15 2019 till 16:00 local Lithuanian time. The Contracting

authority may extend the deadline for submission of proposals by publishing a notice on the web page (<http://www.railbaltica.org/tenders/>) if no proposals are received by the deadline established in these regulations, neither any of the received proposals are considered as beneficial or comply with the set requirements.

6. The Tenderer shall submit the proposal by an e-mail indicated in Article 1 of these regulations. The proposal shall be submitted in English. All costs associated with the proposal preparation and submission shall be borne by the Tenderer.
7. The Proposal shall include the following documents:
 - a. Application (Annex No. 2 of these regulations);
 - b. Technical Proposal Form (Annex 3 of these regulations) where the Tenderer shall describe the compliance of the proposed office premises to the requirements set in these regulations and its annexes. Any technical documents and information confirming the compliance to the requirements (photos of the offered office premises, maps, inventory, layout of offered office premises, etc.) shall be attached if necessary.
 - c. Quotation Submission Form (Annex 4 of these regulations) where the Tenderer shall provide the proposed monthly rent price, incl. all other related costs and charges.
8. The Tenderers are allowed to submit proposals for office premises that have insignificant inconsistencies with the requirements set in these regulations and its annexes. In case the Contracting authority will receive proposals that are fully compliant to the requirements, the proposals with inconsistencies will not be accepted. In case there will be no fully compliant proposals, the proposals having insignificant inconsistencies can be assessed.
9. Tenderer may recall or amend its submitted proposal before the expiry of the deadline for submission of proposals. In case of amendments, the Tenderer must clearly notify that the proposal is amended by indicating: "AMENDMENTS" for "Office premises rent in Vilnius, Lithuania".
10. A public proposal opening meeting is not intended.

V. Period of validity of the Proposal

11. Tender proposal shall be valid for 60 days from the day of proposal submission.

VI. Provision of information

12. The Tenderer may request explanations regarding the preparation of the proposal. All requests shall be executed in writing in English by sending to Lead procurement specialist Asta Žaltauskienė to e-mail: asta.zaltauskiene@railbaltica.org no later than 4 working days prior to the deadline for submission of proposals.
13. The name, address and telephone number of the Tenderer must be specified in content of the e-mail.
14. It is the Tenderer's responsibility to follow any updated information concerning procurement published on the web page <http://www.railbaltica.org/tenders>.

VII. Proposal Verification

15. The Contracting authority will verify the compliance of the received proposals with the requirements set in these regulations and its annexes. Proposals shall be examined and evaluated confidentially, without the participation of the Tenderers.
16. If the proposal will not fully comply with the requirements set in these regulations and its annexes, the Contracting authority will assess the significance thereof and decide regarding the acceptance or refusal of such proposal. The conditions under which the proposals with inconsistencies can be assessed are foreseen in paragraph 8 of these regulations.
17. If the proposal for one of the office rooms (e.g. office room No. 1) will comply to the requirements set in these regulations and its annexes, and for another office room (e.g. office room No. 2) will not comply, the Contracting authority will reject such proposal, except the case foreseen in paragraphs 8 and 16 of these regulations.

18. In the event of queries regarding the content of the proposals and at the request of the Contracting authority, Tenderers must provide additional explanations and clarifications within the deadline set by the Contracting authority.
19. The Contracting authority will invite Tenderers whose proposals have not been rejected to negotiate the technical, economic and other requirements or conditions in order to obtain the most economically advantageous tender.
20. The Tenderers invited to negotiate must provide the Contracting authority the proposed draft Lease agreement. Draft lease agreement must include all conditions, foreseen in part X of these regulations. Contracting authority has the right to negotiate the proposed lease agreement conditions. During the negotiation procedures, the Contracting authority shall:
 - a. negotiate with each Tenderer individually;
 - b. may not disclose any information received from the Tenderer to any third party without its consent and shall not inform the Tenderer of any agreements with other Tenderers.
21. The end of negotiations with the Tenderers shall be formalized in the minutes of the negotiations.
22. After the final decision on the successful Tenderer has been taken, the Contracting authority shall inform the successful Tenderer on the outcome of the procurement procedure.

VIII. Criteria for the selection of a proposal

23. After completing the negotiation procedure, the Contracting authority will evaluate the final proposals of the Tenderers using economically most advantageous tender criteria. The economically most advantageous tender shall be the proposal which will receive the highest sum of scores for the following criteria:

Evaluation Criteria	Comparative weight in economic efficiency (maximum score)
1. Price - C	$X=60$
2. Compliance of the premises with the needs of the Contracting Authority - T_1	$T_1=20$
3. Additional parking places - T_2	$T_2=5$
4. The location of the office - T_3	$T_3=15$

24. The criteria of most economically advantageous tender will be evaluated based on the following parameters:

Parameter of Criteria T	Description	Value
(T ₁) Compliance of the premises with the needs of the Contracting Authority	The layout and equipment of the premises of the proposed office complies satisfactorily with the needs of the Contracting Authority	5
	The layout and equipment of the premises of the proposed office complies well with the needs of the Contracting Authority	15
	The layout and equipment of the premises of the proposed office complies perfectly with the needs of the Contracting Authority	20

(T ₂) Additional parking places	Additional parking places at an acceptable price level (not higher than the parking price in the tender proposal) can be proposed	1 additional score is given for every 3 parking places that can be proposed in addition to the minimum requirement of 10 parking places (maximum additional score is 5)
(T ₃) Location	(P ₃) The location of the office is 1,5-2 km from the reference point	5
	(P ₃) The location of the office is 1-1,5 km from the reference point	10
	(P ₃) The location of the office is not more than 1 km from the reference point	15

25. Calculation of economic efficiency (S). The Economic efficiency (S) is calculated by summing the C and other criteria T of the Tenderer's proposal:

$$S = C + T_1 + T_2 + T_3$$

26. The criteria C is calculated by comparing the lowest proposal price $C_{\min}$ with the quotation C_p (total proposal price for Office rooms No. 1 (RB Rail) and No. 2 (AB "Lietuvos geležinkeliai")) and multiplying it by the weight of the benchmark (X) of the criteria, rounded to two decimal places, according to arithmetic rounding rules:

$$C = \frac{C_{\min}}{C_p} \cdot X$$

27. The score of the criteria T_1 , T_2 , T_3 are given by the Contracting Authority after evaluation of the final proposals based on the rules, indicated in the paragraph 24 of these regulations.
28. In case several Tenderers will obtain an equal score, the Contracting Authority shall select the Tenderer which will obtain the higher score for the price criteria.

IX. Contract award

29. The Contracting authority will take a decision on the winning Tenderer in accordance with the set evaluation criteria and will publish a notice on the web page (<http://www.railbaltica.org/tenders>).
30. The tender will result in two Lease agreement awards to the winning Tenderer – one lease agreement for office premises rent shall be signed with RB Rail AS and second lease agreement – with AB "Lietuvos geležinkeliai".

X. Lease Agreement conditions

31. Lease agreements to be concluded with the winning Tenderer must include the following conditions:
- Subject of the leasing agreement;
 - Lessor and the lessee legal data;
 - Services provided and the usage conditions of lease object;
 - Tender proposal;
 - The amount of rent, the rent payment procedure, the rent revision procedures, as well as payments for services (such as rent of conference halls, printing, copier, etc.);
 - The parties' rights and obligations;
 - The parties' responsibilities for failure to execute the lease agreement;

- h) The lease term;
- i) Dispute settlement procedures;
- j) Condition on possibility to revise rental rates at the earliest after three years of the lease commencement date taking into account the Lithuanian Consumer Price Index (LCI) established and published by the Statistics Department of the Republic of Lithuania (full condition will be adjusted during the negotiations);
- k) Condition on possibility during the term of the lease agreement, upon the Lessee's request and Lessors possibility to propose, to lease additional space required by the Lessee in the same Lessor's building under the conditions agreed between the parties;
- k) Conditions for terminating the lease agreement, including the right of the Lessee to terminate the agreement without compensation to the Lessor by providing a written notice at least 6 months in advance.

**Annex No 1 to Regulations on announced negotiations
for rent of office premises**

Approved by
RB Rail AS Management Board's
Decision No.: 4/31/2019 dated 28.05.2019

Annex 1 – Technical Requirements

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

TECHNICAL REQUIREMENTS	Description of the Technical requirements for quotation
For office building:	
Location: (<i>Evaluation criteria T₃</i>)	To be situated in a convenient location in the Vilnius city central business district - within 2 km radius from the Ministry of Transport and Communications (reference point – Gedimino ave. 17, Vilnius (the territory coverage is indicated in Annex 5). Distance will be calculated using the distance measurement tool www.maps.lt .
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:	Office building to be fully operative and according to building legislation put into operation. It must be in accordance to all sanitary and hygiene norms, and according to the requirements of STR in Lithuania. Modern building specially designed and built as an office premises building (status) with all appropriate newest technical infrastructure ensured (not less than B Class according to BOMA (Building Owners and Managers Association International) classification).
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:	Natural lighting sufficiency ensured, as well as rational fenestration to be ensured.
People with disabilities:	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
All day car parking premises for employees and visitors:	Parking shall be in a building or located nearby, but not more than 600 m distance from the office building. Exact requirements for the parking places of each of the office are included in the tables below
(OPTION 1) The possibility of additional car parking premises: (<i>Evaluation criteria T₂</i>)	As an option the Tenderer shall provide information about the potential additional car parking lots. Minimum information to be provided: ○ available parking spaces; ○ their monthly costs; ○ additional nearby available parking spaces and their monthly/daily/hourly costs. Parking lots availability and costs shall be described and specified separately.

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 space requirements:	Two fully separated offices (Office room No. 1 and Office room No. 2 below) in the same building must be proposed. Preferably the offices should be located on the different floors of the building (the whole fully separated floor for one office) but in case the office rooms No. 1 and No. 2 are located on the same floor, they have to be physically separated from each other and from the rest of the building offices. There is no surfaces (street level, building structures, roof) outside the building (at office level) to be used as support point to get into the office through a window. The distance between the outer window sill of the window and the "support point" must not be less than 2.50 m. Therefore the offices preferably must be located not below the third floor and not on the last floor. In case the distance between the outer window sill of the office window is less than 2.50 m the office windows must be protected by: - additional devices of security alarm system - window opening detectors (magnetic detector or analogue) for openable windows or parts thereof and glass break detectors (vibration sensor or analogue); - security glazing - glass protection films (security class P1A or higher accordingly with standard BS EN 356) or analogue measure. In case the offices are located on the last floor of the building the exits to the roof must be protected by lockable doors or roof hatches and that are guarded by security alarm system and CCTV. Premises must be furnished/ repaired. The Tenderer may offer unfurnished or non-repaired premises if he undertakes to furnish or repair the premises at his own cost and expense before the planned date of transfer of the premises. In this case, the premises must be furnished in accordance with the requirements of the technical specification and according to the layout of the premises agreed with the tenant.
Office building security requirements:	There should be no possibility of uncontrolled access from other premises of the building to the Offices. Entry to each office premises shall have access control devices. Requirements for the security of the Office rooms No. 1 and No. 2 are indicated in the tables below.
Kitchen with coffee/tea making equipment and other kitchen utilities: (Evaluation criteria T ₁)	Required. Kitchen can be used together with other tenants on the same floor of the building or it can be separate, only for the use by each office or both offices, indicated in these technical requirements. Kitchen must include at least: - kitchen furniture set; - kitchen sink with hot and cold water; - refrigerator; - microwave oven; - coffee machine.
Restrooms: (Evaluation criteria T ₁)	Restrooms should be located in the office premises, on the same floor as the office room. Separate restrooms for man and woman should be proposed. The restrooms should be furnished according to the requirements of sanitary norms.
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.
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Technical requirements for the Office room No. 1 (RB RAIL AS Lithuanian branch):	
Office space: (Evaluation criteria T ₁)	Total office space must be not less than 180 m² Office space must be divided into two separate office spaces: • Closed Office part – zone where working places of 20 persons are located (minimum 8 m² per person, not less than 160 square meters). Its' entrance should be from the business lounge part and it should have door with access control. • Closed Business lounge part - zone of the lounge type, for meeting visitors (minimum 20 square meters). There should be a possibility to organize up to 2 working spaces in a Closed business lounge part. The entrance door from public area into this part of the office must be equipped with access control device. Meeting rooms, toilet/kitchen and other facilities in addition, should be located in the business lounge part.
All day car parking premises for employees and visitors: (Evaluation criteria T ₁)	Parking shall be in a building or located nearby, but not more than 600 m distance from the office building. Offered parking shall include a minimum of 5 reserved spaces for employees and for visitors.
Furnishing and equipment: (Evaluation criteria T ₁)	Fully-furnished and equipped workspace for not less than 20 people. The requirements for the workspace furniture: • Modern and ergonomic, high quality office furniture should be provided. • Working desks must be height adjustable, lockable cabinets must be provided per each workstation. • Preferably "Document & Data Safe Box" for secure storage of the classified information - paper documents -should also be provided. • Chairs must be height adjustable, high quality and durable. The detailed proposal on furniture will be adjusted at the stage of negotiations. Tenderer may offer non-equipped working places if he undertakes to arrange them before the planned date of transfer of the premises. In this case, the Tenderer shall, at its own cost and expense, equip the working spaces in accordance with the requirements of the technical specification and according to the agreement with the tenant.
Ceiling height:	At least 2,7 m height to be ensured
Office room usage: (Evaluation criteria T ₁)	Separate office rooms required, office rooms permanently occupied by 20 persons. Combination of different size office rooms can be as follows: • maximum 3-4 people in the room; • preferred 1-2 working stations in the room; • at least one room with 1 working station in the room.
Additional separate room for phone calls: (Evaluation criteria T ₁)	Required when office space is arranged so that there are more than 2 working stations per room
Windows: (Evaluation criteria T ₁)	A windowed office required in the part of the office with working stations and business lounge. Other parts of the office (meeting rooms, kitchen, etc.) can be internal.
The following services/facilities shall be provided:	
Mail handling/delivery services:	Required
Area for printer, scanner and photocopier, room for IT equipment: (Evaluation criteria T ₁)	A reasonable number of work corners shall be allocated for printing machines and shredder device. The printer/scanner/photocopier and shredder equipment not required (will be delivered by the tenant). The separate room (not less than 4 m²) with locking door for IT equipment should be included. The cabling must be done by the Tenderer, the IT equipment (servers, etc.) will be installed by the tenant.
Legal business address:	Required

Fully Equipped Meeting Rooms: (Evaluation criteria T ₁)	Fully technically equipped meeting rooms shall be available (meeting rooms total space should not be less than 120, but not more than 150 m²). Meeting rooms capacity must be for approximately for: 1) 25-30 persons; 2) 10-12 persons; One big meeting room (not less than 120 m²) can be proposed, but in this case it must have a possibility of dividing into separate meeting rooms by sliding or foldable doors (not less than 2, but not more than 3 separate meeting rooms). The Tenderer shall indicate availability and capacity of proposed/available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.).
Rest areas: (Evaluation criteria T ₁)	Required
All utilities:	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.
Cleaning and maintenance services (office) and building:	The Tenderer shall offer 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 of the office (technical and or personal): (Evaluation criteria T ₁)	Premises must be physically separated from the rest of the building. Entry to the tenant's office premises shall be separated by an electronic lock or other access control device¹ and to have the security alarm system. The entrance to the Closed office part should also have the door with access control device. Preferably Suprema P2 devices or others, compatible with access control system "Suprema Biostar 2" should be used, seeking the integration with the existing system, being used by RB Rail. The tenant must have the right to install the access control equipment and to connect it to his existing system. Also, the tenant must have a right to install CCTV equipment at the entrance door. The Office premises must be equipped with a security alarm infrastructure, which can be connected to the control centre of a security company (agreement with security company will be signed by the tenant).
Technology requirements:	
(OPTION 2) 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:	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:	

¹ More information: https://www.supremainc.com/en/hardware/bio_bioentry-p2.asp

	The Tenderer shall provide an offer/quotation by filling in the Quotation Submission Form. 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 five (5) years (with possible extension up to 10 years, by a 1-year increment), but flexible contract cancellation with 6 months prior written notice required.
MOVING PERIOD:	Period for the tenant for moving in from the date of signing the Contract shall be not more than within 6 months.

Technical requirements for the Office room No. 2 (AB "Lietuvos geležinkeliai"):	
Office space: (Evaluation criteria T ₁)	Total space of Office Room No. 2 must be not less than 160 m ² : - office space must accommodate 20 persons, minimum workspace of 8 m² per person - entrance to the office space can be from a shared business lounge/reception - entrance to the office space must have access control. Meeting rooms, toilet/kitchen and other facilities in addition.
All day car parking premises for employees and visitors: (Evaluation criteria T ₁)	Parking shall be in a building or located nearby, but not more than 600 m distance from the office building. Offered parking shall include a minimum of 5 reserved spaces for employees and visitors.
Furnishing and equipment: (Evaluation criteria T ₁)	Fully-furnished and equipped workspace for 20 people, with modern, ergonomic office furniture tables (preferably height adjustable desks), chairs and lockable cabinets per each workstation. Preferably "Document & Data Safe Box" for secure storage of the classified information - paper documents - should also be provided. Tenderer may offer non-equipped working places if he undertakes to arrange them before the planned date of transfer of the premises. In this case, the Tenderer shall, at its own cost and expense, equip the working spaces in accordance with the requirements of the technical specification and according to the agreement with the tenant.
Ceiling height:	At least 2,7 m height to be ensured
Office room usage: (Evaluation criteria T ₁)	Separate office rooms required, office rooms permanently occupied by 20 persons. Combination of different size office rooms can be as follows: - maximum 3-4 working stations in the room; - at least two rooms with 1 working station in the room.
Windows: (Evaluation criteria T ₁)	A windowed office required in the office part with working stations. Other parts of the office (meeting rooms, kitchen, etc.) can be internal.
The following services/facilities shall be provided:	
Mail handling /delivery services:	Required
Area for printer, scanner and photocopier, room for IT equipment: (Evaluation criteria T ₁)	A reasonable number of work corners shall be allocated for printing machine and shredder device. Printing machine (minimum 1 multifunctional device) and shredder (minimum 1 shredder device) shall be provided by the Tenderer and reflected in the rental price per square metre of Office Room No. 2. Minimum specification for the multifunctional device: Type: multifunctional device with copying/printing/scanning capabilities Maximum paper format: A3 Print speed: minimum 45 ppm (A4) Automatic duplex: Yes Colour: Yes
Legal business address:	Required
Fully Equipped Meeting Rooms: (Evaluation criteria T ₁)	Fully technically equipped meeting rooms shall be available. Meeting rooms capacity must be approximately for: 25 persons (meeting room should be not less than 120 m² and no more than 150 m²); 8-10 persons. One big meeting room (not less than 120 m ²) can be proposed, but in this case it must have a possibility of dividing into separate meeting rooms by sliding or foldable doors (not less than 2, but not more than 3 separate meeting rooms). The Tenderer shall indicate availability and capacity of proposed/available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.).

Rest areas:	Required
All utilities:	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.
Cleaning and maintenance services (office) and building:	The Tenderer shall offer 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 of the office (technical and or personal): (Evaluation criteria T ₁)	Premises must be physically separated from the rest of the building. Entry to the tenant's office premises shall be separated by an electronic lock or other access control device and to have the security alarm system. Also, the tenant must have a right to install CCTV equipment at the entrance door. The Office premises must be equipped with a security alarm infrastructure, which can be connected to the control centre of a security company.
Technology requirements:	
Business grade internet WiFi:	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:	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 Quotation Submission Form. 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 10 years, by a 1-year increment), but flexible contract cancellation with 6 months prior written notice required.
MOVING PERIOD:	Period for the tenant for moving in from the date of signing the Contract shall be within 4 months.

Annex 2 – Tender application for participation in announced negotiations for rent of office premises

[form of the Tenderer's company]

_____ 2019

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 announced negotiations organised by RB Rail AS for rent of office premises for RB Rail AS Lithuanian branch and AB "Lietuvos geležinkeliai" in Vilnius, Lithuania, and offers to deliver services in accordance with the requirements and his Tender proposal 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 3 of the tender regulation 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, RB Rail AS may refuse to enter into an agreement;
- confirms that the tender regulation 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 enter into an agreement in accordance with his Tender proposal;
- admits the period of validity of its proposal for at least 60 days from the day of submitting the proposal;
- confirms that it has a legal right to offer the office premiss and that the offered office premises are free of all liens, interests or other rights of third parties;
- guarantees that all the information provided is true.

Annex 3 – Technical proposal Form

TECHNICAL REQUIREMENTS	Description of the Technical requirements for quotation	Proposal description) (detailed description)
For office building:		
Location:	To be situated in a convenient location in the Vilnius city central business district - within 2 km radius from the Ministry of Transport and Communications (reference point – Gedimino ave. 17, Vilnius). Distance will be calculated using the distance measurement tool www.maps.lt .	
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:	Office building to be fully operative and according to building legislation put into operation. It must be in accordance to all sanitary and hygiene norms, and according to the requirements of STR in Lithuania.	
	Modern building specially designed and built as an office premises building (status) with all appropriate newest technical infrastructure ensured (not less than B Class according to BOMA (Building Owners and Managers Association International) classification).	
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:	Natural lighting sufficiency ensured, as well as rational fenestration to be ensured.	
People with disabilities:	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	
All day car Parking premises for employees and visitors:	Parking shall be in a building or located nearby, but not more than 600 m distance from the office building. Exact requirements for the parking places of each of the office are included in the tables below	

(OPTION 1) The possibility of additional car parking premises:	As an option the Tenderer shall provide information about the potential additional car parking lots. Minimum information to be provided: ○ available parking spaces; ○ their monthly costs; ○ additional nearby available parking spaces and their monthly/daily/hourly costs. Parking lots availability and costs shall be described and specified separately.	
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 space requirements:	Two fully separated offices (Office room No. 1 and Office room No. 2 bellow) in the same building must be proposed. Preferably the offices should be located on the different floors of the building (the whole fully separated floor for one office) but in case the office rooms No.1 and No. 2 are located on the same floor, they have to be physically separated from each other and from the rest of the building offices. There is no surfaces (street level, building structures, roof) outside the building (at office level) to be used as support point to get into the office through a window. The distance between the outer window sill of the window and the "support point" must not be less than 2.50 m. Therefor the offices preferably must be located not below the third floor and not on the last floor. In case the distance between the outer window sill of the office window is less than 2.50 m the office windows must be protected by: - additional devices of security alarm system - window opening detectors (magnetic detector or analogue) for openable windows or parts thereof and glass break detectors (vibration sensor or analogue); - security glazing - glass protection films (security class P1A or higher accordingly with standard BS EN 356) or analogue measure. In case the offices are located on the last floor of the building the exits to the roof must be protected by lockable doors or roof hatches and that are guarded by security alarm system and CCTV. Premises must be furnished/ repaired. The Tenderer may offer unfurnished or non-repaired premises if he undertakes to furnish or repair the premises at his own cost and expense before the planned date of transfer of the premises. In this	

	case, the premises must be furnished in accordance with the requirements of the technical specification and according to the layout of the premises agreed with the tenant.	
Office building security requirements:	There should be no possibility of uncontrolled access from other premises of the building to the Offices. Entry to each office premises shall have access control devices. Requirements for the security of the Office rooms No. 1 and 2 are indicated in the tables below.	
Kitchen with coffee /tea making equipment and other kitchen utilities:	Required. Kitchen can be used together with other tenants on the same floor of the building or it can be separate, only for the use by each office or both offices, indicated in these technical requirements. Kitchen must include at least: - kitchen furniture set; - kitchen sink with hot and cold water; - refrigerator; - microwave oven; • - coffee machine.	
Restrooms:	Restrooms should be located in the office premises, on the same floor as the office room. Separate restrooms for man and woman should be proposed. The restrooms should be furnished according to the requirements of sanitary norms.	
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.	

Technical requirements for the Office room No. 1 (RB RAIL AS):		Proposal (detailed description)
Office space:	Total office space must be not less than 180 m2 Office space must be divided into two separate office spaces: • Closed Office part – zone where working places of 20 persons are located (minimum 8 m2 per person, not less than 160 square meters). Its' entrance should be from the business lounge part and it should have door with access control. • Closed Business lounge part - zone of the lounge type, for meeting visitors (minimum 20 square meters). There should be a possibility to organize up to 2 working spaces in a Closed business lounge part. The entrance door from public area into this part of the office must be equipped with access control device. Meeting rooms, toilet/kitchen and other facilities in addition, should be located in the business lounge part.	
All day car parking premises for employees and visitors:	Parking shall be in a building or located nearby, but not more than 600 m distance from the office building. • Offered parking shall include a minimum of 5 reserved spaces for employees and for visitors.	
Furnishing and equipment:	Fully-furnished and equipped workspace for not less than 20 people. The requirements for the workspace furniture: • Modern and ergonomic, high quality office furniture should be provided. • Working desks must be height adjustable, lockable cabinets must be provided per each workstation. • Preferably "Document & Data Safe Box" for secure storage of the classified information - paper documents -should also be provided. • Chairs must be height adjustable, high quality and durable. The detailed proposal on furniture will be adjusted at the stage of negotiations. Tenderer may offer non-equipped working places if he undertakes to arrange them before the planned date of transfer of the premises. In this case, the Tenderer shall, at its own cost and expense, equip the working spaces in accordance with the requirements of the technical specification and according to the agreement with the tenant.	
Ceiling height:	At least 2,7 m height to be ensured	
Office room usage:	Separate office rooms required, office rooms permanently occupied by 20 persons.	

	Combination of different size office rooms can be as follows: • maximum 3-4 people in the room; • preferred 1-2 working stations in the room; • at least one room with 1 working station 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 in the part of the office with working stations and business lounge. Other parts of the office (meeting rooms, kitchen, etc.) can be internal.	
The following services/facilities shall be provided:		The following services/facilities shall be provided:
Mail handling /delivery services:	Required	
Area for printer, scanner and photocopier, room for IT equipment:	A reasonable number of work corners shall be allocated for printing machines and shredder device. The printer/scanner/photocopier and shredder equipment not required (will be delivered by the tenant). The separate room (not less than 4 m ²) with locking door for IT equipment should be included. The cabling must be done by the Tenderer, the IT equipment (servers, etc.) will be installed by the tenant.	
Legal business address:	Required	
Fully Equipped Meeting Rooms:	Fully technically equipped meeting rooms shall be available (meeting rooms total space should not be less than 120, but not more than 150 m ²). Meeting rooms capacity must be for approximately for: 3) 25-30 persons; 4) 10-12 persons; One big meeting room (not less than 120 m ²) can be proposed, but in this case it must have a possibility of dividing into separate meeting rooms by sliding or foldable doors (not less than 2, but not more than 3 separate meeting rooms). The Tenderer shall indicate availability and capacity of proposed/available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.).	
Rest areas:	Required	
All utilities:	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.	
Cleaning and maintenance services (office) and building:	The Tenderer shall offer 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 of the office (technical and or personal):	Premises must be physically separated from the rest of the building. Entry to the tenant's office premises shall be separated by an electronic lock or other access control device² and to have the security alarm system. The entrance to the Closed office part should also have the door with access control device. Preferably Suprema P2 devices or others, compatible with access control system "Suprema Biostar 2" should be used, seeking the integration with the existing system, being used by RB Rail. The tenant must have the right to install the access control equipment and to connect it to his existing system. Also, the tenant must have a right to install CCTV equipment at the entrance door. The Office premises must be equipped with a security alarm infrastructure, which can be connected to the control centre of a security company (agreement with security company will be signed by the tenant).	
Technology requirements:		
(OPTION 2) 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	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 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	

² More information: https://www.supremainc.com/en/hardware/bio_bioentry-p2.asp

	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 five (5) years (with possible extension up to 10 years, by a 1-year increment), but flexible Lease Agreement cancellation with 6 months prior written notice required.	
Moving Period	Period for the tenant for moving in from the date of signing the Lease Agreement shall be not more than within 6 months.	

Technical requirements for the Office room No. 2 (AB "Lietuvos geležinkeliai"):		Proposal (detailed description)
Office space:	Total space of Office Room No. 2 must be not less than 160 m2: • office space must accommodate 20 persons, minimum workspace of 8 m2 per person • entrance to the office space can be from a shared business lounge/reception • entrance to the office space must have access control. • Meeting rooms, toilet/kitchen and other facilities in addition.	
All day car parking premises for employees and visitors:	Parking shall be in a building or located nearby, but not more than 600 m distance from the office building. Offered parking shall include a minimum of 5 reserved spaces for employees and visitors.	
Furnishing and equipment:	Fully-furnished and equipped workspace for 20 people, with modern, ergonomic office furniture tables (preferably height adjustable desks), chairs and lockable cabinets per each workstation. Preferably "Document & Data Safe Box" for secure storage of the classified information - paper documents - should also be provided. Tenderer may offer non-equipped working places if he undertakes to arrange them before the planned date of transfer of the premises. In this case, the Tenderer shall, at its own cost and expense, equip the working spaces in accordance with the requirements of the technical specification and according to the agreement with the tenant.	
Ceiling height:	At least 2,7 m height to be ensured	
Office room usage:	Separate office rooms required, office rooms permanently occupied by 20 persons. Combination of different size office rooms can be as follows: • maximum 3-4 working stations in the room; • at least two rooms with 1 working station in the room.	
Windows:	A windowed office required in the office part with working stations. Other parts of the office (meeting rooms, kitchen, etc.) can be internal.	
The following services/facilities shall be provided:		The following services/facilities shall be provided:
Mail handling /delivery services:	Required	
Area for printer, scanner and photocopier, room for IT equipment:	A reasonable number of work corners shall be allocated for printing machine and shredder device. Printing machine (minimum 1 multifunctional device) and shredder (minimum 1 shredder device) shall be provided by the Tenderer and reflected in the rental price per square metre of Office Room No. 2.	

	Minimum specification for the multifunctional device: Type: multifunctional device with copying/printing/scanning capabilities Maximum paper format: A3 Print speed: minimum 45 ppm (A4) Automatic duplex: Yes Colour: Yes	
Legal business address:	Required	
Fully Equipped Meeting Rooms:	Fully technically equipped meeting rooms shall be available. Meeting rooms capacity must be approximately for: 1) 25 persons (meeting room should be not less than 120 m² and no more than 150 m²); 2) 8-10 persons. One big meeting room (not less than 120 m²) can be proposed, but in this case it must have a possibility of dividing into separate meeting rooms by sliding or foldable doors (not less than 2, but not more than 3 separate meeting rooms). The Tenderer shall indicate availability and capacity of proposed/available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.).	
Rest areas:	Required	
All utilities:	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.	
Cleaning and maintenance services (office) and building:	The Tenderer shall offer 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 of the office (technical and or personal):	Premises must be physically separated from the rest of the building. Entry to the tenant's office premises shall be separated by an electronic lock or other access control device and to have the security alarm system. Also, the tenant must have a right to install CCTV equipment at the entrance door. The Office premises must be equipped with a security alarm infrastructure, which can be	

	connected to the control centre of a security company.	
Technology requirements:		
Business grade internet WiFi:	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:	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 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 10 years, by a 1-year increment), but flexible Lease Agreement cancellation with 6 months prior written notice required.	
Moving Period:	Period for the tenant for moving in from the date of signing the Lease Agreement shall be within 4 months.	

Annex 4 – 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 for Office room No. 1 (RB Rail)	Unit	Quantity (minimum)	Unit price EUR, excl. VAT	Total Amount EUR, excl. VAT
1	Monthly rent price per m2	m ²	180 + meeting rooms, toilets/kitc hen, etc.		
2	Monthly rent price per person (workstation)	1 work station	20		
3	All day car parking premises for employees and visitors cost	1 parking place	5		
4	(OPTION 1) Additional parking places	1 parking place			
5	Fully Equipped Meeting Room(s)	EUR, € / month	Total / month		
6	Cleaning and maintenance services (office) and building	all used areas	Total		
7	(OPTION 2) Business grade internet WiFi	EUR, € / month	1 month		
8	Total amount of the Proposal EUR (excl. VAT) <u>excluding</u> OPTIONS: Total amount in words: _____.	EUR, € / month	12 months		
8.1	<i>CALCULATION for Total Price per 12 months <u>excluding</u> OPTIONS</i>				
9	Total amount of the Proposal EUR (excl. VAT) <u>with</u> OPTIONS: Total amount in words: _____.	EUR, € / month	12 months		
9.1	<i>CALCULATION for Total Price per 12 months <u>with</u> OPTIONS</i>				
10.	Additional charges (if any):				

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

No.	Product/Service for Office room No. 2 (AB "Lietuvos geležinkeliai")	Unit	Quantity (minimum)	Unit price EUR, excl. VAT	Total Amount EUR, excl. VAT
1	Monthly rent price per m2	m ²	180 + meeting rooms, toilets/kit chen, etc.		
2	Monthly rent price per person (workstation)	1 work station	20		
3	All day car parking premises for employees and visitors cost	1 parking place / month	5		
4	(OPTION 1) Additional parking places	1 parking place / month			
5	Fully Equipped Meeting Room(s)	EUR, € / month	Total / month		
6	Cleaning and maintenance services (office) and building	all used areas	Total / month		
7	Business grade internet WiFi	EUR, € / month	1 month		
8	Total amount of the Proposal EUR (excl. VAT) <u>excluding OPTIONS</u> : Total amount in words: _____.	EUR, € / month	12 months		
8.1	<i>CALCULATION for Total Price per 12 months excluding OPTIONS</i>				
9	Total amount of the Proposal EUR (excl. VAT) <u>with OPTIONS</u> : Total amount in words: _____.	EUR, € / month	12 months		
9.1	<i>CALCULATION for Total Price per 12 months with OPTIONS</i>				
10.	Additional charges (if any):				

Total proposal price for Office rooms No. 1 (RB Rail) and No. 2 (AB "Lietuvos geležinkeliai"):

No.	Product/Service for Office rooms No. 1 (RB Rail) and No. 2 (AB "Lietuvos geležinkeliai")	Unit	Proposed full quantity	Unit price EUR, excl. VAT	Total Amount EUR, excl. VAT
1	Monthly rent price per m2	m ²			
2	Monthly rent price per person (workstation)	1 work station	40		
3	All day car parking premises for employees and visitors cost	1 parking place / month	10		
5	Fully Equipped Meeting Rooms	EUR, € / month	Total / month		
6	Cleaning and maintenance services (office) and building	all used areas	Total / month		
7	Business grade internet WiFi	EUR, € / month	1 month		
8	Total proposal price EUR (excl. VAT) <u>excluding</u> OPTIONS: Total amount in words: _____.	EUR, € / month	12 months		

Annex 5 – Reference point and acceptable territory of office location

Within 2 km radius from the Ministry of Transport and Communications (reference point – Gedimino ave. 17, Vilnius). Distance will be calculated using the distance measurement tool www.maps.lt.

