Riga, .07.2019

Our Ref:

***Answers to the questions from the interested suppliers No 1***

RB Rail AS presents the following answers to the questions received within announced negotiations *“Rent of office premises for RB Rail AS Lithuanian branch and AB Lietuvos geležinkeliai in Vilnius, Lithuania” No RBR 2019/10* until 5 July, 2019 from the interested suppliers:

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| **No.** | **Questions** | **Answers** |
| 1. | May we suggest a different calculation procedure for T3 criteria, with more, smaller increments related to distance and T3 values awarded? We presume, that most of the information transfers between your new office location and Gedimino av. 17 will be performed via electronic channels, therefore in our opinion, an office which would be 1.1 km away from Gedimino av. 17, should not receive a T3 score which is lower by one-third, compared to an office which is 950 m away. | The award criteria were established taking into account that the distance between the office and other connected objects are related to the working time of the employees, needed for travelling purposes. The award criteria remain unchanged. |
| 2. | Surrounding requirement (Page 6, Annex 1) – how will you measure if a business center is (or isn‘t) surrounded by a number of business class hotels, restaurants and cafes? Will there be any kind of distance criteria applied? | The acceptable location of the office was indicted taking into account the need to have good surrounding for the travel purposes of the colleagues and business partners from other countries, so if the office proposed is located in the area indicated in the requirements (2 km from Gedimino av. 17) the requirement of the surrounding will be evaluated as acceptable.  Tenderers are invited to describe the closest business class hotels, restaurants and cafes in their Technical Proposal Form. |
| 3. | Office space requirements (Page 7, Annex 1) – is it possible to receive a maximum evaluation for T1, if office premises for both RB Rails AS and AB Lietuvos Geležinkeliai would be on the same floor, but completely separated, including separate entrances to them? (Only the elevator area would be shared) | As you see from the requirement mentioned in your question there’s no strict request for the offices to be on the same floor or on different floors in the same building. T1 criteria is a complex criteria, consisting of many requirements and evaluation aspects, so location of the office in the building will not be the only aspect, which determines the score. |
| 4. | Office space requirements (Page 7, Annex 1) – is it possible to receive a maximum evaluation for T1 if office premises would be offered on different floors, but only a part of the floor would be offered? (The other part would be completely separated and leased to another tenant?) | As you see from the requirement mentioned in your question there’s no strict request for the offices to be on the same floor or on different floors in the same building, or the necessity to have whole floor for one office only. T1 criteria is a complex criteria, consisting from many requirements and evaluation aspects, so location of the office in the building will not be the only aspect, which determines the score. |
| 5. | Office space (Page 9) – please clarify if Closed Business Lounge Part and Business Lounge Part (where meeting rooms, restrooms, kitchen and other additional premises should be included) are two separate parts of the Office? | It depends on the planning and layout of the Office premises. Closed Business Lounge Part is required in any case and needed as an entrance part to the Closed Office part of RB Rail. It is acceptable if the entrance to the meeting rooms, restrooms, kitchen and/ or other additional premises or part of them would be from the Closed Business Lounge Part, dedicated to RB Rail (in case these zones will be dedicated to RB Rail office separately). But in case there’s an Open Business Lounge part in the Office building, and some rooms will be used by RB Rail together with other Lessors (e.g. restrooms, kitchen and other additional premises), the entrance to these premises could also be from the Open Business Lounge part. |
| 6. | Please clarify if an option to rent shared guest parking spaces for your guests on demand, while keeping at least 5 guaranteed parking spaces for your employees is in line with your requirements? | Yes, such option is in line with our requirements. |
| 7. | Office room usage (Page 9) – Is it possible to receive a maximum evaluation for T1 if rooms for 3-4 people would be offered? | Please note that according to the tender requirements, the proposed office premises shall have at least 1 room with 1 working station for Office Room No. 1 (RB Rail AS Lithuanian branch) and at least 2 rooms with 1 working station for Office Room No. 2 (AB Lietuvos geležinkeliai).  Other rooms, both for Office Room No. 1 and Office Room No. 2, shall have a maximum of 3-4 working stations in the room.  There are no other strict requirements for the number of working stations in the room, therefore, all options are acceptable.  T1 criteria is a complex criteria, consisting from many requirements and evaluation aspects, so the requirement on office room usage will not be the only aspect, which determines the score. |
| 8. | Also, is it possible to receive a maximum evaluation for T1, if part of your preferred rooms for 1-2 people would be offered in the inner part of the office, without a direct access to windows? | Please note that according to the tender requirements, windowed office is required in the office part with working stations, both for Office Room No. 1 and Office Room No. 2.  Rooms in the inner part of the office can be proposed and will be considered acceptable provided that natural lightning is available (e.g. walls are made from glass and the rooms next to the inner room are windowed).  T1 criteria is a complex criteria, consisting from many requirements and evaluation aspects, so the requirement on windowed part of the office will not be the only aspect, which determines the score. |
| 9. | Fully equipped meeting rooms (Page 10) – does RB Rails AS and AB Lietuvos Geležinkeliai need separate meeting rooms? Also, does RB Rails AS and AB Lietuvos Geležinkeliai need their own meeting rooms – in the offered building, <....>, shared meeting rooms will be available, and it will be possible to rent them on an hourly/daily rates. | According to the fact that small meeting rooms are needed very often and sometimes their need is difficult to plan in advance, best matching to our needs would be one bigger meeting room having possibility of dividing into smaller meeting rooms by sliding of folding doors. In this case the economy of the space would be assured in the best way.  Tenderer shall propose meeting rooms that are allocated exclusively to RB Rail AS Lithuanian branch and to AB Lietuvos geležinkeliai and include the meeting room rent price to the tender proposal. |
| 10. | Renting terms (Page 11) – is flexible contract cancellation with 6 months written notice necessary from the first day of the Rent contract? | Yes, it is. This condition was set as a requirement which will not be revised. |
| 11. | Please analyze the need for meeting rooms. Maybe for more efficient use of office space it is possible to organize the largest meetings in the conference centers of the business center, instead of keeping the meeting rooms dedicated to you and pay for them constantly? I would suggest to make it more specific. | According to the fact that small meeting rooms are needed very often, best matching to our needs would be one bigger meeting room having possibility of dividing into smaller meeting rooms by sliding of folding doors. In this case the economy of the space would be assured in the best way.  Tenderer shall propose meeting rooms that are allocated exclusively to RB Rail AS Lithuanian branch and to AB Lietuvos geležinkeliai and include the meeting room rent price to the tender proposal. |
| 12. | We suggest to specify furniture rental requirements. Since it is not entirely clear to landlords what exact furniture you want, at this stage it may be worthwhile simply to name the budget for office furniture, for example EUR 800 /working place+ VAT and that it must be included in the rental price. | Procurement committee considered the suggested proposal reasonable and decided to make a clarification to the “*Furnishing and equipment”* part of the Technical requirements.  Additional requirement to these parts for both Office Room No. 1 – (RB Rail AS Lithuanian branch) and Office Room No. 2 (AB “Lietuvos geležinkeliai”) should be included:  “*The budget for the furniture for one working place should be 1000 EUR excl. VAT per working place and this price should be included in the proposal price. If the Tenderer proposes non-equipped working places, the choice of the specific furniture in the scope of the budget indicated will be made by the tenant upon the signature of the lease Agreement.*” |
| 13. | Please, keep in mind that utilities and indirect taxes that you also ask to include in the rental price are an annual amount that does not depend on the office renters. If third-party rates increase, such as the price of electricity, this will also increase. | Please see the Article 31, part (j) of the “Regulations to Announced negotiations for rent of office premises for RB Rail AS Lithuanian branch and AB Lietuvos geležinkeliai in Vilnius, Lithuania” - possibility to revise rental rates should be foreseen 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.  This condition should be taken into account while calculating the proposal price and indicating the risks of possible increase of the prices for utilities and other prices, that depend on third parties. |

Procurement Commission Chairman A. Žaltauskienė