

**Regulations to Announced negotiations for rent of office premises for  
RB Rail AS Estonia branch and Rail Baltic Estonia OÜ in Tallinn, Estonia**

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

1. The Contracting authorities are: joint stock company RB Rail AS and Rail Baltic Estonia OÜ.

The contact persons for the Contracting Authorities:

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	Senior Procurement Specialist Mihkel Nõmm
Telephone, e-mail	+372 5698 9258, mihkel.nommm@railbaltica.org

Contracting Authority	Rail Baltic Estonia OÜ (hereafter – RBE)
Legal address	Endla tn 16, Tallinn 10142, ESTONIA
Office address	Endla tn 16, Tallinn 10142, ESTONIA
Reg. No.	12734109
Contact person	Procurement Manager Margus Lantin
Telephone, e-mail	+372 686 7067, margus.lantin@rbe.ee

**II. Description of the Subject-Matter of the Procurement:**

2. The subject matter of the tender is two physically separated office premises in a convenient location in the Tallinn central district or Ülemiste area for RB Rail AS Estonia branch and Rail Baltic Estonia OÜ. **It is desirable that the premises are located in the same building.**
3. Technical and functional requirements to the subject matter of the procurement are defined in Annex 1 of these regulations.

**III. Grounds for Inclusion**

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

**IV. Preparation and Submission of Tender Proposal**

4. The proposal shall be submitted by **June 27<sup>th</sup> 2021 till 16:00** local Estonian time. The Contracting authorities may extend the deadline for submission of proposals by publishing a notice on the web page <http://www.railbaltica.org/tenders/>.
5. The Tenderer shall submit the proposal by an e-mail or via a file share program to both contacts indicated in Article 1 of these regulations. The proposal shall be submitted in the English or Estonian language. All costs associated with the proposal preparation and submission shall be borne by the Tenderer.
6. The Proposal shall include the following documents:
  - a. Application (Annex No. 2 of these regulations);
  - b. Technical Proposal Form (Annex No. 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.
  - c. Quotation Submission Form (Annex No. 4 of these regulations), where the Tenderer shall provide the proposed monthly rent price, incl. all other related and offered costs and charges.
7. The 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 Tallinn, Estonia".
8. A public proposal opening meeting is not intended.

#### **V. The validity period of the Proposal**

9. The Tender proposal shall be valid for 90 days from the day of proposal submission.

#### **VI. Provision of Information**

10. The Tenderer may request explanations regarding the preparation of the proposal. All requests shall be executed in writing in English or Estonian by emailing Senior Procurement Specialist Mihkel Nõmm at [mihkel.nommm@railbaltica.org](mailto:mihkel.nommm@railbaltica.org) and Procurement Manager Margus Lantin at [margus.lantin@rbe.ee](mailto:margus.lantin@rbe.ee) no later than 4 working days prior to the deadline for submission of proposals.
11. The name, address and telephone number of the Tenderer must be specified in the content of the e-mail.
12. It is the Tenderer's responsibility to follow any updated information (the information is informative) concerning procurement published on the web page <http://www.railbaltica.org/tenders>.

#### **VII. Proposal Verification**

13. The Contracting Authorities 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.
14. If a proposal will not fully comply with the requirements set in these regulations and its annexes, the Contracting Authorities will assess the significance thereof and decide the acceptance or refusal of such a proposal.
15. In the event of queries regarding the content of the proposals and at the request of the Contracting Authorities, the Tenderers must provide additional explanations and clarifications within the deadline set by the Contracting Authorities.
16. The Contracting Authorities will invite the Tenderers whose proposals have not been rejected to negotiate the technical, economic, environmental and other requirements or conditions in order to obtain the most economically advantageous tender.
17. The Tenderers invited to negotiate must provide the Contracting Authorities with a proposed lease

greement draft. The lease agreement draft must include all conditions, foreseen in part X of these regulations. The Contracting Authorities have the right to negotiate the proposed lease agreement conditions. During the negotiation procedures, the Contracting Authorities shall:

- a. negotiate with each Tenderer individually;
  - b. 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.
18. The end of negotiations with the Tenderers shall be formalized in the minutes of the negotiations.
  19. After the final decision on the successful Tenderer has been taken, the Contracting Authorities shall inform the Tenderers on the outcome of the procurement procedure in writing.

### **VIII. Proposal Selection Criteria**

20. After completing the negotiation procedure, the Contracting Authorities will evaluate the final proposals of the Tenderers using the 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:

<b>Evaluation Criteria</b>	<b>Comparative weight in economic efficiency (maximum score)</b>
1. Price - C	$X=50$
2. Ability of the premises to exceed the needs of the Contracting Authorities – $T_1$	$T_1=50$

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

$$S = C + T_1$$

22. 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 (Rail Baltic Estonia OÜ) and multiplying it by the weight of the benchmark (X) of the criteria, rounded to two decimal places, according to arithmetic rounding rules:

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

23. The score of the criterion  $T_1$  will be evaluated based on the technical proposal form (Annex 3) submitted by the tenderer and taking into account the criteria marked as such in technical requirements (Annex 1). Each tender will be awarded a substantiated score of 0-50 points on the basis of all the criteria's as marked in the technical description. Points are given by the Contracting Authorities after evaluation of the final proposals based on the assessments of the joint committee of the two companies.
24. In case several Tenderers will obtain an equal score, the Contracting Authorities shall select the Tenderer which will obtain the higher score for the price criteria.

### **IX. Contract Award**

25. The Contracting Authorities 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>).

26. The Contracting Authorities has the right not to enter into a contract and if necessary, continue negotiations until suitable office space is found.
27. The tender will result in two lease agreement awards – one lease agreement for office premises rent shall be signed with RB Rail AS and the second lease agreement with Rail Baltic Estonia OÜ. The two lease agreement may be signed at different times.

#### **X. Lease Agreement Conditions**

28. The lease agreements to be concluded with the winning Tenderer must include the following conditions:
  - a) Subject of the leasing agreement;
  - b) Legal data of the lessor and the lessee ;
  - c) Services provided and the usage conditions of the lease object;
  - d) The Tender proposal;
  - e) The amount of rent, the rent payment procedure, the rent revision procedures, as well as payments for available services (such as renting conference halls, printing, copier, etc.);
  - f) The parties' rights and obligations;
  - g) 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 Estonian Consumer Price Index established and published by the Statistics Department of the Republic of Estonia (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;
  - l) 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.
  - m) Upon request of the deposit, the lessee agrees to the bank guarantee letter.

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

Approved by  
RB Rail AS Management Board's  
Decision No.: 12/27/2021 dated 17.05.2021

## **Annex 1 – Technical Requirements**

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

<b>TECHNICAL REQUIREMENTS</b>	<b>Description of the Technical requirements for quotation</b>
<b>For office building:</b>	
Location:	To be situated in the Tallinn city - Central district or Ülemiste area
Accessibility: ( <i>Evaluation criteria T<sub>1</sub></i> )	Good access with public transport system (bus, train, tram – at least two options) at a close distance, with no longer than 5 minutes to walk to the closest stop.
Surrounding requirement:	Nearby are hotels, restaurants, sporting facilities and cafes.
Technical conditions of the office building:	When moving into the office building, it must be fully operational. Office building to be fully operative and according to building legislation put into operation. It must be in accordance with all sanitary and hygiene norms, and according to the requirements of Estonia legislation.
	Modern building specially designed and built as an office premises building (status) with all appropriate newest technical infrastructure ensured ( <b>not less than A Class</b> according to BOMA (Building Owners and Managers Association International) classification).
HVAC (Heating, ventilation, air conditioning):	Heating, air-conditioning, and ventilation are ensured, controlled independently in each office room. (The Tenderer shall indicate and characterise the capacity of the ventilation and air-conditioning systems).
Natural lighting: ( <i>Evaluation criteria T<sub>1</sub></i> )	Natural lighting sufficiency ensured, as well as rational fenestration to be ensured.
People with disabilities: ( <i>Evaluation criteria T<sub>1</sub></i> )	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: ( <i>Evaluation criteria T<sub>1</sub></i> )	Required technical security system: Video surveillance (CCTV), Access control system, Security alarm system (attack and intrusion alarm). Optional security procedures: Permit regime – limited access to the floor where the office premises to be rented is located.
Office building security service and requirements	24 hours security (technical security and security guards/patrol) of the outer perimeter (incl. windows and openings for rented office premises) and common areas of the office building should be ensured.
Office building availability: ( <i>Evaluation criteria T<sub>1</sub></i> )	24 hours/7 days
Office building reception service	It is desirable that the reception of the office building is available for tenant, which provides service and coordination of the tenant's visitors, mail sorting and other reception services.

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
The possibility of additional car parking premises: (Evaluation criteria $T_1$ )	<p>The Tenderer shall provide information about the potential additional car parking lots. Minimum information to be provided:</p> <ul style="list-style-type: none"> <li>○ available parking spaces;</li> <li>○ their monthly costs;</li> <li>○ availability of charging electric cars and scooters;</li> <li>○ additional nearby available parking spaces and their monthly/daily/hourly costs.</li> </ul> <p>Parking lots availability and costs shall be described and specified separately.</p>
Car parking availabilities for office short term visitors: (Evaluation criteria $T_1$ )	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 and scooter parking: (Evaluation criteria $T_1$ )	The possibility to park and lock a bike in a secure building or in the office building.
Nearby and/or on-site amenities:	The Tenderer should indicate nearby and/or on-site amenities (restaurants, ATM, fitness rooms etc.)
Office space requirements: (Evaluation criteria $T_1$ )	<p>Two fully separated offices (Office room No. 1 - RB RAIL AS and Office room No. 2 - Rail Baltic Estonia OÜ below). If rooms No. 1 and No. 2 are located in the same building and on the same floor, they shall be physically separated from each other with separate entrances to the offices (no common office space). Preferable that one floor is occupied only by the tenderer.</p> <p>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 windowsill of the window and the "support point" must not be less than 3 m. Therefore, the offices preferably must be located not below the third floor.</p> <p>In case the distance between the outer windowsill of the office window is less than 3 m the office windows must be protected by:</p> <ul style="list-style-type: none"> <li>- 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);</li> <li>- security glazing - glass protection films (security class P3A or higher accordingly with standard BS EN 356) or analogue measure.</li> </ul> <p>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 guarded by security alarm system and CCTV.</p> <p>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.</p>
Kitchen and other kitchen utilities: (Evaluation criteria $T_1$ )	<p>Kitchen must include at least:</p> <ul style="list-style-type: none"> <li>- kitchen furniture set;</li> <li>- kitchen sink with hot and cold water; <ul style="list-style-type: none"> <li>- separate high tap for filtered drinking water;</li> </ul> </li> <li>- two refrigerators, one with a freezer compartment;</li> <li>- microwave oven; <ul style="list-style-type: none"> <li>- regular oven</li> <li>- 2 heating plates</li> <li>- a range hood</li> </ul> </li> <li>- two dish washing machines - table and chairs for 12-15 people</li> </ul>

	(See the different requirements for each company later on)
Restrooms: ( <i>Evaluation criteria T<sub>1</sub></i> )	Restrooms should be located on the same floor as the office rooms. The restrooms should be furnished according to the requirements of sanitary norms. At least 1 WC for 10 people.
Shower ( <i>Evaluation criteria T<sub>1</sub></i> )	Availability of shower rooms in the office building is desirable and if possible, the shower rooms could be located in the office. The shower room must be furnished according to the requirements of sanitary norms.
Disclaimers:	<p>The Tenderer shall bear all costs in the preparation and submission of their quotation. In no circumstances shall the Contracting Authorities compensate any costs in relation with the Tenderer's participation in this procurement exercise.</p> <p>The Contracting Authorities reserve themselves all rights to reject any and/or all quotations, to clarify, negotiate or request updated quotations.</p> <p>The Contracting Authorities reserve themselves the right to evaluate quotations either with or without options. However, for the avoidance of doubt, if the Contracting Authorities decide 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.</p>

<b>Technical requirements for the Office room No. 1 (RB RAIL AS Estonia branch):</b>	
Office space: (Evaluation criteria T <sub>1</sub> )	<p>Total office space Office for Room No. 1 must be not less than 750 m<sup>2</sup></p> <p>Office space should be divided into two separate office spaces:</p> <ul style="list-style-type: none"> <li>• Back office (closed Office part)– zone where working places of 52 persons are located (minimum 10 m<sup>2</sup> per person, not less than 520 square meters). The entrance to this functional area must be organized from the front office and the entrance door must be equipped (or be provided with the possibility to equip) with access control system's device and door equipment.</li> <li>• Front office - Reception part - zone of the lounge type, for meeting visitors (minimum 20 square meters). There should be a possibility to organize up to 1 working spaces in a front office (the office reception).</li> </ul> <p>The main entrance to the office must be organized through the front office. There may be a separate entrance directly to the back office for employees only. All entrance doors to the office must be secured with possibility of equipping them with an autonomous access control system administered by the tenant. The entrance door from public area into this part of the office must be equipped with access control device.</p> <p>In the front office, it should preferably to accommodate meeting rooms, a kitchen, a toilet and other ancillary rooms for the reception of visitors.</p>
All day car parking premises for employees and visitors:	<p>Parking shall be in a building or located nearby, but not more than 600 m distance from the office building.</p> <p>Offered parking shall include a minimum of <b>2 reserved spaces</b> for employees and for visitors. In addition, employees must be able to rent up to 40 reserved parking spaces separately from the landlord or his contractor.</p>
Furnishing and equipment:	The detailed proposal on furniture will be adjusted at the stage of negotiations.
Ceiling height:	At least 2,7 m height to be ensured
Office room usage: (Evaluation criteria T <sub>1</sub> )	Office rooms permanently occupied by 52 persons. Different sized office space is needed.
Additional separate room for phone calls: (Evaluation criteria T <sub>1</sub> )	At least 3 small cabins for one person. The cabin must fit a table and a chair
Windows: (Evaluation criteria T <sub>1</sub> )	A windowed office required in the part of the office with working stations. Other parts of the office (meeting rooms, kitchen, etc.) can be internal.
<b>The following services/facilities shall be provided:</b>	
Area for printer, scanner and photocopier, room for IT equipment: (Evaluation criteria T <sub>1</sub> )	<p>One work corner shall be allocated for printing machines and shredder device. The printer/scanner/photocopier and shredder equipment not required (will be delivered by the tenant).</p> <p>The separate room (not less than 12m<sup>2</sup>) with locking door for IT equipment should be included. The burglar resistance of the IT equipment room, including the door, shall comply with tenant's special requirements. The special requirements will be submitted to selected Tenderer separately. The cabling must be done by the Tenderer, the IT equipment (servers, etc.) will be installed by the tenant.</p>



Legal business address:	Required
Meeting Rooms: (Evaluation criteria T <sub>i</sub> )	<p>Meeting rooms shall be available (meeting rooms total space should not be less than 100 m<sup>2</sup>).</p> <p>The proposed meeting rooms should be as follows:</p> <ol style="list-style-type: none"> <li>1. 4 meeting rooms for 4 people;</li> <li>2. 1 big meeting room ;</li> </ol> <p>One big meeting room (not less than 50 m<sup>2</sup>) should have a possibility of dividing into two separate meeting rooms by sliding or foldable doors.</p> <p>The Tenderer shall indicate availability and capacity of proposed/available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.).</p>
Rest areas: (Evaluation criteria T <sub>i</sub> )	Required – at least 3 (one will be adjusted for recreation room)
All utilities:	The rental price shall not include utility charges (e.g. , water, electricity, etc.)
Cleaning and maintenance services (office) and building:	<p>The Tenderer shall offer office cleaning and maintenance services as described herein.</p> <ul style="list-style-type: none"> <li>• Office waste collection twice a week</li> <li>• Clean-up at least twice a week</li> <li>• Facilities management to be provided for all office building areas (including the staircases, etc.), adjoining areas cleaning, elevators (if any)</li> <li>• Maintenance and repairs of existing water supply systems, heating and ventilation systems, drainage systems</li> <li>• Power system maintenance (including repairs)</li> <li>• Cleaning snow from the roof of the building</li> </ul> <p>Any other activities that would guarantee a smooth and high-quality use of the rented premises.</p>
Security of the office (technical and or personal): (Evaluation criteria T <sub>i</sub> )	<p>SECURITY ALARM SYSTEM</p> <p>The tenant's office premises must be equipped with the premise's security alarm infrastructure (preferably in accordance with the requirements set by the tenant), namely, the Tenderer provides a fully built office security alarm infrastructure, which the tenant can connect to the console of the office security service provider selected by the tenant. Security service agreement with security company will be signed by the tenant.</p> <p>ACCESS CONTROL SYSTEM</p> <p>The Tenderer shall provide:</p> <p>OPTION 1: a fully installed low-voltage infrastructure for the tenant's access control system equipment. The low-voltage infrastructure must be built in accordance with the requirements of the tenant, with the possibility to expand it during the lease agreement. The low voltage infrastructure of the access control system must provide at least for:</p> <p>- all entrance doors into the office,</p>

	<p>- a door separating the front office from the back office,</p> <p>- a door of IT equipment room.</p> <p>The tenant must have the rights to install the access control equipment and to connect it to his existing system.</p> <p>OPTION2: a fully installed low-voltage infrastructure and access control devices in accordance with tenant's technical specification.</p> <p><b>2.</b> All video surveillance cameras shall be connected to tenant's video surveillance system.</p> <p>All technical security systems shall be managed/administered by tenant.</p> <p>DOORS</p> <p>1. The security resistance class of the entrance door into the office should comply with tenant's special requirements.</p> <p>2. If the entrance door has glazing parts, resistance of glazing should comply with tenant's special requirements.</p> <p>3. The strength of the wall and the aperture in which the entrance door will be installed must correspond to the resistance class of the entrance door.</p> <p>4. Mounting of entrance doors shall be performed in accordance with manufacturer instruction.</p> <p>5. Entrance doors of the office shall be equipped with lockable mechanical lock.</p> <p>6. There shall be installed a door on border between front office and back office.</p> <p>7. All mentioned doors shall be equipped with equipment specified by tenant.</p> <p>The special requirements will be submitted to selected Tenderer separately.</p>
Intercom system – video door phone system (Evaluation criteria T <sub>1</sub> )	<p>1. Entrance doors into the Office shall be equipped with video door phone system.</p> <p>2. Desirable that entrance door into the office building also is equipped with external door station and connected with internal video/door control panel.</p> <p>3. External Door Station shall be located at entrance door into the office. Installation height of the External Door Station in accordance with manufacturer instruction but not lower than 1450 mm from floor level on which person stands.</p> <p>4. Internal video/door control and management panel should be located at the office reception – on a work desk of the office administrator or nearby.</p> <p>5. Functionality: remote unlock of doors; visual talk/intercom; real-time monitoring/surveillance, two-way audio, motion detection without extra device for monitoring from every angle (wide-angle lens).</p>

Technology requirements:					
HVAC (Heating, ventilation, air conditioning): (Evaluation criteria T <sub>1</sub> )	Heating, air-conditioning, and ventilation are ensured, controlled independently in each office room.				
Lighting requirements (Evaluation criteria T <sub>1</sub> )	500 lx in the working area on the working table surface 300 lx corridors, kitchen etc. See detailed requirements by building and room type in "Tehnilised nõuded mitteeluhoonetele 2020" by Riigi Kinnisvara AS at <a href="https://nouded.rkas.ee/">https://nouded.rkas.ee/</a>				
OTHER:					
OFFICE LAYOUT: (Evaluation criteria T <sub>1</sub> )	The Tenderer shall attach in his proposal also the proposed office layout. Several workspace layout options can be offered for the choice.				
Indicative estimated space requirements (we encourage bidders to offer optional office layout solutions)	RB RAIL	m2	pcs	m² all	
	Space for 2 workstation	20	16	320	
	Space for 3 workstation	30	4	120	
	Space for 1 workstation	10	8	80	
	Kitchen	20	1	20	
	Rest area	10	2	20	
	Recreation room/area	10	1	10	
	Phone call room	3	3	9	
	Meeting room for 4	12	4	48	
	Meeting room (big)	50	1	50	
	Reception area	20	1	20	
	Staff wardrobe	3	1	3	
	Visitor's wardrobe	3	1	3	
	WC	3	6	18	
	Printing room/area	5	1	5	
	Utility room/warehouse	15	1	15	
	IT/server room	12	1	12	
	Cleaner room	3	1	3	
	Technical rooms	3	1	3	
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 five rental years, as well as indicate what will be the price after the five 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				

(Evaluation criteria $T_i$ )	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 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:	The tenant shall not move in before 01.02.2022. Moving in period can be also up to end of Q2 2022.

Technical requirements for the Office room No. 2 (RBE):	
Office space: (Evaluation criteria $T_i$ )	<p>Total office space Office for Room No. 2 must be not less than 1400 m<sup>2</sup>.</p> <ul style="list-style-type: none"> <li>See detailed requirements in separate list (Annex 5). The main entrance to the office must be organized through the front office. There may be separate entrances directly to the back office for employees only. All entrance doors to the office must be secured with the possibility of equipping them with an autonomous access control system administered by the Tenant. The entrance door from the public area into this part of the office must be equipped with an access control device.</li> </ul>
All day car parking premises for employees and visitors:	<p>Parking shall be in the building or located nearby, but not more than 600 m from the office building.</p> <p>Parking shall include a minimum of <b>80 reserved spaces</b> for employees and visitors. Availability to expand parking is highly desirable.</p>
Furnishing and equipment:	The detailed proposal on furniture and equipment will be adjusted at the stage of negotiations.
Ceiling height:	At least 2,7 m to be ensured.
Office room usage: (Evaluation criteria $T_i$ )	<p>Separate office rooms are required, the rooms will be permanently occupied by <b>86</b> people. Different-sized spaces are required as follows:</p> <ul style="list-style-type: none"> <li>2 rooms with 2 working stations in the room;</li> <li>28 rooms with 3 working stations in the room with the possibility to add a 4<sup>th</sup> working station if necessary;</li> <li>1 big open office space.</li> </ul>
Additional separate room for phone calls: (Evaluation criteria $T_i$ )	At least 10 small single-person cabins . The cabin must fit a table and a chair.
Windows: (Evaluation criteria $T_i$ )	Windows are required in the part of the office with working stations. Other parts of the office (meeting rooms, kitchen, etc.) can be internal, but having fenestration in kitchen, reception and the 30 m <sup>2</sup> lounge (avalik puhkeruum) is desirable.
The following services/facilities shall be provided:	
Area for printer, scanner and photocopier, room for IT equipment:	A designated area shall be allocated for printing machines and a shredder device. The printer/scanner/photocopier and shredder equipment are not required (will be delivered by the tenant).

(Evaluation criteria T <sub>i</sub> )	A separate room (not less than 12 m <sup>2</sup> ) with a locking door for IT equipment must be included. The burglar resistance of the IT equipment room, including the door, shall comply with the tenant's special requirements. The special requirements will be submitted to selected Tenderer separately. The cabling must be done by the Tenderer, the IT equipment (servers, etc.) will be installed by the tenant.
Legal business address:	Required
Meeting Rooms: (Evaluation criteria T <sub>i</sub> )	<p>Meeting rooms shall be available (meeting rooms total space should not be less than 270 m<sup>2</sup>).</p> <p>The proposed meeting rooms should be as follows:</p> <ol style="list-style-type: none"> <li>2. 6 meeting rooms for 4 people in the size of 9 m<sup>2</sup>;</li> <li>3. 3 meeting rooms in the size of 25 m<sup>2</sup>;</li> <li>4. 1 meeting room in the size of 90 m<sup>2</sup> should have the possibility of dividing it into two separate meeting rooms by a sliding or a foldable door.</li> </ol> <p>The Tenderer shall indicate the availability and capacity of proposed/available meeting rooms, their description and equipment (such as multimedia projector, screen, etc.).</p>
Rest areas: (Evaluation criteria T <sub>i</sub> )	Required – at least 3 (one will be adjusted for recreation room), see attached detailed list.
All utilities:	The rental price shall not include utility charges (e.g. , water, electricity, etc.)
Cleaning and maintenance services (office) and building:	<p>The Tenderer shall offer office cleaning and maintenance services as described herein.</p> <ul style="list-style-type: none"> <li>• Office waste collection twice a week</li> <li>• Clean-up at least twice a week</li> <li>• Facilities management to be provided for all public areas of the office building (including the staircases, adjoining areas and elevators (if any))</li> <li>• Maintenance and repairs of existing water supply systems, heating and ventilation systems, drainage systems</li> <li>• Power system maintenance (including repairs)</li> <li>• Removing snow from the roof of the building</li> </ul> <p>Any other activities that would guarantee a smooth and high-quality use of the rented premises.</p>
Security of the office (technical and or personal): (Evaluation criteria T <sub>i</sub> )	<p>SECURITY ALARM SYSTEM</p> <p>The tenant's office premises must be equipped with the premise's security alarm infrastructure (preferably in accordance with the requirements set by the tenant), namely, the Tenderer provides a fully built office security alarm infrastructure, which the tenant can connect to the console of the office security service provider selected by the tenant. Security service agreement with security company will be signed by the tenant.</p> <p>ACCESS CONTROL SYSTEM</p> <p>The Tenderer shall provide:</p> <p>OPTION 1: a fully installed low-voltage infrastructure for the tenant's access control system equipment. The low-voltage infrastructure must be built in accordance with the requirements of the tenant, with the possibility to expand it</p>

	<p>during the lease agreement. The low voltage infrastructure of the access control system must provide at least for:</p> <ul style="list-style-type: none"> <li>- all entrance doors into the office,</li> <li>- the door of the IT equipment room.</li> </ul> <p>The tenant must have the rights to install the access control equipment and to connect it to their existing system.</p> <p>OPTION2: a fully installed low-voltage infrastructure and access control devices in accordance with the tenant's technical specification.</p> <p><b>2.</b> All video surveillance cameras shall be connected to the tenant's video surveillance system.</p> <p>All technical security systems shall be managed/administered by the tenant.</p> <p>DOORS</p> <ol style="list-style-type: none"> <li>1. The security resistance class of the office entrance doors should comply with the tenant's special requirements.</li> <li>2. If the entrance door has glazing parts, resistance of the glazing should comply with the tenant's special requirements.</li> <li>3. The strength of the wall and the aperture in which the entrance door will be installed must correspond to the resistance class of the entrance door.</li> <li>4. Mounting of the entrance doors shall be performed in accordance with the manufacturer's instructions.</li> <li>5. Entrance doors of the office shall be equipped with a lockable mechanical lock.</li> <li>6. All the mentioned doors shall be equipped with equipment specified by the tenant.</li> </ol> <p>The special requirements will be submitted to the selected Tenderer separately.</p>
Intercom system – video door phone system (Evaluation criteria T <sub>i</sub> )	<ol style="list-style-type: none"> <li>1. Entrance doors into the Office shall be equipped with a video door phone system.</li> <li>2. It is desirable that the entrance door into the office building is also equipped with an external door station and connected with an internal video/door control panel.</li> <li>3. The external Door Station shall be located at the entrance door into the office. The installation height of the External Door Station must be in accordance with the manufacturer's instructions but not lower than 1450 mm from the floor level on which a person stands.</li> <li>4. An internal video/door control and management panel should be located at the office reception – on a work desk of the Office Assistant or nearby.</li> </ol>

	5. Functionality: remote unlocking of doors; visual talk/intercom; real-time monitoring/surveillance, two-way audio, motion detection without an extra device for monitoring from every angle (wide-angle lens).
<b>Technology requirements:</b>	
HVAC (Heating, ventilation, air conditioning): (Evaluation criteria T <sub>1</sub> )	Heating, air-conditioning, and ventilation are ensured, controlled independently in each room.
Lighting requirements (Evaluation criteria T <sub>1</sub> )	500 lx in the working area on the working surfaces. 300 lx corridors, kitchen etc in general. See detailed requirements by building and room type in "Tehnilised nõuded mitteeluhoonetele 2020" by Riigi Kinnisvara AS at <a href="https://nouded.rkas.ee/">https://nouded.rkas.ee/</a>
<b>OTHER:</b>	
OFFICE LAYOUT:	The Tenderer shall attach in his proposal also the proposed office layout. Several workspace layout options can be offered for choice.
Indicative estimated space requirements (we encourage bidders to offer optional office layout solutions)	See attached detailed list with comments (Annex 5).
<b>PRICE OFFER:</b>	
	The Tenderer shall provide an offer/quotation by filling in the Quotation Submission Form. All other information regarding any 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 five rental years, as well as indicate what will be the price after the five rental years. 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 or can be offered to 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:	A flexible renting period initially for 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:	The tenant shall not move in before 01.02.2022. Moving in period can be also up to end of Q2 2022.

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

[form of the Tenderer's company]

\_\_\_\_\_ 2021

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

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

(Name of the Candidate)

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

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

certifies by submitting this application that:

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



### Annex 3 – Technical proposal Form

TECHNICAL REQUIREMENTS	Description of the Technical requirements for quotation	Proposal (detailed description)
<b>For office building:</b>		
Location:	To be situated in the Tallinn city - Central district or Ülemiste area	
Accessibility: ( <i>Evaluation criteria T<sub>1</sub></i> )	Good access with public transport system (bus, train, tram – at least two options) at a close distance, with no longer than 5 minutes to walk to the closest stop.	
Surrounding requirement:	Nearby are hotels, restaurants, sporting facilities and cafes.	
Technical conditions of the office building:	When moving into the office building, it must be fully operational. Office building to be fully operative and according to building legislation put into operation. It must be in accordance with all sanitary and hygiene norms, and according to the requirements of Estonia legislation.	
	Modern building specially designed and built as an office premises building (status) with all appropriate newest technical infrastructure ensured (not less than A Class according to BOMA (Building Owners and Managers Association International) classification).	
HVAC (Heating, ventilation, air conditioning):	Heating, air-conditioning, and ventilation are ensured, controlled independently in each office room. (The Tenderer shall indicate and characterise the capacity of the ventilation and air-conditioning systems).	
Natural lighting: ( <i>Evaluation criteria T<sub>1</sub></i> )	Natural lighting sufficiency ensured, as well as rational fenestration to be ensured.	
People with disabilities: ( <i>Evaluation criteria T<sub>1</sub></i> )	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:	Required technical security system: Video surveillance (CCTV), Access	

(Evaluation criteria $T_1$ )	control system, Security alarm system (attack and intrusion alarm). Optional security procedures: Permit regime – limited access to the floor where the office premises to be rented is located.	
Office building security service and requirements	24 hours security (technical security and security guards/patrol) of the outer perimeter (incl. windows and openings for rented office premises) and common areas of the office building should be ensured.	
Office building availability: (Evaluation criteria $T_1$ )	24 hours/7 days	
Office building reception service	It is desirable that the reception of the office building is available for tenant, which provides service and coordination of the tenant's visitors, mail sorting and other reception services.	
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	
The possibility of additional car parking premises: (Evaluation criteria $T_1$ )	<p>The Tenderer shall provide information about the potential additional car parking lots. Minimum information to be provided:</p> <ul style="list-style-type: none"> <li>○ available parking spaces;</li> <li>○ their monthly costs;</li> <li>○ availability of charging electric cars and scooters;</li> <li>○ additional nearby available parking spaces and their monthly/daily/hourly costs.</li> </ul> <p>Parking lots availability and costs shall be described and specified separately.</p>	
Car parking availabilities for office short term visitors: (Evaluation criteria $T_1$ )	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 and scooter parking: (Evaluation criteria $T_1$ )	The possibility to park and lock a bike in a secure building or in the office building.	
Nearby and/or on-site amenities:	The Tenderer should indicate nearby and/or on-site amenities (restaurants, ATM, fitness rooms etc.)	

<p>Office space requirements: (<i>Evaluation criteria T<sub>1</sub></i>)</p>	<p>Two fully separated offices (Office room No. 1 - RB RAIL AS and Office room No. 2 - Rail Baltic Estonia OÜ below). If rooms No. 1 and No. 2 is are located on the same building and floor, they shall be physically separated from each other with separate entrances to the offices (no common office space). Preferable that one floor is occupied only by the tenderer.</p> <p>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 windowsill of the window and the "support point" must not be less than 3 m. Therefore, the-offices preferably must be located not below the third floor.</p> <p>In case the distance between the outer windowsill of the office window is less than 3 m the office windows must be protected by:</p> <ul style="list-style-type: none"> <li>- 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);</li> <li>- security glazing - glass protection films (security class P3A or higher accordingly with standard BS EN 356) or analogue measure.</li> </ul> <p>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 guarded by security alarm system and CCTV.</p> <p>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.</p>	
<p>Kitchen and other kitchen utilities: (<i>Evaluation criteria T<sub>1</sub></i>)</p>	<p>Kitchen must include at least:</p> <ul style="list-style-type: none"> <li>- kitchen furniture set;</li> <li>- kitchen sink with hot and cold water; <ul style="list-style-type: none"> <li>- separate high tap for filtered drinking water;</li> </ul> </li> <li>- two refrigerators, one with a freezer compartment;</li> <li>- microwave oven; <ul style="list-style-type: none"> <li>- regular oven</li> <li>- 2 heating plates</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- a range hood</li> <li>- two dish washing machines - table and chairs for 12-15 people</li> </ul> <p>(See the different requirements for each company later on)</p>	
Restrooms: ( <i>Evaluation criteria T<sub>1</sub></i> )	Restrooms should be located on the same floor as the office rooms. The restrooms should be furnished according to the requirements of sanitary norms. At least 1 WC for 10 people.	
Shower ( <i>Evaluation criteria T<sub>1</sub></i> )	Availability of shower rooms in the office building is desirable and if possible, the shower rooms could be located in the office. The shower room must be furnished according to the requirements of sanitary norms.	
Disclaimers:	<p>The Tenderer shall bear all costs in the preparation and submission of their quotation. In no circumstances shall the Contracting Authorities compensate any costs in relation with the Tenderer's participation in this procurement exercise.</p> <p>The Contracting Authorities reserve themselves all rights to reject any and/or all quotations, to clarify, negotiate or request updated quotations.</p> <p>The Contracting Authorities reserve themselves the right to evaluate quotations either with or without options. However, for the avoidance of doubt, if the Contracting Authorities decide 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.</p>	



Technical requirements for the Office room No. 1 (RB RAIL AS Estonia branch):		Proposal (detailed description)
Office space: (Evaluation criteria $T_1$ )	<p>Total office space Office for Room No. 1 must be not less than 750 m<sup>2</sup></p> <p>Office space should be divided into two separate office spaces:</p> <ul style="list-style-type: none"> <li>• Back office (closed Office part )– zone where working places of 52 persons are located (minimum 10 m<sup>2</sup> per person, not less than 520 square meters). The entrance to this functional area must be organized from the front office and the entrance door must be equipped (or be provided with the possibility to equip) with access control system's device and door equipment.</li> <li>• Front office - Reception part - zone of the lounge type, for meeting visitors (minimum 20 square meters). There should be a possibility to organize up to 1 working spaces in a front office (the office reception).</li> </ul> <p>The main entrance to the office must be organized through the front office. There may be a separate entrance directly to the back office for employees only. All entrance doors to the office must be secured with possibility of equipping them with an autonomous access control system administered by the tenant. The entrance door from public area into this part of the office must be equipped with access control device.</p> <p>In the front office, it should preferably to accommodate meeting rooms, a kitchen, a toilet and other ancillary rooms for the reception of visitors.</p>	
All day car parking premises for employees and visitors:	<p>Parking shall be in a building or located nearby, but not more than 600 m distance from the office building.</p> <p>Offered parking shall include a minimum of <b>2 reserved spaces</b> for employees and for visitors. In addition, employees must be able to rent up to 40 reserved parking spaces separately from the landlord or his contractor.</p>	
Furnishing and equipment:	The detailed proposal on furniture will be adjusted at the stage of negotiations.	
Ceiling height:	At least 2,7 m height to be ensured	
Office room usage: (Evaluation criteria $T_1$ )	Office rooms permanently occupied by 52 persons. Different sized office space is needed.	
Additional separate room for phone calls: (Evaluation criteria $T_1$ )	At least 3 small cabins for one person. The cabin must fit a table and a chair	
Windows: (Evaluation criteria $T_1$ )	A windowed office required in the part of the office with working stations. Other parts of the office (meeting rooms, kitchen, etc.) can be internal.	

The following services/facilities shall be provided:		
Area for printer, scanner and photocopier, room for IT equipment: (Evaluation criteria T <sub>1</sub> )	<p>One work corner shall be allocated for printing machines and shredder device. The printer/scanner/photocopier and shredder equipment not required (will be delivered by the tenant).</p> <p>The separate room (not less than 12m<sup>2</sup>) with locking door for IT equipment should be included. The burglar resistance of the IT equipment room, including the door, shall comply with tenant's special requirements. The special requirements will be submitted to selected Tenderer separately. The cabling must be done by the Tenderer, the IT equipment (servers, etc.) will be installed by the tenant.</p>	
Legal business address:	Required	
Meeting Rooms: (Evaluation criteria T <sub>1</sub> )	<p>Meeting rooms shall be available (meeting rooms total space should not be less than 100 m<sup>2</sup>).</p> <p>The proposed meeting rooms should be as follows:</p> <ol style="list-style-type: none"> <li>3. 4 meeting rooms for 4 people;</li> <li>5. 1 big meeting room ;</li> </ol> <p>One big meeting room (not less than 50 m<sup>2</sup>) should have a possibility of dividing into two separate meeting rooms by sliding or foldable doors.</p> <p>The Tenderer shall indicate availability and capacity of proposed/available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.).</p>	
Rest areas: (Evaluation criteria T <sub>1</sub> )	Required – at least 3 (one will be adjusted for recreation room)	
All utilities:	The rental price shall not include utility charges (e.g. security, water, electricity, etc.)	
Cleaning and maintenance services (office) and building:	<p>The Tenderer shall offer office cleaning and maintenance services as described herein.</p> <ul style="list-style-type: none"> <li>• Office waste collection twice a week</li> <li>• Clean-up at least twice a week</li> <li>• Facilities management to be provided for all office building areas (including the staircases, etc.), adjoining areas cleaning, elevators (if any)</li> <li>• Maintenance and repairs of existing water supply systems, heating and ventilation systems, drainage systems</li> <li>• Power system maintenance (including repairs)</li> <li>• Cleaning snow from the roof of the building</li> </ul> <p>Any other activities that would guarantee a smooth and high-quality use of the rented premises.</p>	
Security of the office (technical and personal): (Evaluation criteria T <sub>1</sub> )	<p>SECURITY ALARM SYSTEM</p> <p>The tenant's office premises must be equipped with the premise's security alarm infrastructure (preferably in accordance with the requirements set by the tenant), namely, the Tenderer provides a fully built office security alarm infrastructure, which the tenant can connect to the console of the office security service provider selected by</p>	

	<p>the tenant. Security service agreement with security company will be signed by the tenant.</p> <p>ACCESS CONTROL SYSTEM</p> <p>The Tenderer shall provide:</p> <p>OPTION 1: a fully installed low-voltage infrastructure for the tenant's access control system equipment. The low-voltage infrastructure must be built in accordance with the requirements of the tenant, with the possibility to expand it during the lease agreement. The low voltage infrastructure of the access control system must provide at least for:</p> <ul style="list-style-type: none"> <li>- all entrance doors into the office,</li> <li>- a door separating the front office from the back office,</li> <li>- a door of IT equipment room.</li> </ul> <p>The tenant must have the rights to install the access control equipment and to connect it to his existing system.</p> <p>OPTION2: a fully installed low-voltage infrastructure and access control devices in accordance with tenant's technical specification.</p> <p><b>2.</b> All video surveillance cameras shall be connected to tenant's video surveillance system.</p> <p>All technical security systems shall be managed/administered by tenant.</p> <p>DOORS</p> <p>1. The security resistance class of the entrance door into the office should comply with tenant's special requirements.</p> <p>2. If the entrance door has glazing parts, resistance of glazing should comply with tenant's special requirements.</p>	
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	<p>3. The strength of the wall and the aperture in which the entrance door will be installed must correspond to the resistance class of the entrance door.</p> <p>4. Mounting of entrance doors shall be performed in accordance with manufacturer instruction.</p> <p>5. Entrance doors of the office shall be equipped with lockable mechanical lock.</p> <p>6. There shall be installed a door on border between front office and back office.</p> <p>7. All mentioned doors shall be equipped with equipment specified by tenant.</p> <p>The special requirements will be submitted to selected Tenderer separately.</p>					
Intercom system – video door phone system (Evaluation criteria T <sub>1</sub> )	<p>1. Entrance doors into the Office shall be equipped with video door phone system.</p> <p>2. Desirable that entrance door into the office building also is equipped with external door station and connected with internal video/door control panel.</p> <p>3. External Door Station shall be located at entrance door into the office. Installation height of the External Door Station in accordance with manufacturer instruction but not lower than 1450 mm from floor level on which person stands.</p> <p>4. Internal video/door control and management panel should be located at the office reception – on a work desk of the office administrator or nearby.</p> <p>5. Functionality: remote unlock of doors; visual talk/intercom; real-time monitoring/surveillance, two-way audio, motion detection without extra device for monitoring from every angle (wide-angle lens).</p>					
Technology requirements:						
HVAC (Heating, ventilation, air conditioning): (Evaluation criteria T <sub>1</sub> )	Heating, air-conditioning, and ventilation are ensured, controlled independently in each office room.					
Lighting requirements (Evaluation criteria T <sub>1</sub> )	500 lx in the working area on the working table surface 300 lx corridors, kitchen etc. See detailed requirements by building and room type in "Tehnilised nõuded mitteeluhoonetele 2020" by Riigi Kinnisvara AS at <a href="https://nouuded.rkas.ee/">https://nouuded.rkas.ee/</a>					
OTHER:						
OFFICE LAYOUT: (Evaluation criteria T <sub>1</sub> )	The Tenderer shall attach in his proposal also the proposed office layout. Several workspace layout options can be offered for the choice.					
Indicative estimated space	<table><tr><td>RB RAIL</td><td>m2</td><td>pcs</td><td>m<sup>2</sup> all</td></tr></table>	RB RAIL	m2	pcs	m <sup>2</sup> all	
RB RAIL	m2	pcs	m <sup>2</sup> all			

requirements (we encourage bidders to offer optional office layout solutions)	Space for 2 workstation	20	16	320		
	Space for 3 workstation	30	4	120		
	Space for 1 workstation	10	8	80		
	Kitchen	20	1	20		
	Rest area	10	2	20		
	Recreation room/area	10	1	10		
	Phone call room	3	3	9		
	Meeting room for 4	12	4	48		
	Meeting room (big)	50	1	50		
	Reception area	20	1	20		
	Staff wardrobe	3	1	3		
	Visitor's wardrobe	3	1	3		
	WC	3	6	18		
	Printing room/area	5	1	5		
	Utility room/warehouse	15	1	15		
	IT/server room	12	1	12		
	Cleaner room	3	1	3		
	Technical rooms	3	1	3		
PRICE OFFER:						
	<p>The Tenderer shall provide an offer/quotation by filling in the Quotation Submission Form.</p> <p>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.</p> <p>The Tenderer shall indicate the yearly rental price and the total price for five rental years, as well as indicate what will be the price after the five rental year.</p> <p>Information on discount system can also be provided.</p>					
ADDITIONAL CHARGES: ( <i>Evaluation criteria T<sub>1</sub></i> )	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 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:	The tenant shall not move in before 01.02.2022. Moving in period can be also up to end of Q2 2022.	
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Technical requirements for the Office room No. 2 (RBE):		Proposal (detailed description)
Office space: (Evaluation criteria T <sub>i</sub> )	<p>Total office space Office for Room No. 2 must be not less than 1400 m<sup>2</sup>.</p> <ul style="list-style-type: none"> <li>• See detailed requirements in separate list (Annex 5). The main entrance to the office must be organized through the front office. There may be separate entrances directly to the back office for employees only. All entrance doors to the office must be secured with the possibility of equipping them with an autonomous access control system administered by the Tenant. The entrance door from the public area into this part of the office must be equipped with an access control device.</li> </ul>	
All day car parking premises for employees and visitors:	<p>Parking shall be in the building or located nearby, but not more than 600 m from the office building.</p> <p>Parking shall include a minimum of <b>80 reserved spaces</b> for employees and visitors. Availability to expand parking is highly desirable.</p>	
Furnishing and equipment:	The detailed proposal on furniture and equipment will be adjusted at the stage of negotiations.	
Ceiling height:	At least 2,7 m to be ensured.	
Office room usage: (Evaluation criteria T <sub>i</sub> )	<p>Separate office rooms are required, the rooms will be permanently occupied by <b>86</b> people. Different-sized spaces are required as follows:</p> <ul style="list-style-type: none"> <li>• 2 rooms with 2 working stations in the room;</li> <li>• 28 rooms with 3 working stations in the room with the possibility to add a 4<sup>th</sup> working station if necessary;</li> <li>• 1 big open office space.</li> </ul>	
Additional separate room for phone calls: (Evaluation criteria T <sub>i</sub> )	At least 10 small single-person cabins . The cabin must fit a table and a chair.	
Windows: (Evaluation criteria T <sub>i</sub> )	A windowed office is required in the part of the office with working stations. Other parts of the office (meeting rooms, kitchen, etc.) can be internal, but having fenestration in kitchen, reception and the 30 m <sup>2</sup> lounge (avalik puhkeruum) is desirable.	
<b>The following services/facilities shall be provided:</b>		
Area for printer, scanner and photocopier, room for IT equipment: (Evaluation criteria T <sub>i</sub> )	A designated area shall be allocated for printing machines and a shredder device. The printer/scanner/photocopier and shredder equipment are not required (will be delivered by the tenant).	

	A separate room (not less than 12 m2) with a locking door for IT equipment must be included. The burglar resistance of the IT equipment room, including the door, shall comply with the tenant's special requirements. The special requirements will be submitted to selected Tenderer separately. The cabling must be done by the Tenderer, the IT equipment (servers, etc.) will be installed by the tenant.	
Legal business address:	Required	
Meeting Rooms: ( <i>Evaluation criteria T<sub>1</sub></i> )	<p>Meeting rooms shall be available (meeting rooms total space should not be less than 270 m<sup>2</sup>).</p> <p>The proposed meeting rooms should be as follows:</p> <ol style="list-style-type: none"> <li>4. 6 meeting rooms for 4 people in the size of 9 m<sup>2</sup>;</li> <li>6. 3 meeting rooms in the size of 25 m<sup>2</sup>;</li> <li>7. 1 meeting room in the size of 90 m<sup>2</sup> should have the possibility of dividing it into two separate meeting rooms by a sliding or a foldable door.</li> </ol> <p>The Tenderer shall indicate the availability and capacity of proposed/available meeting rooms, their description and equipment (such as multimedia projector, screen, etc.).</p>	
Rest areas: ( <i>Evaluation criteria T<sub>1</sub></i> )	Required – at least 3 (one will be adjusted for recreation room), see attached detailed list.	
All utilities:	The rental price shall not include utility charges (e.g. security, water, electricity, etc.)	
Cleaning and maintenance services (office) and building:	<p>The Tenderer shall offer office cleaning and maintenance services as described herein.</p> <ul style="list-style-type: none"> <li>• Office waste collection twice a week</li> <li>• Clean-up at least twice a week</li> <li>• Facilities management to be provided for all public areas of the office building (including the staircases, adjoining areas and elevators (if any))</li> <li>• Maintenance and repairs of existing water supply systems, heating and ventilation systems, drainage systems</li> <li>• Power system maintenance (including repairs)</li> <li>• Removing snow from the roof of the building</li> </ul> <p>Any other activities that would guarantee a smooth and high-quality use of the rented premises.</p>	
Security of the office (technical and or personal): ( <i>Evaluation criteria T<sub>1</sub></i> )	<p>SECURITY ALARM SYSTEM</p> <p>The tenant's office premises must be equipped with the premise's security alarm infrastructure (preferably in accordance with the requirements set by the tenant), namely, the Tenderer provides a fully built office security alarm infrastructure, which the tenant can connect to the console of the office security service provider selected by the tenant. Security service agreement with security company will be signed by the tenant.</p>	

	<p>ACCESS CONTROL SYSTEM</p> <p>The Tenderer shall provide:</p> <p>OPTION 1: a fully installed low-voltage infrastructure for the tenant's access control system equipment. The low-voltage infrastructure must be built in accordance with the requirements of the tenant, with the possibility to expand it during the lease agreement. The low voltage infrastructure of the access control system must provide at least for:</p> <ul style="list-style-type: none"> <li>- all entrance doors into the office,</li> <li>- the door of the IT equipment room.</li> </ul> <p>The tenant must have the rights to install the access control equipment and to connect it to their existing system.</p> <p>OPTION2: a fully installed low-voltage infrastructure and access control devices in accordance with the tenant's technical specification.</p> <p>2. All video surveillance cameras shall be connected to the tenant's video surveillance system.</p> <p>All technical security systems shall be managed/administered by the tenant.</p> <p>DOORS</p> <ol style="list-style-type: none"> <li>1. The security resistance class of the office entrance doors should comply with the tenant's special requirements.</li> <li>2. If the entrance door has glazing parts, resistance of the glazing should comply with the tenant's special requirements.</li> <li>3. The strength of the wall and the aperture in which the entrance door will be installed must correspond to the resistance class of the entrance door.</li> <li>4. Mounting of the entrance doors shall be performed in accordance with the manufacturer's instructions.</li> </ol>	
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	<p>5. Entrance doors of the office shall be equipped with a lockable mechanical lock.</p> <p>6. All the mentioned doors shall be equipped with equipment specified by the tenant.</p> <p>The special requirements will be submitted to the selected Tenderer separately.</p>	
Intercom system – video door phone system (Evaluation criteria T <sub>1</sub> )	<p>1. Entrance doors into the Office shall be equipped with a video door phone system.</p> <p>2. It is desirable that the entrance door into the office building is also equipped with an external door station and connected with an internal video/door control panel.</p> <p>3. The external Door Station shall be located at the entrance door into the office. The installation height of the External Door Station must be in accordance with the manufacturer's instructions but not lower than 1450 mm from the floor level on which a person stands.</p> <p>4. An internal video/door control and management panel should be located at the office reception – on a work desk of the Office Assistant or nearby.</p> <p>5. Functionality: remote unlocking of doors; visual talk/intercom; real-time monitoring/surveillance, two-way audio, motion detection without an extra device for monitoring from every angle (wide-angle lens).</p>	
<b>Technology requirements:</b>		
HVAC (Heating, ventilation, air conditioning): (Evaluation criteria T <sub>1</sub> )	Heating, air-conditioning, and ventilation are ensured, controlled independently in each office room.	
Lighting requirements (Evaluation criteria T <sub>1</sub> )	<p>500 lx in the working area on the working surfaces.</p> <p>300 lx corridors, kitchen etc in general.</p> <p>See detailed requirements by building and room type in "Tehnilised nõuded mittelehoonetele 2020" by Riigi Kinnisvara AS at <a href="https://nouded.rkas.ee/">https://nouded.rkas.ee/</a></p>	
<b>OTHER:</b>		
OFFICE LAYOUT:	The Tenderer shall attach in his proposal also the proposed office layout. Several workspace layout options can be offered for the choice.	
Indicative estimated space requirements (we encourage bidders to offer optional office layout solutions)	See attached detailed list with comments (Annex 5).	
PRICE OFFER:		

	<p>The Tenderer shall provide an offer/quotation by filling in the Quotation Submission Form.</p> <p>All other information regarding any 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.</p> <p>The Tenderer shall indicate the yearly rental price and the total price for five rental years, as well as indicate what will be the price after the five rental years.</p> <p>Information on discount system can also be provided.</p>	
ADDITIONAL CHARGES:	The Tenderer shall indicate any other additional charges/costs that may appear or may fall upon or can be offered to 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:	A flexible renting period initially for 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:	The tenant shall not move in before 01.02.2022. Moving in period can be also up to end of Q2 2022.	



## 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: <i>(if different from the Registered Address above)</i>	

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 <sup>2</sup>	750		
2	All day car parking premises for employees and visitors cost	1 parking place / month	2		
3	Additional parking places	1 parking place/mont h			
4	Cleaning and maintenance services (office) and building	all used areas	Total		
5	Utility medium price per m2	m2			
6	<b>Total amount of the Proposal EUR</b> (excl. VAT): Total amount in words: _____.	EUR, € / month	12 months		
7	<b>Additional charges (if any):</b>				

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

No.	Product/Service for Office room No. 2 (Rail Baltic Estonia OÜ)	Unit	Quantity (minimum)	Unit price EUR, excl. VAT	Total Amount EUR, excl. VAT
1	Monthly rent price per m2	m <sup>2</sup>	1400		
2	All day car parking premises for employees and visitors cost	1 parking place / month	80		
3	Additional parking places	1 parking place / month			
4	Cleaning and maintenance services (office) and building	all used areas	Total / month		
5	Utility medium price per m2	m2			
6	<b>Total amount of the Proposal EUR</b> (excl. VAT): Total amount in words: _____.	EUR, € / month	12 months		
7	<b>Additional charges (if any):</b>				

Total proposal price for Office rooms No. 1 (RB Rail) and No. 2 (Rail Baltic Estonia OÜ):

No.	Product/Service for Office rooms No. 1 (RB Rail) and No. 2 (RBE)	Unit	Proposed full quantity	Unit price EUR, excl. VAT	Total Amount EUR, excl. VAT
1	Monthly rent price per m2	m2			
2	All day car parking premises for employees and visitors cost	1 parking place / month			
3	Cleaning and maintenance services (office) and building	all used areas	Total / month		
4	Utility medium price per m2	m2			
5	Total proposal price EUR (excl. VAT): Total amount in words: _____.	EUR, € / month	12 months		