Annex No 1 to the

Open tender procedure for rent of office premises for

RB Rail AS branch office in Tallinn, Estonia

Procurement No P/2016-23

**Tender application**

[form of the Tenderer's company]

**For participation in the open procurement procedure for**

**Office rent for RB Rail AS branch office in Tallinn, Estonia**

Procurement No P/2016-23

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 2016

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 Procurement organised by the RB Rail AS for rent of office premises for RB Rail AS branch in Tallinn, Estonia, Procurement No P/2016-23 and offers to deliver services in accordance with the Technical requirements and his Tender application specified and described below.
* confirms that it does not comply with any of the cases for the exclusion of Tenderers referred to the Paragraph 3 of the Tender regulations;
* confirms that it is informed of the fact that, upon the fulfilment of any cases regarding the exclusion of Tenderers referred to in Paragraph 8 of the Tender regulation for Procurement during the period of validity of the Proposal, the Proposal of the Tenderer may be refused or, in the case of granting the right to enter into an agreement, RBR may refuse to enter into a agreement;
* confirms that the Tender regulation for Procurement is clear and understandable, that it does not have any objections and complaints and that in case of granting the right to enter into an agreement it shall undertake to fulfil all conditions of the Tender regulation for Procurement as well as enter into a procurement agreement in accordance with the Tender Proposal;
* admits the period of validity of its Proposal for at least 70 days from the day of opening of the Proposal;
* guarantees that all the information provided is true.

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| ***No.*** | **Requested information** | **Tenderer information** |
| 1. | **Tenderer name, legal address, office address (if appropriate and if it is different from legal address), e-mail, telephone, bank details.** |  |
| 2. | **Name of the Contact person regarding this procurement, e-mail, telephone, address.** |  |
| 3. | **Address of offered lease premises building, providing information on the offered office space in m2** |  |
| 4. | **Readiness to enter into lease agreement and offer office premises starting with January 16, 2017.** | The tenderer should indicate the date. |

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| **TECHNICAL REQUIREMENTS** | **Description of the Technical requirements** | **Tenderer proposal:**  **(to be filled by the Tenderer. The Tenderer in its tender proposal should describe in detail every technical requirement and his compliance to the requirement.** |
| **For office building:** |  |  |
| Location: | to be situated in a convenient location in the Vilnius city central business district |  |
| Accessibility: | to all public transport system in close distance |  |
| Surrounding requirement: | surrounded by a number of business class hotels, restaurants and cafes |  |
| Technical conditions of the office building: | modern building specially designed and built as office premises building (status) with all appropriate newest technical infrastructure ensured (A Class office building or equal) |  |
|  | office building to be fully operative and according building legislation put into operation |  |
| HVAC (Heating, ventilation, air conditioning): | heating, air-conditioning and ventilation ensured, controlled independently in each office room. (The Tenderer should indicate and characterise the capacity of the ventilation and conditioning systems). |  |
| Natural lighting | natural lighting sufficiency ensured, not more than 9 m from natural lighting source, as well as rational fenestration to be ensured |  |
|  | to be accessible for persons with disabilities, if the office premises are higher than 2nd floor, elevator should be ensured. The Tenderer should describe what infrastructure is established in the building for persons with disabilities (elevators, doors, restrooms, etc.) |  |
| Security and life safety infrastructure: | to be ensured in the building |  |
| Security system and access monitoring system: | 24 hours security (technical and or personal) to be ensured. The Tenderer should indicate what kind of passes control system is introduced. |  |
| Office building availability: | 24 hours/7 days |  |
| Car Parking premises: | should be located nearby, but not more than 600 m distance from the office building. The Tenderer should provide such information about the potential car parking lots (information to be provided on available parking spaces and their monthly/daily/hourly costs). If the Potential Tenderer provides parking lots in the building, information should be provided on the availability and costs per 1 car parking. |  |
| Car parking availabilities for office short term visitors: | car parking possibilities for office visitors to be ensured. The Tenderer should also indicate and describe what are the car parking possibilities for office visitors and regulations/pricing policies. |  |
| Nearby and/or on-site amenities: | the Tenderer should indicate nearby and/or on-site amenities (dry cleaning, restaurants, ATM, etc.) |  |
| Office room technical requirements: |  |  |
| Furnishing and equipment: | fully-furnished and equipped workspace for 1 person, but with 2 modern, ergonomic office furniture tables and one round discussion table for 4 - 6 persons in the room. |  |
| Ceiling height: | at least 2,7 m height to be ensured |  |
| Office room usage: | separate office room needed, office room permanently occupied by 1 **person.** |  |
| Office room space: | Minimum 10 m2 of total office spaceper person |  |
| Window: | a window office required (but internal office can be offered as second option). |  |
| **The following services/facilities to be provided:** |  |  |
| Mail handling /delivery services: | yes |  |
| Access to administrative support: | yes |  |
| Access to printer, scanner and photocopier: | work corner - printing, small office equipment |  |
| Legal business address: | yes |  |
| Access, amount and availability of meeting rooms: | fully technically equipped meeting rooms to be available upon request. Meeting room capacity – approx. 4-16 persons.  The Tenderer should indicate availability and capacity of proposed/ available meeting rooms, their description and availability of equipment (such as multimedia projector, screen, etc.). The Tenderer should provide both technical information as requested in technical requirements as well as hourly price offer to be included in Tender proposal. |  |
| Receptionist: | yes |  |
| Kitchen with coffee /tea making equipment and other kitchen utilities: | yes |  |
| Business lounge: | yes. The Tenderer should describe the offered business lounge, (capacity, hourly pricing rate). |  |
| Rest areas: | yes |  |
| All utilities: | yes |  |
| Cleaning and maintenance services (office) and building: | Yes.  Office Trash collection every day, clean-up (at least twice a week).  Facilities management to be provided for all office building areas (including the staircases, etc.), adjoining areas cleaning, elevators (if any), maintenance and repairs of existing water supply systems, heating and ventilation systems, drainage systems, power system maintenance (including repairs and maintenance), as well as cleaning snow from the roof of the building, as well as any other activities that would guarantee a smooth and high-quality use of the rented premise. |  |
| Security (technical and or personal): | yes |  |
| **Technology requirements:** |  |  |
| Business grade internet WiFi: | yes |  |
| conditioning system in closed window system case: | yes |  |
| **OTHER:** |  |  |
| OFFICE LAYOUT: | The Tenderer has to attach in his proposal office layout, several workspace layout options can be offered for the choice |  |
| PRICE OFFER: |  |  |
|  | rent price should be offered with all utility charges (e.g. office cleaning and coffee, tea availability, internet, security, etc.). included in the monthly fixed fee per one person (workstation).  All other information regarding all additional charges and office services should be reflected in price offer by naming the service and the costs.  The Tenderer shall indicate the yearly rent cost and the total cost for three rental years, as well as indicate what will be the cost after the third rental year.  Information on discount system can also be provided. |  |
| ADDITIONAL CHARGES: | tenderer should indicate any other additional charges that may appear and their hourly costs (e.g. seminar, lounge room rent fee on hourly basis, multi-projector rent fee, etc.) |  |
| PARKING: | parking lots availability and costs should be described and specified separately. Information to be provided on nearby available parking spaces and their monthly/daily/hourly costs. |  |
| RENTING TERMS: | flexible renting period initially for a period of one year (with possible extension up to 3 years), but flexible contract cancellation with 1 month prior written notice required. | The tenderer should describe lease agreement conditions and attach standard Lease agreement if possible. |

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

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| **No.** | **Product/Service** | **Quantity** | **Unit price EUR, excl. VAT** | **Amount EUR,**  **excl. VAT** |
| 1 | Monthly rent price per person (workstation) | 1 work station |  |  |
|  | **Total amount of the Proposal EUR** (excl. VAT):  Total amount of the Proposal EUR (excl. VAT) in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |  |
| 2. | **Additional costs:** |  |  |  |
| 2.1. | The Tenderer should reflect here additional charges and their hourly costs (e.g. seminar, lounge room rent fee on hourly basis, multi-projector rent fee, etc.) | hours |  |  |
| 2.2. |  | 1 unit |  |  |
| 2.3. |  |  |  |  |
| 2.4. |  |  |  |  |

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

*Name and title of the Tenderer authorised representative*

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