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**Malta-Valletta: Property Prospecting Notice to Meet Office Space
Requirements of the European Asylum Support Office in Rome
2020/S 040-093815**

1. EU Agency responsible

European Asylum Support Office Winemakers Wharf, Grand Harbour Valletta, MRS 1917, MALTA

2. Background and objectives

EASO envisages awarding a contract for the provision of office premises in Rome for its interim and statutory staff.

The European Asylum Support Office provides support to Italy in the framework of an operating Plan signed on an annual basis with the Italian government. The Plan foresees operational support to enhance the country's asylum and reception system and the current Plan runs until 31.12.2020, with the possibility for the support to be extended beyond that date, if required and agreed.

The provision of office premises in Rome is deemed necessary. Therefore, a new lease contract is expected to commence as soon as possible and not later than September 2020.

3. Scope of the service

3.1) General objective

Lease of a well accessible and representative office premises in Rome with the capability to accommodate offices and meeting functions. The building should be compliant with Italian construction, work and safety Regulations and shall be duly licensed and certified.

Any lease contract shall be available for at least 6 years with the possibility of automatic extension thereafter with periods of 2 years each. The lessee shall have the possibility to terminate at any time with a prior 6-months' notice. The lease agreement shall cover the lease costs, utilities (water, electricity, heating) and the ancillary maintenance.

The lessor is required to offer premises that meet the minimum requirements of EASO as described in this document, whilst EASO acknowledges the fact that many requirements indicated as 'preferably' might not per se be immediately available in the market. Therefore, EASO envisages to upgrade any premises offered meeting the minimum requirements but short of some or all of the preferable requirements. To this end the lessor is required to carry out refurbishment works as requested and approved by EASO immediately upon commencement of the lease contract. EASO will finance these works up to the value of 10 % of the total value of the lease, if needed.

3.2) Description of requirements

Below follows a summarized categorized breakdown of EASO's requirements and expectations pertaining premises in Rome. Upon participation in this procurement procedure, more detailed technical specifications shall be provided. In general, EASO seeks to attain the highest standard of working environment and facilities in its offices. Many of the requirements are derived from the Manual of Standard Building Specifications, European Commission, Office for Infrastructure and Logistics, version 12.12.2011.

3.2.1) Geographical location and connectivity

- the premises must be located within a perimeter of maximum 3 kilometers from one of these locations: Ministry of Interior, National Asylum Commission, Termini station),
- ample public transport (bus, tram, train, metro) connections shall be available within < 250 meters of the premises,
- the offices shall be accessible with a lift if not located at the ground floor,

— the street where the premises are located shall be accessible by car.

3.2.2) Internal spatial needs

— per workstation circa 10 m² is available (a typical workstation carries a desk (160 x 80 cm, a chair, a cabinet 40 x 60 cm, chest of drawers under the desk),

— a space for 40 workstations is required, max. 4 person per room and min. 1 single room for the head of sector, 2 rooms for finance department (4 persons per room), 1 room for procurement and IT, 1 room for personnel unit, 2 rooms for training department, 3 rooms for operations department,

— all offices and meeting space have daylight access by means of an aperture in the façade,

— the entire premises has a floor to ceiling height of at least 2,6 meters (server room excepted): this may include a false ceiling,

— 4 gender separated toilets are in the same building and for the exclusive use of EASO only,

— the premises are accessible for disabled persons and have restroom/toilet facilities accordingly,

— the kitchen annex lunch/launch area of circa 20 m² is equipped with a kitchen top, sink, sufficient electrical power sockets for electrical equipment such as fridges, microwave, coffee machines,

— 2 meeting rooms with a capacity of min 20 persons each (circa 2,5 m² per person),

— 1 interview room of min 10 m²,

— 1 storage room for small equipment and supplies of min 15 m² each or an equivalent of the accumulated m²,

— a reception/waiting area capable of receiving visitors circa 20 m²,

— server/switch room of circa 20 m²,

— 1 ICT storage room of circa 20 m²,

— 1 ICT lab room of circa 25 m² designated areas outside the office space for min. 2 MultiFunctional printers,

— the offices are preferably located on 1 floor.

Category financial proposal: Net surface offices

Type of space: Group office

Quantity: 5

Users: 4

Norm 1 (minimum): 8

Norm 2 (maximum): 10

Min.m2 (norm 1): 40

Category financial proposal: Net surface offices

Type of space: Duo offices

Quantity: 9

Users: 2

Norm 1 (minimum): 16

Norm 2 (maximum): 20

Min.m2 (norm 1): 144

Category financial proposal: Net surface offices

Type of space: Reception desk / ~area

Quantity: 1

Users:

Norm 1 (minimum): 20

Norm 2 (maximum): 25

Min.m2 (norm 1): 20
Category financial proposal: Net surface offices
Type of space: ICT lab room
Quantity: 1
Users:
Norm 1 (minimum): 25
Norm 2 (maximum): 30
Min.m2 (norm 1): 25
Category financial proposal: Net surface meeting rooms
Type of space: Interview room
Quantity: 1
Users:
Norm 1 (minimum): 10
Norm 2 (maximum): 15
Min.m2 (norm 1): 10
Category financial proposal: Net surface meeting rooms
Type of space: Management
Quantity: 1
Users: 1
Norm 1 (minimum): 12
Norm 2 (maximum): 16
Min.m2 (norm 1): 12
Category financial proposal: Net surface meeting rooms
Type of space: Meeting rooms
Quantity: 2
Users: 20
Norm 1 (minimum): 2,5
Norm 2 (maximum): 3
Min.m2 (norm 1): 50
Category financial proposal: Net surface LAN/ ICT
Type of space: ICT server room
Quantity: 1
Users:
Norm 1 (minimum): 20
Norm 2 (maximum): 25
Min.m2 (norm 1): 20
Category financial proposal: Service areas and corridors
Type of space: Storage
Quantity: 1
Users:
Norm 1 (minimum): 15
Norm 2 (maximum): 20
Min.m2 (norm 1): 15
Category financial proposal: Service areas and corridors
Type of space: Kitchen/lunch/Lounge

Quantity: 1

Users:

Norm 1 (minimum): 20

Norm 2 (maximum): 25

Min.m2 (norm 1): 20

Category financial proposal: Service areas and corridors

Type of space: ICT storage

Quantity: 1

Users:

Norm 1 (minimum): 20

Norm 2 (maximum): 25

Min.m2 (norm 1): 20

Min.m2 (norm 1), total: 376

Net office/meeting areas: 301

Gross m2 maximum acceptable: 463

3.2.3) Operational availability

- full access to the premises from 7.00 to 20.00 (Rome time) Monday-Sunday,
- within the said time window full functioning of all mechanical and electrical installations,
- outside the defined full access hours, possibility to enter and use the premises with a maximum delay of 30 minutes.

3.2.4) Facility services

The following services shall be included in the lease contract:

- ordinary maintenance, repair of damages or failures of the leased property for which the lessee is not responsible and which have a value above 500 EUR (ordinary maintenance, repair of damages or failures of the leased property for which the lessee is not responsible and which have a value below or equal to 500 EUR will be borne by lessee),
- utilities (water, electricity, heating) included in the rent at a fixed rate monthly surcharge,
- information on building and services related local taxes under the national law are included in the offer.

3.2.5) Mechanical and electrical installations and fitting out

- heating/air-conditioning systems (preferably individually controllable in all spaces),
- mechanical ventilation (filtered supply and extract) systems in all spaces,
- appropriate for the function, ceiling mounted light systems (preferably LED and dimmable),
- thermal insulation of windows (inside and outside) e.g. sun screens, roller blinds, UV-film,
- sound proof partitioning between internal spaces,
- in general, the application of noise cancelling/absorbing materials on internal floors, ceilings and partitions,
- all apertures in the façade, doors and window alike, are expected to adequately insulate the interior from outside noises and draft,
- all rooms and spaces have data outlets available (connected to the server/switch room with CAT6 data cable), on average 2 per workstation,
- all rooms have sufficient power sockets available, minimal 4 per workstation.

Preferably a backup generator to maintain operable in case of a failure from the normal electricity grid to keep ICT services running.

3.2.5.1.1) Server room/switch room

- a server room with sufficient space for 2 x 24 U racks, accessible with ramp/elevator (no stairs),
- all LAN as well as internet connections need to be terminated in the server room,

- the lessor allows EASO to bring into the building additional communication and electrical infrastructure wiring and equipment, using existing routes in the building or alternatively through a new route as assigned by the lessor. Mounting, puncturing walls and ceilings, trunking and bracketing is allowed. The presences of such additional cabling shall not invoke any additional charges by the lessor to EASO,
- preferably a dedicated AC unit (indoor and outdoor) for server room, with a fall back option to a stand-by AC unit),
- preferably building UPS availability for the server room,
- preferably 2 separate (redundant) power lines (from 2 independent providers) to be terminated in this room. Each line should be capable to supply minimum 8 000 kVA,
- preferably 2 separate air-condition systems capable of supplying a minimum of 8 000 BTU each, each supplied by a different power line,
- the room should have a lock, fire detectors and no water sprinklers (instead preferably a clean agent fire extinguisher or gas (e.g. argonite) fire suppression system).

3.2.6 Safety and security installations

- the entire building is covered by an integrated fire detection system (smoke and heat detectors, monitored and controlled fire panels), all systems are expected to carry a valid certification,
- portable fire extinguishers installed and maintained as required by law,
- evacuation plans, evacuation routes and doors,
- at least 1 automated external defibrillator (AED) is mounted and maintained in the building.

4. Procedure

This prospecting procedure will be concluded with pre-selection of minimum 3 applicants whose premises enable requirements to be met. EASO will invite the pre-selected applicant(s) to enter into negotiations in a subsequent phase distinct from this procedure. The detailed tender specifications including technical specifications will be sent to the pre-selected applicant(s). The invited applicant(s) will be informed of the required content of the proposals and the documents to be furnished. With the submission of the proposal, each pre-selected applicant shall guarantee:

- that his proposal shall remain valid until any contract is signed,
- that any document concerning the premises shall be provided within the deadlines stipulated by EASO. This notice is not in any way binding on EASO as regards contract award procedures. EASO reserves the right, at any time prior to the signature of the contract, to renounce or cancel this procedure, without applicants being entitled to claim any compensation. Prior to or during, the negotiation stage, EASO will not sign any exclusivity contracts or similar clauses in favour of an applicant.

4.1) Requirements relating to requests to participate in the negotiated procedure

4.1.1) Content

The information contained in the request to participate must be submitted using the following forms:

- 1) Identification and declaration form duly dated and signed (indicating the details of the applicant: details of the owner – if different, full address of the premises, confirmation that the minimum required services and declaration concerning the exclusion criteria shall be provided). The form is available on: <https://www.easo.europa.eu/about-us/procurement>
- 2) Description of the surface areas; drawings (floors, facades, cross-sections) and plans showing a standard layout (in case of doubt 1:75 or 1:100 or 1:200 scale drawings may be requested).

4.1.2) Submission of requests to participate in the negotiated procedure

Requests to participate, in the negotiated procedure, accompanied with the information required under point 4.1.1, must be sent by email to contracts@easo.europa.eu by 14.3.2020.

4.2) Assessment of proposals in the second phase (negotiated procedure):

Proposals received from the pre-selected applicant(s) that are not compliant and/or do not observe the area of research and/or the surface area sought as mentioned in point 3 of this notice, will be discarded. Applicants will be duly informed of their pre-selection or the decision not to be invited for the negotiated procedure. Any contact between applicants and EASO is prohibited, except where clarification would need to be given regarding the property prospecting notice. The request for clarification shall be made in writing to contracts@easo.europa.eu