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**Malta-Valletta: Property Prospecting Notice to Meet Office Space
Requirements of the European Asylum Support Office in Cyprus
2020/S 096-228425**

1. EU Agency responsible

European Asylum Support Office - Winemakers Wharf, Grand Harbour Valletta, MRS 1917, MALTA
Website: www.easo.europa.eu

2. Background and objectives

EASO envisages awarding a contract for the provision of office premises in Nicosia for its staff as well as temporary workers.

The European Asylum Support Office (EASO) provides support to Cyprus in the frame of an operating plan signed with Cypriot authorities to assist in the management of asylum applications.

In order to meet its growing requirements in terms of office space, the EASO is looking for office premises in Nicosia, Cyprus, to ensure sufficient working space for staff, experts, interpreters, etc., and to allow the Agency to carry the activities according to its mandate.

The lease contract is planned to commence not later than 1 January 2021.

3. Scope of the service

3.1 General objective

EASO is looking to lease easily accessible and representative office premises in Nicosia for office and meetings use.

Any lease contract shall be available for at least 7 years with the possibility of automatic extension thereafter with period of 2 years each. The lessee shall have the possibility to terminate at any time with a prior 6-months' notice.

3.2 Description of requirements

EASO seeks to attain office premises offering the highest standards of working environment.

Preferably the building and its installations shall not be older than 10 years (new or refurbished) and shall offer state of art technical installations. Both building and installations (electricity cabling, water and gas pipelines) shall be duly licensed and certified and be in full compliance with all applicable Cypriot regulations governing the exploitation of office buildings.

The lessor is required to offer premises that meet the minimum EASO requirements as described in this document, while EASO acknowledges that many requirements referred to as 'preferably' may not be immediately available on the market. Therefore, EASO plans to improve all the premises offered which meet the minimum requirements but which do not have some or all preferential requirements. To this end, the lessor is obliged to carry out the renovation works as requested and approved by EASO immediately at the beginning of the lease. If necessary, EASO will finance these works up to a maximum amount equal to 10 % of the total value of the lease.

Below follows a summarised categorised breakdown of EASO's requirements and needs regarding office premises in Nicosia. Upon participation in this procurement procedure, more detailed technical specifications will be provided. Many of the requirements are derived from the Manual of Standard Building Specifications of the European Commission and the Office for Infrastructure and Logistics, version 12 December 2011.

3.2.1 Geographical location and connectivity:

- the premises shall be located within a perimeter of maximum 3 Km from the Central Bus Station (Nicosia);
- bus connections/stops shall be available within < 300 m of the premises;

- the offices, if spread on different floors, shall be preferably located on adjacent to each other, accessible with a lift;
- parking spaces (minimum 3) shall be available in the basement or ground floor of the premises;
- easy access to public subscribed parking facility shall be available within walking distance (<500 m);
- the street where the premises are located shall be accessible by car.

3.2.2 Internal spatial needs

- a number of 25 interviewing offices from 12 to 16 m² each, to allow to be equipped, as a minimum, with a desk (160 x 80 cm), 3 chairs, a cabinet 40 x 60 cm, a chest of drawers under the desk and to accommodate comfortably and in respect of safety regulations maximum 4 persons at a time. At least 2 interview rooms shall be accessible for disabled persons;
- a number of 7 offices from 18 to 22 m², to allow to be equipped, as a minimum, with 3 desks (160 x 80 cm), 3 chairs, 2 cabinets 40 x 60 cm, a chest of drawers under the desk and to accommodate comfortably and in respect of safety regulations maximum 3 persons at a time;
- an office from 11 to 14 m², to allow to be equipped, as a minimum, with a desk (160 x 80 cm), 1 chair, a cabinet 40 x 60 cm, a chest of drawers under the desk, and to accommodate comfortably and in respect of safety regulations maximum 1 person at a time;
- an office from 16 to 20 m², to allow to be equipped, as a minimum, with 2 desks (160 x 80 cm), 2 chairs, a cabinet 40 x 60 cm, a chest of drawers under the desk, and to accommodate comfortably and in respect of safety regulations maximum 2 persons at a time;
- a number of 2 offices from 28 to 32 m², to allow to be equipped, as a minimum, with 4 desks (160 x 80 cm), 4 chairs, a cabinet 40 x 60 cm, a chest of drawers under the desk and to accommodate comfortably and in respect of safety regulations maximum 4 persons at a time;
- a number of 3 offices from 38 to 42 m², to allow to be equipped, as a minimum, with 5 desks (160 x 80 cm), 5 chairs, 2 cabinets 40 x 60 cm, a chest of drawers under the desk and to accommodate comfortably and in respect of safety regulations maximum 5 persons at a time;
- one meeting room with a capacity of circa 30 persons;
- one meeting room with a capacity of circa 10 persons;
- two meetings room with a capacity of circa 15 persons each;
- reception/Security area from 28 to 32 m², to accommodate comfortably and in respect of safety regulations minimum 4 persons at a time;
- waiting area, from 35 to 42 m² to accommodate comfortably and in respect of safety regulations minimum 20 persons at a time;
- kitchen annex lunch area from 20 to 25 m², equipped with a kitchen top, sink with mixer tap, preferably a built-in dishwasher, sufficient electrical power sockets for electrical equipment such as fridges, microwave(s), coffee machine(s);
- two storage rooms for archives and supplies from 8 to 10 m² each;
- server/switch room of circa 15 m² and a ceiling height of at least 2.6 meters;
- adjacent to the computer lab, one storage room from 8 to 10 m²;
- designated common area for circa two multi-functional printer-copier machines;
- all offices and meeting space shall have direct daylight access by means of an aperture in the façade;
- the entire premises shall have a floor to ceiling height of at least 2.6 meters;

— two gender separated toilets shall be in the same building and on each floor for the exclusive use of EASO;

— the premises shall be accessible for disabled persons and have restroom/toilet facilities accordingly.

3.2.3 Accessibility

— full access to the premises from 7.00 to 21.00 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 notice of 15 minutes, in case EASO does not occupy the whole building and have autonomous access to it.

3.2.4 Mechanical and electrical installations and fitting out requirements

— heating/air-conditioning systems (individually controllable in all spaces);

— ventilation (filtered supply and extract) systems in all spaces;

— appropriate for the function, ceiling mounted light systems (preferably dimmable);

— thermal insulation of windows (inside and outside) e.g. sun screens, roller blinds, UVfilm;

— sound proof partitioning between internal spaces.

In general, the application of noise cancelling/absorbing materials on internal floors, ceilings and partitions shall be installed.

All apertures in the façade, doors and window alike, are expected to adequately insulate the interior from outside noises, draft and viewing.

— all rooms and spaces shall have data outlets available (connected to the server/switch room with CAT6 data cable), on average two per workstation;

— all rooms shall have sufficient power sockets available, minimum 4 per workstation;

— preferably, backup generator to maintain operable in case of a failure from the normal electricity grid.

3.2.5 Server room/switch room requirements

— preferably building UPS shall be available for the server room;

— sufficient space for two 24U racks; room accessible with ramp/elevator (no stairs);

— all LAN as well as Internet connections shall be terminated in that room;

— two separate (redundant) power lines (from two independent providers) shall be terminated in this room.

Each line shall be capable to supply minimum 8 000 kVA;

— two separate air-condition systems capable of supplying a minimum of 8 000 BTU each; each supplied by a different power line;

— the room shall have a lock, fire detectors and no water sprinklers (instead a clean agent fire extinguisher or gas (e.g. argonite fire suppression system).

3.2.6 Safety and Security installations requirements

It is expected that the premises be fully compliant with Cypriot regulation with regard to fire safety and fire prevention. A proven set of checks and balances shall be in place and shall remain compliant with all legal requirements throughout the duration of the lease.

— the entire building shall be covered by an integrated fire detection system (smoke and heat detectors, monitored and controlled fire panels), all systems shall carry a valid certification;

— portable fire extinguishers shall be installed and maintained as required by law;

— evacuation plans, evacuation routes and doors shall be in place;

— at least one automated external defibrillator (AED) shall be mounted and maintained in the building;

— preferably an access control system, respecting the highest level of data protection shall be in place;

— preferably a CCTV-system respecting the highest level of data protection, locations to be prior approved by EASO when inside the office premises. CCTV-system should be compliant with local and/or EU regulations on GDPR. The locations of the cameras when inside the office should be pre-approved as they should not cover

social areas, work stations, etc., cameras should cover access points, emergency exits, secure areas (if any). This will depend on the layout of the space and the locations where the cameras are mounted — assessment on site will be needed.

— preferably a master key lock system shall be in place for technical, storage and archive rooms.

3.2.7 Facility services

The following services are expected to be delivered and performed within the framework of a service level agreement between the lessor and the lessee (EASO):

- utilities (water, electricity, waste disposal and cooking gas) paid according to monthly consumption/invoice,
- building and services related local taxes shall be included in the rent.

4. Procedure

This prospecting procedure will be concluded with pre-selection of minimum three (3) applicants whose premises meet the requirements. 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 offered; drawings (floors, facades, cross-sections) and plans showing a standard layout (in case of doubt 1:50 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 1 June 2020.

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

Proposals received from the pre-selected applicant(s) that are not compliant with the minimum requirements and/or do not observe the area of research and/or do not observe 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