

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:410965-2022:TEXT:EN:HTML>

**Malta-Valletta: Property Prospecting Notice for an Office Space
for the European Union Agency for Asylum (EUAA) in Rome, Italy
2022/S 145-410965**

1 EU Agency responsible

European Union Agency for Asylum (EUAA), Winemakers Wharf, Grand Harbour, MRS 1917 Valletta, Malta
Website: www.euaa.europa.eu
Exclusive email: contracts@euaa.europa.eu

2 Background and objectives

In order to meet its requirements in terms of office space for its activities in Italy, the European Agency for Asylum (EUAA) is looking to lease an office space premises in Rome to ensure the appropriate execution of its mandate.

In accordance with the provisions of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, Point 11.1 (g) of Annex 1 (negotiated procedure without prior publication of a contract notice, for building contracts), this notice is intended to inform property market participants and any other interested parties about the EUAA's needs as indicated above and to gather information on real estate properties likely to meet these needs.

3 Scope

3.1 Description of requirements

EUAA seeks to lease premises accommodating office space (hereafter referred as 'Premises') meeting the requirements under the points below.

3.1.1 General requirements

Obligatory requirements for the premises:

- of high standards of working environment and in compliance with the relevant rules and regulations at national and local level;
- with a surface between a range of approximately 650 to 800 square meters;
- located in a single base building or a cluster of interconnected buildings;
- to be leased for a period of six years renewable once for further six years. An early termination clause will be required by EUAA;
- the indicative date when EUAA expects to move in the premises is February/March 2023;
- in case the premises are located in a building shared with other tenants, it shall not have an impact on the EUAA's good reputation.

Preferably, the premises should be located on a single floor.

3.1.2 Geographical location and connectivity

Obligatory requirements

- The main entrance of the premises shall be located within a perimeter of maximum 1 500 meters from the crossroad of Via delle Quattro Fontane and Via del Quirinale/Via Venti Settembre located at the GPS coordinates 41.901972, 12.490730 (Google Maps code: 'WF2R+Q7Q Rome, Metropolitan City of Rome, Italy).

For eligibility check, the straight line distance to be measured with Google Maps functionality 'Measure distance' from the GPS coordinates indicated;

- Public transport connections/stops shall be available within 500 meters of the main entrance of the premises (straight line distance, to be measured with Google Maps functionality 'Measure distance');
- The main entrance of the premises shall be reachable by car.

3.1.3 Internal spatial needs

Obligatory requirements:

- The premises shall have a floor to ceiling height compliant with the applicable legislation;
- The premises shall be accessible for disabled persons and have restroom/toilet facilities accordingly. If this feature is not available at the moment of the candidature, it will need to be installed/provided by the lessor, at his own expense, before the takeover of the premises;
- Gender separated rest room facilities;
- The premises shall be offered unfurnished, but in a finished state, ready for use.

Preferably, the premises should have direct daylight access.

3.1.4 Accessibility

Obligatory requirements:

- Full access to the premises from 7.00 to 21.00, Monday to Sunday including public holidays. Outside the mentioned full access hours access may be requested, including also on weekends, with a reasonable notice;
- Within the said time window, full functioning of all mechanical and electrical installations.

Preferably, the premises should have access control system with proximity card readers.

3.1.5 Mechanical and electrical installations and fitting out requirements

Preferably:

- fittings as well as all mechanical and electrical installations should not be older than ten years (new or refurbished) and should offer state of the art technical installations;
- HVAC systems (heating and cooling including heat recovery units) adequately distributed and functioning throughout the building, in particular ventilation (filtered supply and extract) systems;
- both building and installations (electricity cabling, water and gas pipelines) should be duly licensed and certified and be in full compliance with all applicable national regulations governing the exploitation of office buildings;
- appropriate for the function, ceiling mounted light systems;
- thermal insulation of windows (inside and outside) e.g. specific panes, sunscreens, roller blinds, UV-film;
- all apertures in the façade, doors and window alike, are expected to adequately insulate the interior from outside noises, draft and viewing;
- soundproof partitioning between internal spaces. In general, the application of noise cancelling/absorbing materials on internal floors, ceilings and partitions.

3.1.6 High level ICT requirements

Preferably, the premises should have:

- a dedicated room capable of accommodating one 42U rack. All data cabling should be able to terminate in that room. All external telecom connections should be able to terminate there as well. Air conditioning / cooling system in the room;
- structured data cabling (two ports per workstation in average). Possibility to mount WiFi AP and CCTV cameras on ceiling;
- all rooms should have sufficient power sockets available, a minimum of four per workstation.

3.1.7 Safety installations requirements

Obligatory requirements:

The premises shall be fully compliant with any relevant regulation, including the national and local regulations, 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.

4 **Procedure**

The process that EUAA will follow for the signature of the lease agreement is divided in phases, as detailed below:

Phase I – Prospecting of the local market:

Based on this document EUAA expects to receive proposals for premises which will be assessed against the criteria set out in this document. The EUAA may contact the owners/their representatives of the proposed premises at any time for further information or for site visits.

Proposals for premises received that are not compliant with the minimum requirements as stipulated in Point 3 of this notice will be discarded. All candidates submitting proposals for premises which comply with the minimum requirements of this market prospection notice will be invited to the negotiated procedure (Phase II). If several candidates propose the same property, EUAA will ask the owner to identify the exclusive or primary agent for further consideration in the procedure.

Phase II – Negotiated procedure:

The selected candidates will be invited to submit a tender (including also technical and financial offer) in accordance with the Regulation and negotiated procedure mentioned under the Point 2 above.

Selected candidates will simultaneously receive a full set of procurement documents, including inter alia invitation to tender, tender specifications giving full details about the administrative procedure, the subject of the procedure and related technical information, the award criteria, and the contractual terms and conditions.

Publication of this prospecting notice is not in any way binding on EUAA as regards contract award procedures. EUAA reserves the right, at any time prior to the signature of the lease agreement, to renounce or cancel this procedure, without applicants being entitled to claim any compensation. Prior to, or during the negotiation stage, EUAA will not sign any exclusivity contracts or similar clauses in favour of a candidate/tenderer.

4.1 Submission of proposals of premises

4.1.1 Content

The information contained in the proposals of premises must be submitted using the following form(s) and documents:

1) Annex 1 – Proposal of premises, containing information like identification of the candidate and proposed premises, duly dated and signed (indicating the details of the candidate; details of the owner if different (e.g. if proposal for premises is submitted by the owner's representative); full address of the premises; confirmation that the premises comply with the minimum requirements of this prospecting notice, general information on the rates of the Premises, compliance checklist;

2) Description of the surface areas offered; sketch drawings (e.g. 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 by EUAA).

The required forms are available on: <https://www.EUAA.europa.eu/about-us/procurement> under the section 'Property prospecting notice', reference EUAA/2022/059. Please check the indicated website and reference

regularly as in case of any changes to this prospecting notice (for instance, extension of the mentioned deadline or change of required forms/documents) they will be published exclusively there.

Proposals of premises that are incomplete and/or do not include information/documents as required in this prospecting notice or by EUAA may not be considered by EUAA.

4.1.2 Submission, deadline and contacts

Proposals of premises, accompanied with the information and documents required under Point 4.1.1 must be sent by the owners or their duly authorised representatives exclusively by e-mail to the following email address: contracts@EUAA.europa.eu by 8 September 2022 16.00 CET at the latest.

Please check the website and reference indicated under Point 4.1.1 regularly as in case of any changes to this prospecting notice (for instance, extension of the mentioned deadline or change of required forms/documents) they will be published exclusively there. In the subject of the email please mention 'EUAA/2022/059 – Property prospecting Italy' and the name of the company/individual submitting the proposal of premises.

Any contact between applicants and EUAA is prohibited, except where clarification would need to be given regarding the property prospecting notice. Any communication during the Phase I with EUAA shall be made in writing to contracts@EUAA.europa.eu , the deadline for sending questions is at the latest five calendar days before the deadline for submission of proposals of premises.