**Annex 1**

**PROPOSAL OF THE PREMISES**

**EUAA/2022/059**

**Property prospecting notice for an office space for the European Union Agency for Asylum (EUAA) in Rome, Italy**

1. **Identification of the Candidate and Proposed Premises**

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| --- | --- |
| Name and surname of the Candidate |  |
| Legal status of the Candidate |  |
| Date of registration (if applicable) |  |
| Country of registration |  |
| Registration number (if applicable) |  |
| VAT number (if applicable) |  |
| Complete address of Candidate |  |
| E-mail address of Candidate for the purposes of sending of invitation to negotiate (in case of pre-selection) |  |
| Complete address of the Premises matching the minimum requirements indicated in the Property Prospecting Notice**\*** |  |
| GPS coordinate of the main entrance (see point 3.1.2 of the Property Prospecting Notice) |  |

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| **General information on the Premises:** | |
| Date of construction: |  |
| Date of renovation (if applicable): |  |
| **General information on the rates of the Premises (*not obligatory to be indicated in this phase*):** | |
| Annual rent of Premises (in EUR, per sqm) |  |

**\***The candidate shall enclose to the proposal of Premises also:

- 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.

1. **Identification of the owner (in case of different details than above)**

|  |  |
| --- | --- |
| Name and surname of the owner(s) |  |
| Legal status of the owner(s) |  |
| Date of registration (if applicable) |  |
| Country of registration |  |
| Registration number (if applicable) |  |
| VAT number (if applicable) |  |
| Complete Address of the owner(s) |  |
| E-mail address of the owner |  |

1. **Declaration by the Candidate**

I, the undersigned, certify that the information given in this form as well as in other documents accompanying this form (e.g. description of the surface areas offered) is correct and valid.

I, the undersigned, confirm that the requirements for the Premises stipulated in the point 3 of the Property Prospecting Notice are fulfilled.

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| Surname:  First name: | Signature:  Date: |

1. **Compliance checklist**

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| **OBLIGATORY requirements of the Premises:** | **Compliant? YES or NO?** | **Further description/Comments to demonstrate compliance** |
| **General requirements (point 3.1.1 of the Property Prospecting Notice):** | | |
| Premises are of high standards of working environment and in compliance with the relevant rules and regulations at national and local level |  |  |
| Premises area with a surface between a range of approximately 650 to 800 square meters  *Please indicate the sqm of the Premises* |  |  |
| Are the Premises distributed on a single floor?  Note: Premises across different floors are allowed |  |  |
| Please indicate if the Premises are located in one building OR are in a cluster of interconnected buildings |  |  |
| To be leased for the initial period of six years renewable once for further six years. An early termination clause will be required by EUAA |  |  |
| Are the Premises located in a building shared with other tenants?  If there are other tenants in the building, will it not have an impact on the EUAA’s good reputation? |  |  |
| The indicative date when EUAA expects to move in the Premises is February/March 2023;  Please indicate when will the Premises be available for EUAA to move in, in accordance with other provisions of the Property Prospecting Notice (e.g. unfurnished, but in a finished state, ready for use)? |  |  |
| **Geographical location and connectivity (point 3.1.2 of the Property Prospecting Notice)** | | |
| The main entrance of the Premises is located within a perimeter of maximum 1500 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).  Note: 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 are 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 is reachable by car. |  |  |
| **Internal spatial needs (point 3.1.3 of the Property Prospecting Notice)** | | |
| The Premises have a floor to ceiling height compliant with the applicable legislation |  |  |
| Are the Premises 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.  *Please confirm your understanding and acceptance.* |  |  |
| The Premises have gender separated rest room facilities |  |  |
| The Premises are offered unfurnished, but in a finished state, ready for use |  |  |
| ***Not obligatory but preferably***: do the Premises have direct daylight access?  Additionally, if applicable, please indicate which part of the premises do not have direct daylight access. |  |  |
| **Accessibility (point 3.1.4 of the Property Prospecting Notice)** | | |
| Full access to the Premises from 07h00 to 21h00 Monday to Sunday including public holidays*.* |  |  |
| Outside the mentioned full access hours access may be requested (by EUAA) including also weekends, with a reasonable notice |  |  |
| Within the said time window, full functioning of all mechanical and electrical installations |  |  |
| ***Not obligatory but preferably***: do the Premises have access control system with proximity card readers? |  |  |
| **Safety installations requirements** **(point 3.1.7 of the Property Prospecting Notice)** | | |
| 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. |  |  |

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| **PREFERABLE (I.E. NON-OBLIGATORY) requirements of the Premises** *(please describe further, in the comments, if and how this non obligatory requirements are met)****:*** | **Compliant? YES or NO?** | **Further description/Comments** |
| **Mechanical and Electrical installations and fitting out requirements (point 3.1.5 of the Property Prospecting Notice):** | | |
| Fittings as well as all mechanical and electrical installations should not be older than ten years (new or refurbished) and should offer state of 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 |  |  |
| **High level ICT requirements (point 3.1.6 of the Property Prospecting Notice):** | | |
| 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 (2 ports per workstation in average). Possibility to mount Wifi AP and CCTV cameras on celling |  |  |
| All rooms should have sufficient power sockets available, a minimum of 4 per workstation |  |  |