

Date: **Friday, 17 May 2013**

No of Pages: 12

RFQ No: **BAH/2013/LEASE-02** (please quote in all correspondence)

Subject: **Lease of Premises**

REQUEST FOR QUOTATION (“RFQ”) No BAH/2013/LEASE-02

Dear Madam:

1. The OSCE Mission to Bosnia and Herzegovina (hereinafter called “the OSCE”) invites you to submit your quotation for rental of premises for storing OSCE archive (hereinafter called “the Services”) as specified in this Request for Quotation and its attachments (hereinafter called “the RFQ Documents”).
2. Quotations sent by email **WILL** be accepted. Your quotation shall be addressed and submitted to:



OSCE Mission to Bosnia and Herzegovina Fra Andjela Zvizdovica 1, Sarajevo 71000	
<hr/>	
Ref. RFQ No BAH/2013/LEASE-02 Deadline Friday, 24 May 2013 at 12:00hrs local time DO NOT OPEN EXCEPT IN PRESENCE OF AUTHORIZED STAFF	



E-mail: Bids.BA@osce.org
(Please mind max. size of a single e-mail 10 MB)

3. The deadline for receipt of quotations is **Friday, 24 May 2013 at 12:00hrs.**
4. Any quotation received by the OSCE after the above deadline will be rejected.
5. Your quotation and all correspondence shall be made in English.
6. Your quotation shall be prepared in accordance with the following instructions:
 - (i) Your quotation shall include the duly completed and signed Forms contained in Section II “Quotation Forms” and any other documents and/or information specified in the RFQ Documents. Failure to complete the Forms and provide required documents and information may result in the rejection of your quotation;
 - (ii) The rental cost to be quoted per square meter;

- (iii) All prices shall be quoted in **KM (BAM)**;
 - (iv) All prices shall be quoted excluding taxes;
 - (v) Your quotation shall be valid for at least seventy sixty (60) calendars days past the deadline for receipt of quotations;
 - (vi) Your quotation shall bear the RFQ Reference Number and Title indicated above.
7. Prior to the detailed evaluation, the OSCE will examine the received quotations to determine whether they are complete, whether the documents have been properly signed, and whether the quotations are generally in order. The OSCE may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission. If a quotation is not substantially responsive, it will be rejected by the OSCE and may not be made later responsive by the Bidder correcting the nonconformity.
8. Evaluation Methodology
- Least Cost Selection:
- Each quotation will be evaluated on the basis of its responsiveness to the Technical Requirements contained in the RFQ Documents.
9. The Technical Evaluation of Quotations will be performed in two phases:
- (i) Phase 1: “Comply/Fail” Evaluation against mandatory requirements
- Technical proposals shall be evaluated to establish their compliance with mandatory requirements specified in Terms of Reference. Any Quotation shall be rejected at this stage if it fails to meet any mandatory requirement.
- (ii) Phase 2: “Point System” Evaluation on Compliance with Optional Technical Requirements
- Any proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 60 per cent.
- Only the quotations that pass the minimum technical score will be evaluated further. Award will be made to the Bidder whose quotation is the lowest priced one among those that pass the minimum technical score.
10. During the evaluation of the quotations, the OSCE may ask you to clarify your quotation. The request for clarification and the response shall be in writing, and no change in the substance of the quotation shall be sought, offered, or permitted. Failure by you to timely and duly respond to a request for clarification may result in the rejection of your quotation.
11. Unless the RFQ Documents specify otherwise, the OSCE General Conditions of Contract (Services) (to be viewed at <http://www.osce.org/procurement/15>) shall apply to any contract awarded as a result of this RFQ.
12. At any time prior to the award, the OSCE reserves the right to accept or reject any quotation, to annul or suspend the process, whether in whole or in part, and to reject all quotations, without incurring any liability whatsoever. In addition, the OSCE shall not have any obligation to provide reasons to bidders for its actions.
13. Nothing in or relating to the RFQ Documents shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by the OSCE.

14. The OSCE *WILL* notify unsuccessful Bidders.
15. Please address any queries or questions in writing to the address below and kindly refrain from any telephone calls or personal visits.



Procurement and Contracting
OSCE Mission to Bosnia and Herzegovina
Fra Andjela Zvizdovica 1, Sarajevo 71000



+387-(0)33-442-479



E-mail: Procurement.BA@osce.org

Yours sincerely,

Mauli Kaur

Attachments:

Section I “Terms of Reference”
Section II “Quotation Forms”

Section I – TERMS OF REFERENCE

Background

OSCE Mission to Bosnia and Herzegovina carries archive which needs to be stored at secured and sound premises which would provide adequate storing conditions. The archive material is stored in shelves and filing cabinets. No OSCE personnel would be permanently present in the archive premises during business hours.

Archives facility should desirably provide a proper environment for the purpose of storing records and materials that require permanent protection for storage, upkeep, and preservation. The premises should accommodate the loads of the materials to be stored; the functional efficiency, safety, security, and comfort of the operating personnel; and the protection of the archived materials from fire, water, and man-made threat.

The premises for archive should be easily and safely accessible for workers who may carry boxes in and out. Movement between archive spaces must be convenient, logical, and efficient. Walls and columns must be located efficiently and designed to facilitate future expansion.

Archive and record storage premises must contain flexible storage arrangements to house growing collections of materials with varying storage and environmental requirements. Floors should be designed to carry 7 kN/m² live load to allow the arrangement of standard full-height shelving anywhere inside the area.

Natural and man-made threats have focused attention on protection of occupants and assets. Protection of valued archival materials from fire and smoke, water, and inadequate environmental conditions, requires building built of firm material.

Fire protection system becomes an important element involving extensive fire-rated construction. Water main piping should be placed away of the archive storage space to the extent possible. Fire protection system desires to put out a fire as quickly as possible with minimal collateral damage to structure and contents.

Consequently, the OSCE has developed a list of Mandatory Requirements and Optional Requirements of the premises to accommodate the Mission's achieve. Please, structure your respond with respect to both mandatory and optional (desired) requirements.

Please, enclose the all mandatory documents listed below.

Mandatory Requirements

1. Location: Premises to be located in a secure Governmental/Diplomatic/Business/Residential area in Sarajevo within 10 km distance by road from the OSCE Head Office at address Fra Andjela Zvizdovica 1.
2. Access to main city road network: Distance must not be longer than 1,000 m by paved access road.
3. Building: New or well-maintained building, built of solid material, good quality fittings and interior finish. Please state age of building, and year of refurbishing, if applicable, and provide description of construction materials and of interior finishing;
4. Condition of the Premises: Stand-alone building or part of a larger building recently constructed or refurbished (no more than seven (7) years ago). All construction works must be completed prior to occupancy.
5. Surface: Total rental space between 200 and 250 square meters. Minimum height of ceiling (h_{\min})=2,5 m.
6. Possible initial adjustments of premises, such as separation walls, to be provided by the Lessor without additional cost for OSCE.
7. Maintenance of the premises to be provided by the Lessor.
8. Parking: Parking area to be adjacent to the building. Minimum two non-exclusive parking lots to be available at any time.
9. Service Area: At least one toilet to be available, inside the premises or within the common area adjacent to the premises.
10. Room Temperature: Regular room temperature inside the premises between 17 – 28 C degrees (with tolerance of ± 2 C degrees), throughout a year.
11. Light: Suitable electrical lighting inside the premises, and sufficient outdoor lighting at the entrance area perimeter and parking.
12. Doors and Windows: Secure and weather proof entrance door should meet national fire standard code. If the premises are located on the ground floor, all windows should be protected with security metal bars, as well as the entrance door (subject of security assessment). If windows cannot be opened or there are no windows at all, a ventilation system with minimum capacity of 50 m³ of external air per hour should be guaranteed.
13. Compliance with applicable regulations on property ownership, building, insurance, fire, seismic, health and safety regulations.
14. The building shall be ready for occupancy and use preferably by 15th July 2013 or soonest thereafter. Please state the earliest availability.

Mandatory Documents to be provided

1. Recent photographs premises inside, and the building from outside, and parking area adjacent to the building;
2. Site plan;
3. Architectural plans, layouts of floors and parking lot area;
4. Documentary evidence of undisputed ownership of lease object.

Optional Requirements

1. Layout of Premises: Functionality of archive area, preferably all areas are located on the same floor, providing easy movement horizontally.
2. Flexibility for 'rental sliding scale': Possibility to reduce/increase archive area, if required.
3. Access by vehicles to the entrance door: There is access straight to the entrance (front or rear), which makes transport of archive material easier.
4. Easy access / vertical transport by elevator: If premises are located on any floor upper than the first floor, elevator transport is desired.
5. Fire prevention system: There is a system in place.
6. Building's Alarm/Surveillance Equipment: There is a system in place.
7. Physical Protection: Security guard service 24/7 provided by the Lessor (included in the rent).
8. Heating, ventilation, cooling system (HVAC), or any particular part in place.
9. General cleaning service on demand provided by the Lessor (included in the rent).
10. Windows can be opened. Windows exposed to direct sun-light have window blinds (any type of window covering, i.e. roller blinds, standard vertical or horizontal blinds).

Section II – QUOTATION FORMS

Note: It is mandatory that you duly complete and sign the Quotation Forms. Failure to do so will result in your quotation being rejected.

Section II – A Quotation Submission Form

Date

[Bidder to insert date]

RFQ No BAH/2013/LEASE-02

To: OSCE Mission to Bosnia and Herzegovina

Dear Sir/Madam:

Having examined your Request for Quotation and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the Services in conformity with your RFQ No. BAH/2013/LEASE-02.

We agree to abide by this quotation for a period of validity of **60** calendar days past the deadline for the receipt of quotations specified in the RFQ. Our quotation shall remain binding upon us and may be accepted by the OSCE at any time before the expiration of that period.

We accept and agree that, unless the RFQ Documents expressly specify otherwise, the OSCE's General Conditions of Contract (Services) will apply to any contract resulting from this RFQ.

We understand that the OSCE is not bound to accept any quotation that it receives.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Date: _____

[seal]

Section II – B Qualification Information Form

Note: Please amend this Form according to the particular qualification and capacity requirements specified in the RFQ Documents. The Qualification Information Form should ensure that all materially relevant information is obtained to confirm this. The below may be used as a sample.

General Information

1. Bidder's Full Legal Name:			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web-site Address:			
8a. Contact Name:			
8b. Contact Title:			
9. Corporate Seat:			
10. Type of Business:			
11. Year Established:			
12. Number of Staff Employed:			
13. Parent Company, if any (full legal name):			
14. Principal subsidiaries, associates, and/or representative(s), if any, that are relevant to the Services:			

Financial Information

15. For the last three financial years:		
Year	Turnover (EUR)	Working Capital (EUR)

Experience

16. Contracts of similar scale/volume during the last three years:				
Customer Name and Contact Details	Value (EUR)	Year	Services Provided	Country

Signature of Bidder:

Section II – C An Item-By-Item Commentary on the Terms of Reference

Note to Bidders: You shall provide an item-by-item commentary on the Terms of Reference and a detailed description of the proposed approach, methodology and work plan for performing the Services in order to demonstrate the responsiveness of your quotation to the Terms of Reference.

1. Terms of Reference

Item	Commentary / Description
1. Location:	
2. Road Access:	
3. Building:	
4. Condition of the Premises:	
5. Surface of the Premises:	
6. Initial Adaptation of the Premises to Fit the Purpose:	
7. Maintenance:	
8. Parking:	
9. Service Area:	
10. Room Temperature:	
11. Light:	

Item	Commentary / Description
12. Doors and Windows:	
13. Compliance with applicable regulations:	
14. Readiness for Occupancy:	

2. Mandatory Documents Check List

Please enclose the following documents:

1. Recent photographs premises inside, and the building from outside, and parking area adjacent to the building;
2. Site plan;
3. Architectural plans, layouts of floors and parking lot area;
4. Documentary evidence of undisputed ownership of lease object.

3. Optional Requirements

Please comment availability of optional requirements.

Item	Commentary / Description
1. Layout of Premises:	
2. Flexibility for 'rental sliding scale':	
3. Access by vehicles to the entrance door:	
4. Easy access / vertical transport by elevator:	
5. Fire prevention system:	

Item	Commentary / Description
6. Building's Alarm/Surveillance Equipment:	
7. Physical Protection:	
8. Heating, ventilation, cooling system	
9. Cleaning Service:	
10. Windows can be opened, and have covering:	

Section II – D Price Schedule

Ref: RFQ No BAH/2013/LEASE-02

1. Rental Cost

Cost Component	Unit of Measure	Unit Price [KM]	Quantity [m2]	Total Price [KM]
	Square meter [m ²]			
Estimated operating (running) cost per month <u>unless included in the rent</u> (please specifies and provide cost details, if any)				
TOTAL QUOTATION PRICE:				

Signature of Bidder: