



RFP/SMM/01/2016 – Clarifications

Questions received during Pre-tender meeting held on February 1, 2016 at 10.30 Kiev time.

Question 1: Please clarify the contract dates, mentioned. What exactly is meant by the date 01.04.2016, mentioned documentation? Is it the date of decision-making, or is this the date office should be ready and operating?

Answer 1: Award has to be made till 31.03.2016, but it's possible that Secretariat representatives would want to see the building before contract signing. Or some minor adjustments or decorating works might be necessary. We are interested in avoiding delays in this process. So, we accept several weeks after 01.04.2016 to be transitional period before office would be fully operational, but 01.04.2016 is desired relocation date.

Question 2: Do required parking spots have to be open or underground?

Answer 2: Garage is the most preferable option, but open or underground parking is also acceptable in case of proper security.

Question 3: For what dates physical move-in is planned?

Answer 3: Ideally, we are hoping to find a ready-to-move-in building and settle there by the 1st of April. But, of course, our main goal is to find a suitable location. And in case of necessity of additional works to be done before the move-in is possible, we are willing to adjust moving schedule accordingly. The agreement could be signed, and proper amount of time would be given for preparation of the building.

Question 4: How tender process is going to go in case of several agencies sending proposal for the same building?

Answer 4: Rules are as follows, so we cannot eliminate this possibility, but so far, this never happened before. In case the same price is offered for the same building by several agencies, evaluation committee will look into this case and would have to make a decision on an individual basis in the most open and transparent manner.

Question 4 (extension): But how to manage the viewings of the buildings? Surely, as there are limited number of suitable buildings and most of them would be offered by several agencies. And, as the fee for services are covered by the landlord, it would be paid only to the agency with which viewings were done.

Answer 4(extension): OSCE understands and accepts the situation but cannot influence it. So we advise this to be solved among the agencies themselves, and/or clarified with the building owner, because OSCE is signing agreement with the building owner.

Question 5: Question regarding optional requirements. Flexibility of rental sliding scale is stated as one of requirements. Will it be a part of 70% evaluation points, mentioned in the presentation?

Answer 5: Yes. Actually, it is a very important part for us. The size of the Mission and number of its members is tentative. We may face increase or decreases of staff-members number, and would have to adjust accordingly. And because these situations can occur with short-term notice, sliding scale is important for us to have.



Question 6: Can deposit fee of 1 month be extended to 3 months? And can the leaving of premises notification period be also extended to 3 month?

Answer 6: Both figures are negotiable on individual basis.

Question 7: Is stand-alone building obligatory?

Answer 7: Not necessarily. But in this case, we require separate entrance, and possibility of maximum autonomy and security control is a must.

Question 8: Are there any mandatory size requirements in case of two building proposal?

Answer 8: Not at the moment. It will depend on deployment structure and would have to be specified from case to case.

Additional Questions received by e-mail before the deadline for submitting of questions.

1) Time to move in by 01/04/16 is a must?

01 April would be the preferred time for OSCE SMM to occupy the premise. If not available, the envisaged date of availability should be stated.

2) Is it possible that you keep 1 of your buildings and take only 1 option say 3000m²?

Yes, that is an option

3) Do we represent the interests of OSCE and expect a fee or we could only represent the interests of the vendors so that you do not pay a fee to us?

The OSCE SMM will sign the lease agreement with the owner of the property and will not pay any agency fee

4) Shall we post an envelope with proposal or could drop it by as we are located not far away?

The Proposals can be delivered personally

5) We have in mind 2 options - how can we be sure of our introduction of these properties so that you could view them via us? Is it who delivers those options in the envelope first?

The proposals will be evaluated on compliance against the Terms of Reference – technically compliant buildings will be visited. If there is more than one proposal for the same location, the joint visit may be scheduled.

6) We need a clarification concerning the Vendor Registration Form: as a real-estate consultants we offer various buildings/premises to OSCE (Reference No. RFP/SMM/01/2016) – whose details should be in this Form: our details or the Landlord's details?

As the lease agreement would be signed between the OSCE SMM and the Landlord, it is the Landlord's information that should be stipulated in the Vendor Registration Form.



Please note that Vendor registration Form is an important part of the Proposal, and that it should be fully completed with accurate information.

7) Question on Space measuring criteria. We measure the space by BOMA system. This is useable space and leasable space which includes the loss factor of the building. Which space shall be put in Annex D?

Please note that information on available space only according to BOMA system would be insufficient.

The bidders are kindly requested to provide the more detailed information in regards to net square footage of the premise offered (net office space, common areas inside the premise and building common area)

8) Annex C. In what format should photos of the building, offices, layouts be provided and in what way? Via email (if yes, then to whom) or printed sealed in the envelope together with filled in Annexes C and D for the tender?

Photos of the building, offices, layouts are to be provided printed sealed in the envelope together with tender documents.

9) In what format should be provided documentary evidences of legal title of ownership for the building (s), compliance with applicable regulations on property ownership, building, insurance, fire, seismic, health and safety regulations and free of unsettled payments for costs, taxes, duties and levies related to the offered premises;

Documentary evidences are to be provided printed sealed in the envelope together with tender documents.