



Organization for Security and Co-operation in Europe
MISSION IN KOSOVO

Pristina, 11 April 2018

Subject: Clarification No. 2
RFP No. OMIK/RFP/01/2018 Rental of Premises for the OSCE
Mission in Kosovo Headquarters in Prishtinë/Priština

To Whom It May Concern,

The OSCE Mission in Kosovo (OMIK) having received requests for clarification from potential bidders with regards to RFP No. OMIK/RFP/01/2018 hereby provides the clarifications to the RFP document

Question 1:

With regard to toilets calculation, if we have to calculate toilets for 60 employees in a floor, should we suppose them half of them are female and half male?

Answer to question 1:

Yes, calculations should be based on an equal number of people for both genders, with a minimum one toilet seat for every 15 persons. In this case, 60 persons means two toilet seats for males and two toilet seats for females, located in two different bathrooms for female and male.

Question 2:

Inside the building are two sets of stairs, can one of them be used as evacuation stairs?

Answer to question 2:

Yes, one of the sets of stairs can be used as evacuation stairs.

Question 3:

Should conference rooms have the capability to join each other?

Answer to question 3:

Not necessarily. The conference rooms shall be able to work independently. However, if the conference rooms happen to have the same dividing walls, these walls shall be soundproofed in order to enable meetings to take place without interruptions or disturbance.

Question 4:

Should HoM and DHoM rooms both have access to the assistant room?

Answer to question 4:

Preferably yes. If is not possible for both the HoM and DHoM rooms to have access to the assistants' office, then there must be separate offices constructed for the assistants.

Question 5:

Should the printing room, library, storage area, UPS room have natural lighting?

Answer to question 5:

Not necessarily. If no windows are possible then the areas shall be well ventilated, especially the printing and UPS rooms as heat will be generated by the apparatus.

Question 6:

Does the required space need an architectural design to be made by OSCE or an architectural design made by the Landlord?

Answer to question 6:

The architectural design shall be provided by the Landlord.

Question 7:

Given the specific requests, does the Lessee require all changes to be configured pre-construction, or is there a possibility to enhance after the bidding process? The requests can be handled specifically as needed in a period of 3-6 months.

Answer to question 7:

Changes to be configured after the bidding process must be identified in the proposal along with the timeframe for completion of such changes, and must also be shown in any architectural designs submitted.

Question 8:

Can we reference to the partial deviation of the building due to the nature that the construction is new and still developing?

Answer to question 8:

Any deviation from the mandatory requirements identified in the RFP document that are due to ongoing construction should be identified in the appropriate subsection of the proposal section B (soft) – Mandatory Technical Requirements, under Annex D, Technical Compliance Form. It is recommended to also include a plan and timeline for completion of any ongoing construction.

Question 9:

Is it a problem that the technical acceptance cannot be acquired until the whole project is complete because of municipal law?

Answer to question 9:

At the proposal stage: for buildings with ongoing construction, the construction permit shall be submitted with the proposal; for completed buildings, if the technical acceptance has not been received then evidence of the application to the municipality for such shall be submitted.

Question 10:

As per the requirements and instructions “The Vendor may offer a ‘standalone’ building or floor space that is part of a larger building containing other tenants. However, the floor space offered must be of a minimum size of 4600m² and the maximum size of 5100m². It must be able to be configured to allow for support the following working spaces.”

Due to layout and geography of the building, numerous possibilities of space division are possible. Hence, we would like to present 2 (two) different options for your review.

Answer to question 10:

Bidders are encouraged to submit more than one option but are also cautioned to review carefully the RFP and ensure that all options presented meet the mandatory requirements identified in Annex C: Statement of Requirements.

Question 11:

Annex E financial bid – pricing format, the Office Space, Common Areas and Storage, it is Net Sqm. For a building with a large common area, can special pricing for the common areas be offered?

Answer to question 11:

Bidders should complete the Pricing Format as it is presented in Annex E of the RFP. Item No. 3, “Other costs” in the first table in Annex E, in addition to explanatory notes provided on a separate page, can be used to define any special pricing considerations.

Question 12:

Annex E financial bid – pricing format, Estimated operating expenses per month unless included in the rent (please specify and provide cost details): Our building will be separate with the other part of the building and there be nothing in common. We would like to offer only the price for the Building Rent without including other expenses as Utilities, Cleaning, Security and Maintenance.

Answer to question 12:

If the Building Rent does not include costs for utilities, cleaning, security, and maintenance then the estimated costs per month should be entered in the second table in Annex E in order that the total cost of occupancy can be calculated and evaluated.

Question 13:

Since the OSCE would prefer to move to the new premises at the latest by the 1st of January of 2019, is it needed by that time to have only the building permit or should have necessarily the usage permit?

Answer to question 13:

The usage permit must be secured prior to the move-in date, currently estimated to be 1 January 2019.

Question 14:

The seismic certificate should be presented at the time of submitting the Bid documents or at the latest by the 1st of January of 2019?

Answer to question 14:

If available at the time of submitting the bid documents, the seismic certificate should be submitted at that time. In any event, the seismic certificate will be a condition precedent to entering into a contract with the successful bidder.

Question 15:

In the pre-bidding conference as we understand is mentioned that the contract for Rental premises would be for a period of 5 years (starting by the 1st of January of 2019), but it can happen that after a certain period of time, within this 5 years period, the OSCE will reduce the needed area or it can happen, for example, after 2 years from 1st of January of 2019 the OSCE will leave to somewhere else and terminate the contract for rental premises. Is it true that the above mentioned situation is allowed in this contract and what will happen if we already have adapted this area according to the OSCE needs? Would there be an extra cost to cover some percentage of our investment in such a way that this area to be adapted for some other usage?

Answer to question 15:

While it is true that either of these scenarios, early termination of the lease agreement or reduction in the rental space could happen and are allowed as per the lease agreement, it was also mentioned at the pre-bidding conference that the OSCE has had a long-term presence in most of its Missions in the region.

Potential bidders were also advised and cautioned at the pre-bidding conference to look to the long-term future in designing their building configurations in such a way to service both the near-term needs of the OSCE and any foreseen longer-term purpose of the building.

All costs associated with the building rental should be reflected in the tables in Annex E: Financial Bid – Pricing Format. If a cost other than those listed in each table in Annex E are anticipated and are not already built into the monthly cost of the listed items, they should be described and priced in item 3, “Other costs” in the first table of Annex E.