# *ANNEX II + III:* TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

**Contract title: Supply of Office Space Lease p 1 /5**

**Publication reference:** 01-2021

**Columns 1-2 should be completed by the contracting authority**

**Columns 3-4 should be completed by the tenderer**

**Column 5 is reserved for the evaluation committee**

Annex III - the contractor's technical offer

The tenderers are requested to complete the template on the next pages:

* Column 2 is completed by the contracting authority shows the required specifications (not to be modified by the tenderer),
* Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words ‘compliant’ or ‘yes’ are not sufficient)
* Column 4 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the item offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the item and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offeredspecifications. The offer must include:

* Apartment plan, with numbering of each room/space, and pictures of the office space, for each room/space from two different angles to allow a clear identification of the characteristics of the rooms and office space.

| **1.**  **Item number** | **2.**  **Specifications required** | **3.**  **Specifications offered** | **4.**  **Notes, remarks,  ref to documentation** | **5.**  **Evaluation committee’s notes** |
| --- | --- | --- | --- | --- |
| **1** | **Office space**   * **Location**:   + located in central and business/administrative area of Tirana (within 1 km of direct air distance to the Pyramid, across the main boulevard;   + walking distance from the main government institutions and diplomatic or donor organization;   + easily accessible by both private and public transport; |  |  |  |
|  | * **Building:**    + Office space situated in new building, built after 2015,   + With clear ownership certificate;   + With at least one elevator if building is not higher than 5 floors and 2 elevators if building higher than 5 floors;   + Situated above the second floor   + CCTV camera security 24/7   + Reception/Administrator dedicated for the building   + Building with termo-isolation   + Regular maintenance of the joint spaces of the building (corridors, elevators)   + Building Administrator available to provide assistance for maintenance   + Facilitating equal access to building and office space for persons with movement disabilities * **Interior requirements**   + Unfurnished apartment/office space   + With overall surface between 110-150 m2   + with at least three separate offices/rooms with surface between 8 - 20 m2, each; one larger open space area (no less than 35 m2) for at least 4-5 working posts and including conference area;   + At least 2 furnished toilets;   + Phone/Internet connection wiring   + Water/electricity connection;   + PVC/Aluminum (double-glass) windows * **Other**   + Accessible parking area for two vehicles, in the same or close to the office space building (max 200 m), (including private parking area). |  |  |  |