**CALL FOR EXPRESSION of INTEREST (CEI)**

**From**

**EU Co-ordinating Office for Palestinian Police Support - EUPOL COPPS**

**For**

**“Rent of a Building”**

**Reference: EUPOL COPPS/CEI/01/2017 “Re-Advertisement”**

**Deadline for receipt of applications is on 19/03/2017 at 16:00hrs, Ramallah Local Time**

**In limine litis:**

Please note that this call for expression of interest is made within the framework of a market survey and imposes **no obligation** on EUPOL COPPS to initiate a procedure for the Rent of a Building.

EUPOL COPPS is not liable for any compensation to applicants whose applications are not accepted, nor is it liable if it decides not to initiate and/or to conclude a procedure for the Rent of a Building.

**1. EXECUTIVE SUMMARY**

EUPOL COPPS **may** launch a procurement procedure to rent a Building to serve as its Main Headquarters, in Ramallah.

This call for expression of interest aims at identifying interested candidates from the property market.

Applicants shall submit (**as a minimum**), the documentation listed under point 3 (conditions of participation), showing that the offered building meets the requirements set under point 2 (project description).

**2. PROJECT DESCRIPTION**

**The overall objective of the project is to have in place a rental contract for a building to serve as EUPOL COPPS Headquarters in Ramallah.**

**The following are the minimum Technical Requirements**

**A) Mandatory requirements to be intrinsically met by the building:**

* Location: must be located in Ramallah Area.
* The owner must have a **Building Permit “رخصة البناء”** issued by the relevant Municipality stating that the **building is registered for office/business/commercial purposes**.
* The building has to meet the basic safety and security requirements in occupied Palestinian Territories.
* Must have easy entry access and access road in good condition.
* Must have office space and storage space in total approximately 2,100m²
* Office space for 110 persons approximately 1,600m² and storage space of approximately 500m².
* Floor plan can be either “open space” or multiple rooms.
* Must have adequate parking space for fifty (50) vehicles inside or around the building.
* Adequate restrooms, water and sanitation, toilet and plumbing facilities for 110 persons.
* Adequate water supply, preferably with backup supply in case of water shortage.
* Adequate electricity supply.

**B) Mandatory requirements to be met at the latest at the time of entry into the building:**

The following must be in place alternatively being feasible to install before EUPOL COPPS taking possession of the building.

The requirements listed below are “minimum requirements” and the specifications will be identified after the technical and security assessment of the individual buildings offered.

* Fire Alarm System: audiovisual automated intrusion alarm system on all floors.
* Intrusion Alarm System: audiovisual automated intrusion alarm system on all floors.
* Adequate lockable entry points and internal doors.
* Mass notification system: an Intercom system.
* Lighting:

All work stations: 500 LUX

Meeting room: 500 LUX

Separate offices: 500 LUX

Other areas: 300 LUX

* Air Conditioning/Heating System: Central Air Conditioning & heating system with independent area controls, the system must be able to maintain a minimum of +20 degrees Celsius 365 days a year.
* Cabling (IT, Telephone): cabling shall be done according to specifications & directions from EUPOL COPPS IT Section.
* Kitchen facilities.

**3. CONDITIONS OF PARTICIPATION**

**3.1. Eligibility**

Participation in the Call for Expression of Interest is open to all legal or individual persons participating either individually or in a grouping (consortium) of participants. Participation is also open to international organizations.

**3.2. Selection of candidates to be invited to negotiation**

Applicants must fulfill the minimum requirements mentioned under point (2) – both sub chapter A and B- in order to be considered in a preliminary shortlist. The preliminarily shortlisted buildings will then undergo a detailed technical and security assessment. Only the assessment above will lead to the establishment of the final shortlist of properties/candidates, who will be invited to negotiate.

Applicants shall provide the documents indicated under points (A) & (B) below to proof that the offered building meets the technical requirements and security requirements set under point 2

**3.3. Required Supporting Documentation**

**(A) Administrative Documentation:**

Applicants shall submit along with their applications a copy of the following:

1. **Building permit “رخصة البناء”:** as issued by the relevant services of the relevant Municipality whereas it is indicated that the construction is authorized for office/business or commercial usage.
2. **Site Plan “مخطط الموقع**“: whereas it is indicated that the building is planned to be used for office/business or commercial purposes.
3. **Title Deed** or equivalent (Property Tax Registry) in the applicants’ names otherwise the following:

a- Succession Deed stating the applicants name among the heirs.

b- Authorization from the heirs to lease the property in their names.

1. **If applicable at this stage/ possibility to provide at the latest at the time of entry into the building: A Final Discharge Certificate** for the offered building as issued by the relevant services of the relevant Municipality and should be current and updated (i.e. issued no later than 12 months).

**"شهادة براءة ذمة نهائية صادرة عن البلدية وتعطى عند دفع كافة الرسوم المستحقة على العقار من رخص بناء**

**ومخالفات مترتبة على البناء ورسوم الخدمات المقدمة من البلدية"**

**(B) Technical Documentation:**

**The applicant shall (if applicable) submit a copy of the following documents in order to assess the compliance of the Building with the minimum Technical Requirements set under point 2:**

**1. Cadastre**

**2. Blueprints**

**3. Drawings**

**5. APPLICATION**

Interested applicants whose buildings and documentation meets the minimum requirements may complete the following application and submit it together with all the supporting documents.

**Deadline for receipt of applications** **is on 19/03/2017 at 16:00hrs** Ramallah Local Time**.**

Any application received after this deadline will not be considered.

Applications must be submitted using the template annexed to this document.

**Applications must be submitted in English by Email to the following**

**Email address:** [**hq@eupolcopps.eu**](mailto:hq@eupolcopps.eu)

The project title **(Rent of a Building)** and Publication reference **(EUPOL COPPS/CEI/01/2017 Re-Advertisement)** must be clearly mentioned in the email and must always be mentioned in any subsequent correspondence with EUPOL COPPS. Also the name of the applicant/candidate must be clearly stated in the email.

**6. ADDITIONAL INFORMATION**

**6.1** Applicants may submit questions in writing up to **12/03/2017 at 16:00hrs** to the following email address [hq@eupolcopps.eu](mailto:hq@eupolcopps.eu).

Any clarification to this Call for Expression of Interest will be communicated simultaneously in writing to all the applicants at the latest on **14/03/2017 at 16:00hrs** by means of publication on <http://www.eupolcopps.eu/page/tenders>.

**6.2** Notification to shortlisted or unsuccessful candidates will be sent by **30.04.2017** (indicative).

***Circulation restricted*** *to EUPOL COPPS and the author of the document to protect the individual and privacy and commercial and industrial secrecy.*

**CALL FOR EXPRESSION of INTEREST**

**(Application From)**

**“Rent of a Building”**

**Reference: EUPOL COPPS/CEI/01/2017**

**1. SUBMITTED by (i.e. the identity of the Applicant/ Candidate)**

|  |  |
| --- | --- |
|  | **Name(s) of applicant(s) / candidate** |
| **Owner[[1]](#endnote-1)** |  |
| **Co-owner** |  |
| **Etc …** |  |

**2. CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Fax** |  |
| **e-mail** |  |

**3. SELECTION CRITERIA**

**Documentation: Applicants are required to provide the following as a minimum:**

**1) Summary of enclosed Administrative Documentation:** As a minimum in accordance with point 3.3. (A).

|  |  |  |  |
| --- | --- | --- | --- |
| **Required supporting documentation** | **Administrative Documentation** | **Available (Yes/No)** | **Reference to document** |
| **1** | **Building Permit “رخصة البناء”.** |  |  |
| **2** | **Site Plan “مخطط الموقع”.** |  |  |
| **3** | **Title Deed or equivalent (Property Tax Registry).**  **(a) Succession Deed stating the applicants name among the heirs.**  **(b) Authorization from the heirs to lease the property in their names.** |  |  |
| **4** | **If applicable at this stage/ possibility to provide at the latest at the time of entry into the building:**  **Final Discharge Certificate**  **“براءة ذمة نهائية شهادة”.** |  |  |

**2) Summary of enclosed Technical Documentation:** As a minimum: in accordance with point 3.3. (B) (If Applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **Required supporting Documentation** | **Technical Documentation** | **Available (Yes/No)** | **Reference to document** |
| **1** | **Cadastre** |  |  |
| **2** | **Blueprints** |  |  |
| **3** | **Drawings** |  |  |

**4. SIGNATURE OF THE APPLICANT**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. Contact Person, duly authorised to sign on behalf of the other co-owners, if applicable. [↑](#endnote-ref-1)