
DATE: 20/02/2024

REQUEST FOR EXPRESSION OF INTEREST: REOI/HCR/UKR/24/01

**PREMISES FOR RENT AS UNHCR FIELD OFFICE IN LVIV
CLOSING DATE AND TIME: 04/03/2024 –
15:00 HRS LOCAL TIME**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹ and present in Ukraine since 1996 with its Country Office (CO) located in Kyiv, intends to identify suitable premises for office use in Lviv city.

This Request for Expression of Interest is an invitation for Real Estate Agents and Landlords (hereinafter “Suppliers”) to share information about premises available for rent for UNHCR. Interested suppliers shall find herewith the necessary information about the requirements and guidelines how to submit the required information to UNHCR.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

1. REQUIREMENTS OF THE OFFICE BUILDING

1. Floor(s)/section(s) of an office building, standalone building, or business center, up to 3rd floor (the last floors of the buildings won't be considered).
2. It is preferable that the UNHCR be the only tenant in the building, but should there be multiple tenants there needs to be logical divisions accessed only from common lobby areas/separate entrances.
3. Approximate total floor space of 500-600 m²
 - a. Including areas for shared functions (meeting rooms)
 - b. Including utility spaces (kitchen, restrooms, corridors, storage, technical room, reception/lobby, etc.)
4. Majority of office space should receive natural daylight.
5. Underground/basement with direct access from the office area and equipped to serve as air raid shelter, to accommodate approx. 45 individuals.
6. Two separate entry/exit points, as well as emergency exit/staircase access for all floors.
7. Disability-friendly access, or ability to easily setup disability friendly access.
8. Fully operational safety standards (fire detection, fire alarm, fire suppression systems), including safety features to assist persons with disability.
9. Electrical system compliant with international standards (3-phases, meters).
10. Local area network (LAN) wiring compliant with international standards.
11. Option to place satellite communication equipment on the roof or balcony.
12. Heating.
13. Air conditioning and/or ventilation system.
14. Secure parking spaces for approximately 8 vehicles, or availability of additional parking space nearby.
15. Generator space area for independent electricity supply; alternatively, the tenant is permitted to place and connect own generator to serve rental space.

¹ For further information on UNHCR, please see <http://www.unhcr.org>

16. One owner or one authorized person to conduct negotiations and sign a contract; the owner must be registered in Ukraine with tax number.
17. Location in Lviv city within 3km radius of the city center, with good public transport service (bus, tram).
18. Safe distance from potential targets such as storage and critical infrastructure objects (military, energy)
19. Good quality standard of building structure and civil works.
20. Certificate of building compliance with Ukraine government norms and laws for construction and building safety.
21. Fully refurbished, ready for occupancy.
22. Availability by 01 June 2024.

1.1. Other / Desirable requirements:

1. Stand-alone complete building with basement and up to three floors.
2. Basement shelter area with sanitation facilities, heating, and workspace.
3. Adequate number of elevators if premises are above ground floor.
4. The premises should have a separate reception area; this could be in a separate building annex, or a space with a separate entrance.
5. Stand-off distance to the road.
6. Perimeter fencing.
7. Shatter-resistant film (SRF) applied to glass surfaces (windows, partitions).
8. Separate water source (well, pump, storage).
9. Additional parking space nearby.
10. Office internal phone system.
11. Availability of service infrastructure nearby (coffee bar, restaurants, food shops).

2. SUBMISSION CONTENT:

2.1. Information about the proposed building:

1. The premises building detailed address and coordinates.
2. Year of building construction and modification (if applicable), building class.
3. Architecture layouts of the building and grounds (including Floor plan(s), showing size and arrangement of the net and gross office areas and utility areas, as well as main and emergency exits and including Floor plan(s) showing underground space/basement and description of same.
4. Current and previous usage of the premises.
5. Lease rates per month per m2 and total lease price for a one year contract period, with option to extend.
6. Estimate of annual utility costs (electricity, water, heating) based on average usage of previous three years.
7. Confirmation of lease start date.

1. OPTIONAL: Description of premises service infrastructure (electrical system, LAN cabling, heating, ventilation/air conditioning, generator).
2. Description of premises safety and security features.

2.2. Information pertaining to offerors' qualifications and authorization.

- If Real Estate Agent:
 - Profile of the Agent/Agency, including years of experience and list of references.
 - Confirmation that the agency is authorized by the owner of the building to propose the premises and conduct negotiations on behalf of the landlord;
 - **NOTE:** UNHCR's efforts to identify potential locations are not limited to this Expression of Interest. Accordingly, options submitted by an agent cannot be considered as an exclusive offer for the specific premises, as could be identified by UNHCR via other channels prior or parallel.
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- Offers with agency fees fully covered by the landlord are preferred. If agency fee payment by the lessee is applicable, please highlight and specify the distribution amount between Lessor and Lessee.
- If Landlord:
 - Title deed confirming ownership of the proposed premises;
 - If not sole owner, a power of attorney duly confirming the authorization of all other owners to conduct negotiations and enter into contract on their behalf;

3. PRE-QUALIFICATION:

All valid submissions will be comprehensively assessed against the pre-established requirement for a pre-qualification decision. In case a proposed building meets the main requirements criteria, the Office of UNHCR might contact the supplier to arrange a site visit for further evaluation of the proposed premises.

UNHCR will be the sole judge as to the pre-qualification of the proposed premises, based on their compliance with the pre-set requirement. This Market Survey exercise does not constitute a solicitation and UNHCR reserves the right to change or cancel the requirement at any time.

4. SUBMISSION:

Interested suppliers should send the required **documents**, in PDF format no later than **04/03/2024, 15:00 hrs Ukraine local time by e-mail ONLY to: ukr-rfq-offers@unhcr.org**

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb**.

Please indicate in the e-mail subject field:

- REOI/HCR/UKR/24/01
- Your Name, and
- Name of your firm (if real estate agent)
- Number of e-mails that are sent (example: 1/2, 2/2).

Filip Loncar
Associate Supply Officer
UNHCR Representation in Ukraine
