

## **Request for Proposal: Office Space – “Zahir Pajaziti” Square - Prishtinë (RFP 027-10/24)**

### **1. Introduction**

Raiffeisen Bank Kosovo is seeking proposals from qualified real estate agents, brokers, and property owners to provide office space that meets our specified criteria. Our goal is to find the best offer in terms of price, location, building quality, and the fastest “move-in” timeline on behalf of Raiffeisen Tech Kosovo LLC and Raiffeisen Leasing Kosovo L.L.C.

### **2. Company Background**

Raiffeisen Bank Kosovo is a subsidiary of Raiffeisen Bank International AG (RBI). RBI came to Kosovo by the end of 2002 by purchasing most of the shares of the American Bank of Kosovo to complete the purchase and rename the bank in June 2003. In June 2003, RBI became the owner of 100% of shares and named the Bank Raiffeisen Bank Kosovo. RBI offers corporate and investment banking for Austrian and international companies, an extensive banking and leasing network in CEE for both corporate and retail customers. Additionally, the Group comprises numerous other financial service providers, for instance in the fields of leasing, asset management as well as mergers and acquisitions.

### **3. Requirements**

#### **3.1 Location**

- Area: [Zahir Pajaziti square - Prishtinë].

#### **3.2 Space Requirements**

- Total Square Meters: [approx. 100 m<sup>2</sup>].

#### **3.3 Building Quality**

- Compliance: Building should comply with all local regulations including accessibility standards, emergency exits/stairs and all health and safety regulations.

#### **3.4 Move-In Timeline**

- Desired Move-In Date: Please describe estimated timeline for move-in readiness.

#### **3.5 Financial Considerations**

- Lease Terms: 5 years with the possibility of extension for another 5 years.
- Price for sqm should be presented in EURO and must include all taxes (Tax on rent & VAT). In case that taxes are not specified, we will consider that price includes taxes.

## 4. Submission Requirements

### 4.1 Proposal Content

- **Detailed Proposal:** Description of the property including floor plans, photographs, and specifications.
- **Ownership documents:**
  - Certificate of ownership (not older than 30 days)
  - Building permit.
  - ID of the owner.
- If applicable, please provide power of attorney/authorization from owners of the property that you can act on their behalf.
- Please provide the proof of no outstanding taxes due to the Kosovo authorities [property tax payment].
- Please provide offer validity of at least 90 days.
- Please provide bidders bank account details.

### 4.2 Submission Format

- Proposals should be submitted in Hard Copy, Closed Envelope.

### 4.3 Submission Deadline

- Proposals must be submitted by [**October 31, 2024 @ 15:00**].

### 4.4 Submission Contact

- Proposals should be submitted to: [**Raiffeisen Bank Kosovo, address Robert Doll # 99, Prishtine for Procurement Department with Ref: RFP 027-10/24**]

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Price per sqm.
- Location suitability.
- Building quality.
- Move-in timeline.
- Compliance with requirements.

## 6. Terms and Conditions

By participating in this tender exercise and presenting a quote for Raiffeisen Bank Kosovo, you acknowledge that you have read, understood and agreed to:

[The general terms and conditions for procurement of goods and services in Raiffeisen Bank Kosovo](#)

### 6.1 Confidentiality

Raiffeisen Bank Kosovo and RFP Participant process personal data of natural persons in accordance with the Law no. 06/L-082 for Personal Data Protection and the General Data Protection Regulation 2016/679 (GDPR).

RFP Participant provides its explicit consent to Raiffeisen Bank Kosovo that the personal data provided or any data that may be available later, may be processed or stored for the purpose of evaluating the bid and any other legitimate purpose within the limits of the applicable data protection law.

In addition, the RFP Participant warrants to Raiffeisen Bank Kosovo that it has obtained all the necessary consent of their employees, members of their management boards, supervisory board, owners and beneficial owners to disclose their personal data or any other data to Raiffeisen Bank Kosovo for the purpose of performing and any other legitimate purpose within the limits of the applicable data protection law.

The RFP Participant agrees and authorizes the Bank that the personal data provided and any other data which may be available later may be used and exchanged between the members of Raiffeisen Bank Kosovo and its partners inside and outside the country, Central Bank of Kosovo and the entities and institutions authorized by the applicable law for collecting and receiving such data.

## 7. Contact Information

For any questions or clarifications regarding this RFP, please contact: [Raiffeisen Bank Kosovo JSC] [[prokurimi@raiffeisen-kosovo.com](mailto:prokurimi@raiffeisen-kosovo.com)] [038 222 222]