

Request for Proposal: Office Space (RFP 021-07/24)

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

- Preferred Areas: [Pejton, Lakrishte or Dardania area].
- Accessibility: Proximity to public transportation, amenities, preferably close to Raiffeisen Bank Kosovo HO building.

3.2 Space Requirements

- Total Square Meters: [2500 m²].
- Office Layout: [Open plan, meeting rooms].
- Minimum 15 parking lots.

3.3 Building Quality

- Age of Building: [New or recently renovated buildings]
- Building Amenities: [Parking, security, HVAC, elevators, generator, etc.]
- 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: December 2024/January 2025
- Construction or Renovation: Any construction or renovation must be completed prior to move-in, according to detailed specification as per **ANNEX 1**.

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.
- Additional Costs: please specify if costs such as maintenance of the building, utilities, etc. are included in the rent price.

4. Submission Requirements

4.1 Proposal Content

- **Company Profile:** Background and experience in similar projects if the building is owned by a private company.
- **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 of the company or ID of the owner of property if owned privately.
- If applicable, please provide power of attorney/authorization from owners of the property that you can act on their behalf.
- **Pricing:** Detailed cost breakdown including rent, parking, or any additional costs. Prices should be presented in EURO and must include all taxes.
- **Timeline:** Estimated timeline for move-in readiness.
- **References:** Contact details of previous clients for whom similar services were provided.
- 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.
- Please provide **ANNEX 1** signed and stamped.

4.2 Submission Format

- Proposals should be submitted in Hard Copy, Closed Envelope.
- Include a cover letter with a brief summary of the proposal, including timelines.

4.3 Submission Deadline

- Proposals must be submitted by **[July 19, 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 021-07/24]**

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.
- References and past performance.

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] [038 222 222]

Annex 1 – RFP 021-07/24

Minimum Requirements for renting out premises to Raiffeisen Bank Kosovo

This document was created with the purpose of defining the general requirements of Raiffeisen Bank towards the leaseholder.

At comment field on the table please specify if you agree or disagree to fulfill these requirements, in case of partly agreeing or disagreeing please specify in detail.

Definitions	Meaning	Yes/No	If No please explain
HVAC (Heating Ventilation and Air Conditioning)	<p>HVAC system must be designed to supply all spaces of the building with air.</p> <p>Ventilation system should be functional all the time offering inhalation of air from the inner spaces and fresh air supply from outside. The fresh air supply should be equipped with the option of preheating or cooling the fresh air.</p> <p>Heating and cooling system should operate continuously by providing cold or warm air at any time as desired. Each office partition must be equipped with one or more digital thermostats based on size of the office. The system must be equipped with the centralized control for all spaces at the same time. External operating temperatures of the system should be from -30 to +50 with ecological gas and possibility of connecting on city central heating.</p>		
Wall plastering	The walls of the external perimeter of the building must be thermally and hydro insulated. Their finish should be smooth to the touch and with white color finish.		
Ceiling	<p>The ceiling must be made of a variety of materials with different levels of height. The materials that should be used are Armstrong ceiling, plastering (Knauf) and acoustic plastering (Cleaneo) with white color finish. Lighting should also be placed on the ceiling in each area according to the lighting standards, which should also include emergency lighting.</p> <p>The ceiling finish should be with all details including ventilation grills, air-conditioning masks, smoke detectors, side skirting as required, etc.</p>		

Lighting	<p>Building should be equipped with lighting in all areas. The lighting must be LED type with same Kelvin temperature in all areas. Depending on location the lighting should be installed on the ceiling or walls. On office spaces the lighting should be functional via timer device, to control the ON and OFF time. On toilets, passages, garages, stairs the lights should be equipped with movement detectors.</p> <p>In addition to normal lighting, the facility must also be equipped with emergency lighting that signals exit points for evacuation.</p>		
Toilets	<p>The area should have at least two bathrooms for each gender. Each bathroom must be equipped with a pre-entrance with sinks with cold and hot water and two to three toilets for each gender. The toilets must have separate ventilation system.</p> <p>The tile color and accessories should be chosen by bank designers.</p>		
Kitchens	<p>The area should have at least two kitchens. Every kitchen should be equipped with a functional sink with hot water supply, dishwashing machine, refrigerator, microwave, and free wall sockets for small kitchen accessories. The kitchen should have a few kitchen cabinets for general use.</p>		
Access to emergency stairs	<p>The premise should have direct access to emergency stairs in case of any fire hazard or other emergencies. These areas should be accessed with fire resistant doors that also offer thief protection.</p>		
Flooring	<p>Firstly, premise floor must be treated with self-leveling layer.</p> <p>Office areas should be covered with raised floor, floor boxes with sockets and finished with modular carpet tiles, entrances, passages and other parts must be paved with anti-slip ceramic tiles (R9 or R10).</p> <p>In the end every space within the same floor should be on the same level to allow people with disabilities to move without obstacles.</p>		
Flexibility for partitions	<p>All the work carried out should be designed in such a way to create flexibility of creating new partitions on every time.</p> <p>These include, but must not be limited to work such as: flooring, electricity connections, HVAC, partitions etc.</p>		

Fire alarm, fire hydrant system and smoke ventilation system	The premise must be equipped with addressable fire alarm system with audio and visual signaling to warn people about possible fire, smoke or carbon monoxide occurrence. In the meantime, it should be equipped with fire hydrant system with all the accessories and smoke ventilation system.		
Facade	The façade of the building must be finished without any damage to provide the highest level of thermal and hydro insulation.		
Electricity	<p>The electrical network must be designed with the highest standards for business use. This network should be made with equipment of well-known global brands, cables with high cooper content and protection systems in case of incidents.</p> <p>The connection to the electrical network must be made in sources that offer stable voltage all the time, while the electrical expenses must be calculated by a single electricity meter, which needs to be registered at KEDS as per all procedures in place.</p> <p>On the front part of the object there should be an electricity supply for marketing signs and a supply on the front garden for totems.</p>		
Electrical rooms	The area should have an electrical room with marked fuses, smoke detectors connected to the general system and diagrams for electrical connection.		
Generator	The facility must have space for placing 1 or 2 generators and an additional tank for fuel as needed. The tenant must also provide the cooper cable that goes from the electrical panel to this space. It is preferable that for residential areas, the lessor also receives the consent of the residents for the installation of generators, as it causes noise, smoke, and vibrations during operation.		
Ups Room	The facility must also have a room for placing the central UPS. This room should be well ventilated, and the air temperature should be around 19-23 degrees Celsius. This room must have power supply from the mains and from the generator, while from this room various outlets will be supplied throughout the building. This room must also be equipped with a smoke detector connected to the fire alarm system.		

Central boiler	The facility must have a central boiler for providing the hot water in kitchens and toilets. The capacity and placement should be determined along with Bank team.		
Back up -water supply	Considering the water supply situation in the town, a back water supply should be installed. The capacity and placement should be determined along with Bank team.		
Entrances	Entrance of the object must be on front part of it. The entrance doors must be at least 180 cm wide to allow easy entry/exit of staff and different furniture's or equipment. The entrance should also be equipped with ramp for disabled persons.		
Maintenance plan for installed equipment's	The lessor should also provide a maintenance plan for installed equipment's.		

This document was read, understood, and is accepted:

Name: _____

Date: _____

Signature: _____