



African Trade Insurance Agency
Agence pour l'Assurance du Commerce en Afrique

REQUEST FOR PROPOSALS (RFP)

FOR

**LEASE OF OFFICE SPACE/PRMISES IN NAIROBI,
KENYA**

TENDER NO.: ATI/FD/APU/OBNCS/003/2020

June 2020

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Section 1. Invitation to tender

June 2020

Tender No.: **ATI/FD/APU/OBNCS/003/2020**

Request for proposals lease of office space/premises in Nairobi, Kenya

The African Trade Insurance Agency (ATI) is a multilateral development institution established by African States with a mandate to promote trade and attract investments in Africa by providing commercial, political risk/investment insurance and other related financial services.

ATI now invites well-established Real Estate Agents or Landlords to submit proposals for **lease of office space/premises in Nairobi, Kenya.**

A brief description of the requirements are given under the terms of reference (section 5).

You may obtain further information from ATI, by writing to procurement@ati-aca.org and copy Rodgers.Siachitema@ati-aca.org . The telephone numbers are +254 722 205006/7 or +254 20 272 6999.

Please note that (i) the costs of preparing the proposal and of negotiating the contract, including any visit to ATI, are not reimbursable as a direct cost of the assignment; and (ii) ATI is not bound to accept your proposal.

The e-copy of your proposal should be submitted to procurement@ati-aca.org. The closing date for receipt of e-copies of your proposal is **Friday, 24th July 2020 at 14:30 hours Kenyan time. You are required to submit separate emails for the Technical and Financial proposals** and the subject matter of the respective emails to indicate either “**Technical Proposal – Lease of office space/premises in Nairobi, Kenya**” or “**Financial Proposal – Lease of office space/premises in Nairobi, Kenya**”. **The Financial proposal must be protected by a password which should be shared with ATI on request at the time of opening of your financial proposal.**

Please confirm to ATI that you received the letter of invitation and whether you will submit a proposal.

Yours faithfully,

John Lentaigne
A/Chief Executive Officer

Section 2. Information to Bidders

Definitions

- (a) “Client” means the client (ATI) with whom the selected Bidder signs the Contract for the Services.
- (b) “Bidders” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) “Contract” means a legally binding written agreement signed between the Client and the Bidder(s) and includes all the attached documents (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (d) “Data Sheet” means such part of the Instructions to Bidders used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Information to Bidders” (Section 2 of the RFP) means the document which provides Bidders with all information needed to prepare their Proposals.
- (g) “Letter of Invitation” (LOI) (Section 1 of the RFP) means the Letter of Invitation to tender being sent by the Client to the prospective Bidders.
- (h) “Proposal” means the Technical Proposal and the Financial Proposal.
- (i) “Request For Proposal” (RFP) means the Request For Proposal to be prepared by the Client for the selection of Bidders.
- (j) “Services” means the work to be performed by the Bidders pursuant to the Contract.
- (k) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Bidders, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 Your proposal will be evaluated in accordance with the method of selection specified in the Data Sheet (page 10).
- 1.2 You are invited to submit a Technical Proposal and Financial proposal for the required services. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract.
- 1.3 You shall bear all costs associated with the preparation and submission of your proposal and contract negotiation. The Client is not bound to accept a proposal, and reserves the right to annul the process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

Conflict of Interest

1.4 Clients' policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidders or the termination of its Contract. (refer **Section 6** of the form to be completed)

Fraud and Corruption

1.5 The Client requires that Bidders adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the Client:

- (a) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of Client's official in the selection process or in contract execution;
 - (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (b) will reject a proposal for award if it determines that the Bidders directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices;
- (c) will cancel the contract if it determines at any time that representatives of the Bidders were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract; and
- (d) will sanction Bidders, including declaring the Bidders ineligible, either indefinitely or for a stated period of time, if at any time determines that the Bidders has, directly or indirectly,

engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a contract.

- 1.6 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent, coercive and collusive practices in accordance with the above para. 1.5.
- Origin of Services** 1.7 Services provided under the Contract may originate from any country with the exception of countries sanctioned either by the United Nations, the World Bank or the African Development Bank.
- Proposal Validity** 1.8 The Data Sheet indicates how long Bidders' Proposals must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree have the right to refuse to extend the validity of their Proposals.
- Eligibility of Bidders and Customer Due Diligence** 1.9 Bidders are required to submit information/documentation indicated under 5.2 of the Data sheet in order to qualify to participate in the tender.
- 2. Clarification and Amendment of RFP Documents** 2.1 Bidders may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by letter, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing by letter, or by standard electronic means. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing by letter or by standard electronic means to all firms which have been invited by the client to participate to the RFP. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3. Preparation of Proposals** 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Bidders and the Client, shall be written in the language (s) specified in the Data Sheet.

- Technical Proposal Format and Content**
- 3.2 In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3 Bidders are required to submit a Full Technical Proposal (FTP). The Technical Proposal shall provide the information indicated in Section 3.
- (a) a Technical Proposal submission form (TECH 1 of Section 3)
 - (b) a brief description of the Bidders' organization, an outline of their experience on assignments of a similar nature is required in Form TECH-2 of Section 3.
 - (c) Comments and suggestions on the Terms of Reference (Section 5) including workable suggestions that could improve the quality/effectiveness of the assignment to be provided by the Client (Form TECH-3 of Section 3).
 - (d) a description of the approach, methodology for performing the assignment. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3.
 - (e) a list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
 - (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- 3.4 The Technical Proposal shall not include any financial information (fees). A Technical Proposal containing financial information may be declared non responsive.
- Financial Proposals**
- 3.5 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment. If appropriate, these costs should be broken down by activity.
- Taxes**
- 3.6 If applicable, it is the responsibility of the Bidders to contact the local tax authorities to determine the local tax amount to be paid by the Bidders under the Contract.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the proposal must initial such corrections. Submission letter for Technical Proposal should be in the format of Section 3-TECH-1.

- 4.2 An authorized representative of the Bidder shall initial all pages of the original Technical Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or Board resolution or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical Proposal shall be marked “ORIGINAL”.
- 4.3 The Technical proposal shall be placed in an envelope clearly marked “Technical Proposal,” followed by the name of the assignment ad bearing the address and information indicated in 4.4 of the Data Sheet and should also bear the name of the bidder.
- 4.4 The Proposal must be sent to the address indicated in the Data Sheet and must be received on or before the indicated closing date for receipt of proposals.
- 5. Proposal Evaluation**
- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact the Client on any matter related to its Proposal. Any effort by Bidders to influence the Client in the examination, evaluation, and recommendation for award of Contract may result in the rejection of the Bidder’s Proposal.
- Evaluation of Technical Proposals**
- 5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. The Proposal will be given a technical score (*St*). The Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- Evaluation of Financial Proposals**
- 5.3 The evaluation committee, after determining whether the financial proposals are complete and without computational errors, shall convert prices in various currencies to the common currency specified in the Data Sheet. The official selling rates used shall be provided by the source indicated in the Data Sheet and in effect on the date of submission of the proposals. The lowest financial proposal (*Fm*) shall be given a financial score (*Sf*) of 100 points. The financial scores of the proposals shall be computed as follows:
- $$Sf = 100 \times Fm / F$$
- (in which *Sf* is the financial score, *Fm* is the lowest price and *F* the price of the proposal under consideration converted in the common currency).
- Final Ranking**
- 5.4 Proposals shall finally be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = the weight given to the technical proposal; *P* = the weight given to the financial proposal; *T + P = 1*) indicated in the Data Sheet:
- $$S = St \times T\% + Sf \times P\%$$

- | | | |
|---|-----|--|
| 6. Negotiations | 6.1 | Negotiations (if necessary) will be held at the date and address indicated in the Data Sheet. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract. |
| Technical negotiations | 6.2 | Negotiations will include a discussion of the Technical Proposal. The Client shall prepare minutes of negotiations which will be signed by the Client and the Bidder. |
| Financial negotiations | 6.3 | If applicable, it is the responsibility of the Bidder, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Bidder under the Contract. Negotiations will also reflect the agreed technical modifications in the cost of the services. |
| Availability of Professional staff/experts | 6.4 | Not applicable. |
| Conclusion of the negotiations | 6.5 | Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Bidder will initial the agreed Contract. If negotiations fail, the Client will invite the Bidder whose Proposal received the second highest score to negotiate a Contract. |
| 7. Award of Contract | 7.1 | After completing negotiations the Client shall award the Contract to the Bidder. |
| | 7.2 | The Bidder is expected to commence the assignment on the date and at the location specified in the Data Sheet. |
| 8. Confidentiality | 8.1 | Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. |
| | 8.2 | The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal. |
| | 8.3 | The Bidder agree to keep all information it may receive during this process strictly private and confidential and not to disclose it to any other party unless expressly authorized by ATI in writing and to use the information provided only for the purpose intended for the business under discussion and not to use it in any way which is directly or indirectly to the disadvantage of ATI. |
| 9. Client's right to accept any Bid, and to reject any or all bids | | The Client reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted shall be promptly returned to the Bidders. |

Information to Bidders

DATA SHEET

Paragraph Reference	
1.1	Method of selection: Quality Cost Based Selection (QCBS) .
1.8	Proposals must remain valid 120 days after the submission date.
2.1	Clarifications may be requested not later than two weeks before the submission date. E-mail: procurement@ati-aca.org and copy rodgers.siachitema@ati-aca.org
3.1	Proposals shall be submitted in English .
4.3	The selected Bidder must submit one original of the Technical Proposal.
4.4	The hard copy proposal submission address by the selected bidder is: The African Trade Insurance Agency, 5 th Floor, Kenya Re Towers, Off Ragati Road, Upperhill, Nairobi , P.O Box 10620-00100, Nairobi, Kenya. The e-copy of your proposal should be submitted to prouement@ati-aa.org and copy Rodgers.siachitema@ati-aca.org . The closing date for receipt of e-copies of your proposal is Friday, 24th July at 14:30 hours Kenyan time .
5.2	The methodology for the evaluation of the proposals shall be Quality Cost Based Selection (QCBS) method . The evaluation shall be conducted in two sequential stages: <ul style="list-style-type: none"> (a) Eligibility/Preliminary evaluation (b) Technical evaluation to assess: responsiveness to the terms and conditions of the RFP; the technical quality of proposal against set criteria on a merit point system, to determine the technical score and to determine whether the technical proposal reach the minimum technical score required. (c) Financial evaluation <p>Failure of the proposal at any stage shall prevent further consideration of the proposal at the next stage of evaluation.</p>

(a) Eligibility/Preliminary evaluation of technical proposals

The eligibility requirements shall be based on the following. Bidders are required to comment against each criteria below or submit supporting documents.

S/N	Criteria	Bidder's comment/supporting documents
1	the bidder shall be solvent, and shall not be in receivership, bankrupt or wound up, shall not have its affairs administered by a court or judicial officer, or its business activities suspended or the subject of legal proceedings for any of the foregoing	
2	the bidder shall not, nor its directors or officers have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings	
3	the bidder shall not have a conflict of interest in relation to the procurement requirement (complete form at section 6)	
4	the bidder shall not be involved in any money laundering activities as prescribed under recognised Anti-Money laundering sanctions by the World Bank, United Nations or any similar organisations	
5	Signed technical proposal submission form (TECH 1)	
6	Firm's name and full contact details including registered office address	
7	Certified copy of Certificate of Incorporation	
8	Certified copy of Certificate of change of name (when applicable)	
9	Board Register (Name of Directors)	
10	Share register stating detailed ownership	
11	Beneficial owners	
12	Organizational chart of firm showing parent company and affiliates along with their location	
13	Certified copy of Memorandum and Articles of Association	
14	Licenses (where applicable)	
15	Sanctions, Litigations, Complaints, Investigations or proceedings, Legal/Tax/Compliance issues, Restructuring	
16	Certified copies of company's last three years' audited financial statements plus latest available interim report	
17	Tax clearance certificate	
18	Current relevant registration certificates/operating certificates	

	<p>(b) Technical Evaluation</p> <p>The proposal shall be evaluated on the basis of the Bidder’s responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified below. The technical proposal will be given a technical score. The proposal shall be rejected at this stage if it does not achieve the minimum technical score below.</p> <p>The maximum number of points to be given under each technical evaluation criterion are:</p> <table border="1" data-bbox="402 537 1409 1100"> <thead> <tr> <th></th> <th></th> <th>Points</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Surface area</td> <td>The surface area proposed is between 20,000 and 25,000 square feet</td> <td>20</td> <td></td> </tr> <tr> <td>Location</td> <td> <ul style="list-style-type: none"> • Classification of the area (commercial, institutional or residential area). (10 points) • Accessibility, neighborhood. (10 points) </td> <td>20</td> <td></td> </tr> <tr> <td>Security aspects</td> <td> <ul style="list-style-type: none"> • General Security of the area, safety and security of buildings, surveillance system, fire escape(15 points) • Access into the building.(5 points) </td> <td>20</td> <td></td> </tr> <tr> <td>Technical quality</td> <td> <ul style="list-style-type: none"> • State of the structure, level of finishing, architectural design (15 points) • Flexibility in the partitioning of space (10 points) </td> <td>25</td> <td></td> </tr> <tr> <td>Parking space</td> <td>Availability of parking space</td> <td>15</td> <td></td> </tr> </tbody> </table>			Points	Score	Surface area	The surface area proposed is between 20,000 and 25,000 square feet	20		Location	<ul style="list-style-type: none"> • Classification of the area (commercial, institutional or residential area). (10 points) • Accessibility, neighborhood. (10 points) 	20		Security aspects	<ul style="list-style-type: none"> • General Security of the area, safety and security of buildings, surveillance system, fire escape(15 points) • Access into the building.(5 points) 	20		Technical quality	<ul style="list-style-type: none"> • State of the structure, level of finishing, architectural design (15 points) • Flexibility in the partitioning of space (10 points) 	25		Parking space	Availability of parking space	15	
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	The minimum technical score required to pass is: <u>80</u> Points																								
5.4	T = 0.7 F = 0.3																								
6.1	Expected date and address for contract negotiations: after evaluation of proposals. Negotiations may be conducted by telephone, email, etc. or at the African Trade Insurance Agency’s offices in Nairobi.																								
7.2	Expected date for commencement of: To be advised																								

Section 3. Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.3 of the RFP for format of Technical Proposal to be submitted.

TECH-1 Technical Proposal Submission Form

TECH-2 Information on proposed office space

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

To: The African Trade Insurance Agency
5th floor, Kenya Re Towers, Upperhill
P.O. Box 10620-00100
Nairobi, Kenya

Dear Sirs:

We, the undersigned, offer to provide the services for [*Insert title of services*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal which includes this technical proposal and financial proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2: INFORMATION ON PROPOSED OFFICE SPACE

Using the format below, provide information on each requirement in the table below

Requirements		Bidder's response
Surface area	The surface area proposed is between 20,000 and 25,000 square feet	
Location	<ul style="list-style-type: none"> • Classification of the area (commercial, institutional or residential area). (10 points) • Accessibility, neighborhood. (10 points) 	
Security aspects	<ul style="list-style-type: none"> • General Security of the area, safety and security of buildings, surveillance system, fire escape(15 points) • Access into the building.(5 points) 	
Technical quality	<ul style="list-style-type: none"> • State of the structure, level of finishing, architectural design (15 points) • Flexibility in the partitioning of space (10 points) 	
Parking space	Availability of parking space (indicate number available)	
Date of office space availability		

Section 4. Formats for Financial Proposals

		Cost (Ksh)
Surface area	Cost per square feet	
Parking space	Cost per parking	
Service charge		
Annual rent escalation rate		
Other terms and conditions		

Section 5: Terms of reference

IDENTIFICATION OF OFFICE PREMISES FOR THE AFRICAN TRADE INSURANCE AGENCY IN NAIROBI, KENYA

1.0 INTRODUCTION

The African Trade Insurance Agency (ATI) wants to lease professional office space/premises in Nairobi, Kenya.

To this end, it is seeking the assistance of a real estate agency or a Landlord to provide adequate office space/premises in Nairobi.

2.0 PROPERTY REQUIREMENT AND SCOPE OF SERVICES

- The surface area of the required office space is estimated at between 20,000 and 25,000 square feet.
- During the definition of its requirements, ATI shall examine the following factors: (1) location and classification of the area (commercial, institutional or residential area, administrative area; (2) adequacy of the site security level; (3) adequacy of space and capacity of the building; (4) quality of the structure; (5) quality of the architectural and environmental designs; (6) sufficient parking space; (7) flexibility in the partitioning of space.

In view of its need for office space, ATI invites Real Estate Agents or Landlords to submit proposals. The services to be provided by the Agency/Landlord are as follows:

Phase 1: IDENTIFICATION OF NEW OFFICE SPACE/PREMISES

- Identify potential properties with photos and other details. For Estate Agency, to provide a target of as many properties as possible. For Landlords, they may provide one or more office premises. The Estate Agent should have the mandate of the owner/s of the building to.
- For Estate Agency, ATI expects them to contact property owners/developers and advise of interest by ATI team to visit and inspect their properties, as part of the assessment or evaluation process, and for Landlords, they must allow ATI to assess and evaluate the submitted list of properties.

Phase 2: FACILITATE PROPERTY INSPECTIONS BY ATI'S DUE DILIGENCE TEAM

- All Bidders shall coordinate dates and times for inspections of identified properties by ATI team
- Provide ATI team with technical information of the properties to be visited, including anticipated rentals and dates of availability
- Accompany ATI team to view and inspect premises and guide the inspection process
- Coordination of due diligence and security check of identified premises. The Estate Agent must assist ATI team to obtain proof of ownership and related documents on the property from the landlord or property developer.

Phase 3: LEASE NEGOTIATION AND CONTRACT REVIEW

For Estate Agent, if selected, assist in drafting and/or finalizing the lease agreement.

Phase 4: SIGNING OF THE LEASE AGREEMENT

- The Estate Agent will facilitate quick review and conclusion of the lease discussions between ATI and the Landlord, and produce minutes of all meetings to be signed by both parties.
- The Estate Agent will work with the Landlord and ATI to ensure that ATI obtains a reasonable rent-free grace period (months) to facilitate fit-out of new premises.
- For Landlords, there will be negotiation, minutes of the meeting and lease review as well as contract signature by both parties.

Phase 5: OCCUPATION OF NEW PREMISES

Time frame – occupancy is estimated around quarter 2 of 2021, the Estate Agency and or Bidder shall:

- Oversee handover of the premises to ATI's entry into the new premises and the provision of keys etc
- Ensure that any legal documents/obligations required to ensure smooth entry into new premises are provided and duly completed in accordance with local regulations.

FEES

For Estate Agency, kindly submit your technical Proposal and agency fees, if any. However, It is expected that the Agency fee will be paid by the Landlords. If applicable, then payment of agency fees will only occur in the event of signature of a lease contract between ATI and one of the lessors for which your agency has served as intermediary for the identification of premises and facilitated the visit of the latter.

C. CRITERIA FOR THE TECHNICAL EVALUATION OF PREMISES

The relevant and pre-defined criteria that appear in the table below shall guide the selection of technically qualified premises.

		Points	Score
Surface area	The surface area proposed is between 20,000 and 25,000 square feet	20	
Location	<ul style="list-style-type: none">• Classification of the area (commercial, institutional or residential area). (10 points)• Accessibility, neighborhood. (10 points)	20	
Security aspects	<ul style="list-style-type: none">• General Security of the area, safety and security of buildings, surveillance system, fire escape(15 points)• Access into the building.(5 points)	20	
Technical quality	<ul style="list-style-type: none">• State of the structure, level of finishing, architectural design (15 points)• Flexibility in the partitioning of space (10 points)	25	
Parking space	Availability of parking space	15	

Section 6: Declaration of conflict of interests and/or bankruptcy for bidders/contractors template

This form is required to be completed by all bidders.

Notes:

- All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organisation) are required to identify any potential conflicts of interest that could arise if the relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with ATI.
- The completed form should be sent submitted together with your bid.
- Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the relevant Organisation and ATI must notified to ATI by completing a new declaration form.
- Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that ATI would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of ATI might arise.
- If in doubt as to whether a conflict of interests could arise, a declaration of the interests should be made.

Interests that must be declared (whether such interests are those of the relevant Person themselves or of a family member, close friend or other acquaintance of the relevant Person), include the following:

- the relevant Organisation or any person employed or engaged by or otherwise connected with a relevant Organisation (relevant Person) has provided or is providing services or other work for ATI;
- a relevant Organisation or relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
- the Relevant Organisation or any relevant Person has any other connection with ATI, whether personal or professional, which the public could perceive may impair or otherwise influence ATI's or any of its members' or employees' judgements, decisions or actions;
- The relevant organization or person is under bankruptcy.

Declarations:

Name of Relevant Organisation:		
Interests		
Type of Interest	Details	
Provision of services or other work for ATI		
Provision of services or other work for any other potential bidder in respect of this project or procurement process		
Any other connection with ATI, whether personal or professional, which the public could perceive may impair or otherwise influence		

ATI's or any of its members' or employees' judgements, decisions or actions	
Bankrupt	

Name of Relevant Person	<i>[complete for all Relevant Persons]</i>	
Interests		
Type of Interest	Details	Personal interest or that of a family member, close friend or other acquaintance?
Provision of services or other work for ATI		
Provision of services or other work for any other potential bidder in respect of this project or procurement process		
Any other connection with ATI, whether personal or professional, which the public could perceive may impair or otherwise influence ATI's or any of its members' or employees' judgements, decisions or actions		
Bankrupt		

To the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information.

Signed:

On behalf of:

Date:

CHECK LIST FOR SUBMISSION OF PROPOSALS

Bidders are required to use the following check list to ensure that they have submitted all the required information.

S/N	Description of requirement	Comment by bidder (submitted/not submitted)
1	Technical proposal submission from (Tech 1 of section 3)	
2	Information on propose office space Form TECH-2 of Section 3	
3	Power of attorney	
4	Requirements under Eligibility/Preliminary evaluation	
5	Requirements under Technical evaluation	
6	Section 8- Declaration of conflict of interests and/or bankruptcy for bidders/contractors template	
7	Financial proposal	

Failure to submit all the requested information may lead to disqualification of the bidder