

Annex 1
COMPLIANCE WITH REQUIREMENTS FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/MDA/RFQ/2019/003 – Lease of Project Office Premises

Criteria	General Criteria Description	Comprehensive description of the proposed office
Location:	The location of the office space to be leased must be strategically located within 2-3 km radius from the UN House of Moldova (131, 31 August 1989 street, Chisinau).	
Building:	Building shall be made of reinforced concrete, structural steel or combination of both. Premises should be ready to be occupied and in good conditions. Premises should be located in the buildings designed for offices / or on office floors of residential buildings or it may be a private house (no apartments).	
Active area size / effective space:	The total office space requirement should be at least eighty-five (85 sq.m.) on the same floor and in the same area, with the possibility of subsequently deciding on space distribution and partition walls. Proposed space with larger area shall be accepted provided that the excess areas shall be given free of charge.	
Lighting:	Daylight (sufficient number of windows to allow for natural light) and LED lamplight – green office.	
Air conditioning:	Premises should have operational air conditioning and ventilation system.	
Heating:	Central heating and/or air conditioning system.	
Telephone lines:	There should be provision for communication lines/system for at least 2 telephone lines with sufficient number of phone sockets for up to 5 people and with access to Public Telephone Network (PTN).	
Internet connection:	Broad band internet connection should be available.	
Water and sewerage system:	Water and sewerage network must be in order and function properly.	

Number of sanitary rooms:	At least 2 sanitary rooms, with one to ensure accessibility for persons with disabilities.	
Power supply:	Standard grounded electric lines (Type F “Schuko”, 220 V), protected automatic switches, enough sockets to supply 5 workplaces. All electrical fixtures, convenience outlets, switches shall be in good working conditions. Preferably, the building to have a stand-by generator to keep the lights and IT equipment operational despite of power failure. If there is no stand by generator available, then a UPS for emergency back-up system is required.	
Elevator:	If the offered office is higher than the first floor, elevator in the building is required. Accessibility for persons with disabilities should be ensured through main entrance of the building and to offered offices.	
Parking space:	The Lessor shall provide for free at least one (one) parking slot for the exclusive use of the UNFPA official vehicle. To indicate availability of parking space for employees, partners and visitors of UNFPA Project. Parking slots under security surveillance shall be an advantage.	
Criteria/Security	Special Security Requirements	
Entrance door and emergency exit:	Solid entrance door and emergency exit door must be securely locked (preferably with code or electromagnetic locks). Availability of two exits; access to the emergency exit is required.	
Security on windows and balcony:	Secure lock on windows and balcony doors (if there is a balcony in the office) is required; All windows will be fitted with Shatter resistance film.	
Space entry and basic security system:	If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security. If office is within a Business Center – adequate security services to be provided.	
Fire alarm system:	Should have fire safety alarm in operation. Should have fire extinguisher. All fire safety regulations will be adhered to.	

Control access to the building:	<p>Should have control access to the building for external public. The offer should explain/describe the security access to the building (levels of control, for ex.: may pass freely, shall be stopped by the security and asked to confirm the visit, etc.);</p> <p><i>Note: A detail security assessment will be conducted by the UNDSS and the report will be shared with the RSA/OSC UNFPA for approval. Based on the report, all recommendations will be implemented to be compliant with Security Risk Mitigating Measures.</i></p>	
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