

## **TERMS OF REFERENCE**

### **LEASE OF OFFICE SPACE AND ADJACENT PLOT OF LAND FOR THE UNHCR-CAIRO REGISTRATION-RECEPTION CENTER (OR FOR THE UNHCR PROTECTION SERVICES BUILDING)**

#### **1. BACKGROUND**

UNHCR has been operational in Egypt since 1954. Since then, UNHCR has been and continues providing protection and assistance to refugees and other affected population groups. UNHCR is present in various parts of the country, including Cairo, Alexandria, and other governorates delivering lifesaving assistance to those most in need.

The recent expansion of the agency's humanitarian programs in Egypt has triggered a need to increase its office space for enabling efficient UNHCR's operation in Cairo area.

#### **2. OBJECTIVE**

UNHCR invites qualified property holders to make firm offer for leasing a building, and adjacent plot of land to be used as the UNHCR-Cairo Registration Center. The required premise is a building designed for administrative purposes with an ample open space. The

The space requirements and the accompanying conditions are detailed in the relevant sections of the Terms of Reference (ToR).

The interested bidders shall submit formal (written) offers for the entire requirement specified in this ToR.

This tender may result in establishing an agreement for leasing a property (i.e. a building with a plot of land located next to it as a single structure) valid for five (5) years and potentially extendable for a further period of five (5) years.

Properties that are ready for immediate occupancy or require minimal upgrades/changes will be considered advantageous.

The required premises should be ready-for-lease in a maximum period of 30 calendar days after signature of the corresponding lease agreement and/or a linked Purchase Order.

#### **3. LOCATION**

##### **3.1 Geographic Areas**

The property offers should be limited to the following Greater Cairo and Giza areas: 6 October City, Zahraa Maadi, and Nasr City. Thus, the proposed facilities situated in any other districts than the specified above may be rejected.

##### **3.2 General Description**

The area should not be overcrowded. Busy commercial areas should be avoided.

Further, residential areas shall not be considered in order not to cause disturbance to the neighbors in terms of noise, frequent vehicle movements and parking issues.

The office building is preferred to be in reasonable proximity of urban services including law enforcement services (i.e., police post); however, not close to other government entities.

### 3.3 Accessibility

The offered building should have convenient access to the premise by public transport and/or Microbuses and/or Minibuses.

The premises preferably should be accessibility-friendly for people with impairments or can be modified/alterd to meet the purpose. This includes but is not limited to having wide entrances with internal/external spaces, corridors with adequate width and spacing to allow easy maneuverability, non-slip flooring, accessible toilets, ramps for change of level, handrails, vertical circulation means(wide stairs & elevators) and accessible rooms/office spaces.

### 3.4 Security, health and safety consideration

The building shall have evacuation exits, preferably fire-protected safe zones. The compound where the offered premise is situated must have a minimum of two exits within the building including both the main and evacuation exits.

Availability of installed and fully operational and regularly maintained fire alarm and fire-fighting systems will be considered as an advantage and an added value.

Possibility of space allocated on the roof for installation of VSAT (satellite internet communication) system, Microwave link (for internet) and/or radio network system, if required, should be reflected in the bidders' offers. Critical need to be in an area with strong, constant internet and telecommunication service availability.

## 4. REQUIRED SPACE DESCRIPTION

### 4.1 Interview/office and waiting areas space requirements (indoor)

Premise space should vary between 6500 sqm and not greater than 8000 sqm in order to accommodate around 400 employees. This includes office spaces, interview (i.e. around 150 interview rooms or similar space suitable for partitioning to achieve the required number of rooms. In addition to meeting rooms, reception, storage, server room, filing rooms, toilet facilities, printing areas, corridors, elevators, hallways, kitchenet, canteen, circulation and additional spaces.

The required building can be a multi floor building with the elevator facility or any other type with appropriate proportion of space with a minimum of two internal staircases.

### 4.2 Waiting area space requirements (outdoor)

The available land space for the refugees' waiting area shall be 2,000 sqm and not greater than 3,500 sqm. Additionally, the plot must be flat, leveled, compacted and ready for future assembly / installation of roofed, prefabricated and other mobile structures and linked improvements/installations to be used as waiting areas.

### 4.3 Support and Circulation area / Service areas / engineering systems.

Minimum two designated washroom should be on each floor of the offered building with provisions

made for an accessible washroom for individuals with disabilities or the capability to implement one as needed.

All basic infrastructure systems i.e. electrical and mechanical systems as well as the water and sewage systems should be available, fully functional, adequately maintained and must be connected to the main power grids.

The offered plot must have sufficient, dedicated floor space of around 60 sqm to build a generator room for the following installation of back-up/stand-by diesel power generator(s) with a fuel tank and built-in weather/noise proof canopy to be used if the electric supply is interrupted.

Availability of medium and low voltage lines for electrical system distribution. Availability of a telephone landline for the offered building to allow for calls, DSL internet connectivity and/or presence of fiber-internet connectivity in the area where the building is located.

#### **5. Features to be considered as advantageous:**

- Availability of a central heating ventilation and air-conditioning (HVAC) system with cooling and heating capabilities, preferably chillers or VRV
- Availability of any additional building facilities/features of the sustainability/environmental nature will be duly considered (for example, solar panels for electrical power connectivity in the building, inverter VRV or water-chiller HVAC systems, etc.)
- A dedicated transformer in a radius of 1 Km, with the capacity of around 1,000 KVA.

#### **6. Parking area**

Parking in the basement of the proposed building and/or in an open space with/adjacent/close to the building location is acceptable. Availability of additional parking space is preferable.

#### **7. Adherence to Local Laws**

The bidder should only consider locations, sites and the buildings where UNHCR Registration center operations comply with the local laws, including the valid and applicable, relevant legal provisions mandatory for compliance by UNHCR, considering its registered legal status in Egypt.

The lessor shall not be involved in bankruptcy or receivership proceedings, and there shall be no judgment or pending legal action against the lessor that could impair its operations in the foreseeable future.

The lessor and any other co-owners of the offered property shall be free from any collateral arrangements over the offered property (i.e. any pledge or seizure liabilities) or mortgages and any financial constraints during the entire bidding and lease period, if the solicitation results in awarding a lease agreement to the bidder.

#### **8. CONTENT OF YOUR TECHNICAL OFFER**

The bidders shall provide the following information on the description and/or the availability of the following items in their technical offers:

- The premise/ building number of floors.
- Total built up area (accumulating all floor areas in square meters) excluding the underground parking space (if any).
- Gross area per floor in square meters.
- Net area per floor in square meters.
- The basement / underground parking area in square meters (if any).
- Details on the building readiness related to the internal finishings, meeting rooms, dining facilities, no. of offices, toilets, storage rooms, etc. and the possibility of alterations of the existing area;
  - Service area description, i.e. electromechanical, communication, structural system, elevations, etc.; their conditions and quality.
  - Circulation area description, i.e. number of staircase and elevators, number of entrances and gates to the proposed premise/building.
  - Description of the building finishing materials (exterior and interior), if any.
- Interior lighting
- Ventilation system and its type (i.e. natural or forced ventilation, areas covered by ventilation and those where it is absent);
  - Availability, number and KVA capacity of back-up power generator(s); possibility of installation of a stand-by power supply unit (permission of the lessor and sufficient space availability).
  - Size of the proposed car parking area in square meters, specifying if it is fenced, covered, basement or open space and its location, i.e. adjacent to the premise, inside the building, in near proximity to the offered property (meters).
- Stand-off distance between the proposed premise / building and the perimeter fence, if any.
- “View from the top” (Google Maps) if possible;
- Pictures to support the above descriptive property information in the report.
- Detailed plan/drawing for the whole building(s) [can be submitted at a later stage].
- Price per square meter / overall price of the premises.

## **9. SERVICES OF REAL ESTATE AGENCIES**

If the selected property is identified through a real estate agency, the concerned real estate agency's fees should be borne by the lessor. However, the lessor may include the real estate agency's one-off service charge in their offer with such all-inclusive one-off service cost remitted by UNHCR to the Lessor for further settlement with the participating real estate agency. Nevertheless, UNHCR wishes to clarify that it will have to direct, formal business relationship with the concerned real estate agency and any claims, disputes and other arrangements must be worked out exclusively between the lessor and the real estate agency.

A real estate agency may submit the tender documents on the behalf of the lessor only if the latter one provided the concerned real estate agency a formal authorization to make representation of the lessor or his/her company with UNHCR during this RFI process and possibly implementation of the resulting lease agreement.

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