**LEASE OFFER FORM**

**REQUEST FOR INFORMATION ref.# RFI/CAI/002/24**

**LEASE OF BUILDING AND LAND PLOT**

The below information provided by the offerors will be used for evaluating for compliance with the requirements set forth in the Terms of Reference contained in Annex-A to this RFI.

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| **1. Exact location (address, GPS coordinates and/or Google mapping)** |
| **Feedback:** |
| **2. Description of neighbourhood (any pre-existing businesses nearby)** |
| **Feedback:** |
| **3. Total built up area (accumulating all floor areas, in square meters), excluding the underground parking space (if any)** |
| **Feedback:** |
| **4. Gross area per floor in square meters + number of floors, rooms and toilets** |
| **Feedback:** |
| **5. Net area per floor in square meters** |
| **Feedback:** |
| **6. Basement / underground parking area in square meters (if any)** |
| **Feedback:** |
| **7. Details on the building readiness related to the internal finishings, meeting rooms, dining facilities, no. of offices, toilets, janitors’ rooms, storage rooms, etc. and the possibility of alterations of the existing area** |
| **Feedback:** |
| **8. Service area description, i.e. electromechanical, communication, structural system, elevations, etc.; their conditions and quality** |
| **Feedback:** |
| **9. Circulation area description, i.e. staircase and elevators, number of entrances and gates to the proposed premise/building** |
| **Feedback:** |
| **10. Description of the building finishing materials (exterior and interior), if any** |
| **Feedback:** |
| **11. Interior lighting** |
| **Feedback:** |
| **12. Ventilation system and it’s type (i.e. natural or forced ventilation, areas covered by ventilation and those where it is absent)** |
| **Feedback:** |
| **13. 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)** |
| **Feedback:** |
| **14. Size of the proposed car parking area in square meters, specifying if it is fenced, covered, basement or open space and it’s location, i.e. adjacent to the premise, inside the building, in near proximity to the offered property (meters)** |
| **Feedback:** |
| **15. Stand-off distance between the proposed premise / building and the perimeter fence, if any, and main road** |
| **Feedback:** |
| **16. Pictures to support the above descriptive property information (i.e. year building was constructed, year of the most recent renovation, building class, current utilization, any existing tentants in the building, etc.)** |
| **Feedback:** |
| **17. Detailed plan/drawing for the whole building(s)** |
| **Feedback:** |
| **18. Price per square meter / overall price of the premises** |
| **Feedback:** |

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| **19. Price per square meter / overall price of the requested land plot, included clear description**  **exact location (address, GPS coordinates and/or Google mapping) indicating exact distance from the building** |
| **Feedback:** |

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| **Company Name:** ………………………………………… | **Signature:** ………………………………………… |
| **Property Owner:** …………………………………………. | **Stamp**………………………..……………………… |
| **Mobile #/Email: ……………………………………………** | **Date: ………………………….…………………….** |