



# Pre-qualification Notice

EIT Urban Mobility – Office Rental in Barcelona

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 18 August 2021

Funded by the  
European Union



# 1. Background

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more livable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more livable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

# 2. General objectives and scope of work

## 2.1. General terms & conditions

- The following documents regulate the terms and conditions under which the selected Tenderer (i.e. Contractor) shall fulfil the specific tasks as a result of the current tender procedure:
  - a) The Pre-Qualification Notice;
  - b) The Request for Proposal of Office rental in Barcelona (to be shared with pre-qualified Applicants);
  - c) The Contract to be signed with the selected Tenderer.

The above documents are listed in reverse hierarchic order, i.e. the latter document may amend, overwrite or specify deviations from the preceding ones.

- The EIT Urban Mobility is responsible for sharing all available, relevant information, existing documents and data on the projects related to which tasks are to be performed by the Contractor based on individual purchase orders, if relevant. The EIT Urban Mobility is responsible for the validity and completeness of all such information.
- The working language for the performance of tasks is English.

## 2.2. Specific objectives

The subject of the lease should ideally meet the following requirements, which are determined as optimal, and will be the subject of evaluation, unless the requirement explicitly states otherwise:

### Location

The subject of the lease must be located on the territory of the city of Barcelona.

### Surface

The surface of the dedicated office rooms, forming the subject of the lease, must be stated and it should be at least 370 m<sup>2</sup>.

### Workplaces

The office rooms all together have to provide at least sixty-five (65) workplaces, equipped with tables and chairs, high speed internet access, wardrobe or a coat rack and cabinet (for at least 65 people) with the possibility of extensions up to a hundred ninety five (195) workplaces.

### Fixtures

The offices forming the subject of the lease must be separated (lockable as a whole), or the individual offices will be adjacent to each other and will be lockable separately.

The shared kitchen with a refrigerator and a microwave oven.

The toilets (showers are the advantage) in accordance with legal standards for workplaces with up to 65 people with the according increase up to 195 people.

Minimum 2 parking spaces for cars for exclusive use by the tenant and persons designated by him, and 2 bicycle spaces (optional).

The workshop or lecture meeting rooms must be available in the complex, in which is the subject of the lease, for at least 50 people equipped with the appropriate furniture and technology, including the projector, whiteboard or screen, in meeting rooms which should be available at least two working days in each calendar month, including video / teleconference equipment.

The office equipment must be of adequate quality without damage and visible defects. Office equipment must be new or used without visible signs of use.

#### Maintenance & utilities

The provider, during the defined contract period, will continuously ensure and provide all utilities and maintenance regarding the facilities, such as internet, electricity, water, cleaning, hitting air conditioning, etc.

The tenant reserves the right to ask before the conclusion of the lease contract for the additional equipment, the removal of defects or replacement of existing equipment in order to comply with the requirements set in this RfP and the needs of the tenant.

The participant is in the case of tender required to enable the tenant or its designated person the inspection of the subject lease in the normal working hours. This inspection will take place in a maximum of three rental items, which will be selected as the most advantageous on the basis of the Proposals.

## 2.3. Timing and planning

### 2.3.1 Start date & period of implementation

The intended start date is, at the latest, **01 January 2022 until 31 December 2023**.

# 3. Pre-qualification procedure

The pre-qualification is the first phase of the two-stage procedure of selecting winning Tenderer to implement the [Office Rental in Barcelona].

In the course of the pre-qualification procedure the EIT Urban Mobility will, based upon the presented technical/professional capacity, establish a list of potential Tenderers. During the second phase the EIT Urban Mobility will invite pre-qualified Tenderers to submit a detailed bid.

Please note that alliance of pre-qualified Applicants to submit joint tender will be only allowed in the second phase.

## 3.1. Participation

Participation is open to all interested firms. Applicants may not form alliance to jointly submit Applications.

All Applicants must sign a Letter of Interest in the form provided by the EIT Urban Mobility, attached as Annex 1 to the present Notice.

## 3.2. Indicative time schedule

	DATE
<b>Publishing the PQN</b>	<b>18 August, 2021</b>
<b>Deadline for requesting clarification from the EIT Urban Mobility</b>	<b>21 August, 2021</b>
<b>Last date for the EIT Urban Mobility to issue clarification indicative</b>	<b>23 August, 2021</b>
<b>Deadline for submitting Letter of Interest</b>	<b>27 August, 2021</b>
<b>Intended date of notification of pre-qualification</b>	<b>30 August, 2021</b>
<b>Establishing pre-qualification list and sending of Request for Proposals to pre-qualified Applicants</b>	<b>30 August, 2021</b>

## 3.3. Submission of the application

Pre-qualification proposal is requested to be emailed in written form, **in English** to the following address until **the deadline 27th August 2021, 16:00h**, to:

**Contact name** for the attention of for the attention of Mr. Juan Carlos Espada Suárez, Chief Operating Officer of the EIT URBAN MOBILITY.

**E-mail:** [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

The EIT Urban Mobility notes that Applications will be deemed timely received or submitted by the EIT Urban Mobility, if they are received by the EIT Urban Mobility by the submission deadline. All risks associated with delays will be borne by the Applicants only.

All times specified in hours in any procedural document are to be understood as **Spanish local time**.

The EIT Urban Mobility will consider Applications submitted after the submission deadline as invalid.

The representative of the EIT Urban Mobility will make records of the opening of the Applications, which will be sent to all Applicants within 3 days from the opening of Applications.

#### **The application shall contain:**

- A signed Letter of Interest (Annex 1), including the list of relevant experience.
- Reference Letter(s) signed by the Contracting Authority(ies) of the experience(s) presented to comply with pre-qualification selection criteria described in Section 4.1. The Reference Letter(s) must include all necessary information that will allow the EIT Urban Mobility to fully assess compliance with the pre-qualification selection criteria. Please note that experience listed but not, or only partially supported by Reference Letter, will not be considered.

**The Applicant must submit its application via email in proper (legibly) scanned and non-editable PDF, which is accessible without entering a password.** Application may not be submitted by joint Applicants.

### **3.4. Request for clarifications**

The Applicant may seek to receive additional information about the provisions of the documentation before the submission deadline from the EIT Urban Mobility, who will provide the requested information at least one day before the submission deadline.

The Applicant is asked to send its request for additional information electronically to the following

**Contact name** for the attention of for the attention of **Mr. Juan Carlos Espada Suárez**, Chief Operating Officer of the EIT URBAN MOBILITY.

**E-mail:** [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

EIT Urban Mobility is not obliged to answer questions in case it makes a decision not to do so.

**With a view to ensuring a rapid response to the questions received, the EIT Urban Mobility asks the Applicants to send their questions in an editable MS Word format.**

# 4. Evaluation of applications

## 4.1 Pre-qualification selection criteria

The pre-qualification will be based on the professional capacity of the Applicant. The following selection criteria will apply:

<b>Technical criteria</b>	
<b>Penalty for late delivery after customization</b> Points shall be given to those applicants with YES as an answer.	10 points.
<b>Flexibility extending office space</b> Points shall be given to those applicants with YES as an answer.	10 points.
<b>Public transport connections</b> Points shall be given to those applicants with YES as an answer.	10 points.
<b>Cleaning Services, Utilities, Cabling.</b> All 3 categories will add a maximum of 10 points, if 2 out of 3 apply 3 points will be given, if 1 category applies 1 point will be given.	Max. 10 points
<b>Financial criteria</b>	
<b>Total rent EUR/Month</b> The application with the best offer EUR/month will receive 20 Points, the second application with best offer EUR/month will receive 10 points, other applications will receive 5 points.	Max. 20 points.
<b>Net area (m2)</b> The application with most m2 will receive 20 Points, the second application with most m2 will receive 10 points, other applications will receive 5 points.	Max. 20 points.
<b>Cost of refurbishment linear price/m2</b> The application with the best offer price/m2 will receive 20 Points, the second application with best offer price/m2 will receive 10 points, other applications will receive 5 points	Max. 20 points.

Total max score: .....100 points

Total financial score:.....60 points max.

Total technical score:.....40 points max.

Applicants are allowed to refer to contracts completed within the reference period even if started earlier.

Reference Letters must contain all relevant data allowing the EIT Urban Mobility to fully assess the compliance of the Applicant, otherwise the experience will not be considered.

## 4.2 Selection of the applicants

The invited applicants will be informed in writing (via email) about the result of the pre-selection procedure.

## 4.3 Cancellation of the proposal procedure

In the event of cancellation of the pre-qualification procedure, the EIT Urban Mobility will notify Applicants on the cancellation. In no event shall EIT Urban Mobility be liable for any damages in any way connected with the cancellation of the procedure.

## 4.4 Appeals / Complains

Applicants believing that they have been harmed by an error or irregularity during the evaluation process of the applications may file a complaint. Appeals should be addressed to the EIT Urban Mobility. The Applicants have 3 days to file their complaints from the receipt of the letter of the notification of selection.

## 4.5 Ethics clauses / Corruptive practices

EIT Urban Mobility reserves the right to suspend or cancel the procedure, where the selection procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the EIT Urban Mobility may refrain from concluding the Contract.

The Applicant shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform the EIT Urban Mobility immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.



# Annexes

## 1. Letter of Interest form

### PRE-QUALIFICATION APPLICATION FOR [OFFICE RENTAL IN BARCELONA]

In response to the Pre-qualification Notice published on EIT Urban Mobility website for implementing [Office Rental in Barcelona] contract, we \_\_\_\_\_ (hereby referred to as Applicant) would like to express our interest to undertake the activities as mentioned in the notification. As instructed, we have enclosed all the necessary documents for your information and records.

**Application submitted by**

Name of legal entity	
Official address	
Tax registration number	

**Contact person**

Name	
Address	
Telephone	
e-mail	

**EXPERIENCE**

1. Please present the relevant expertise of the company with special regards to [subject matter of the contract]. Please specify the exact references, upon which further information may be requested by the EIT Urban Mobility. The description shall be maximum 5 pages, pages beyond that shall not be considered.

2. Please fill in the tables below to summarise the references in compliance with the Pre-qualification criteria.

Type of costs*												
Name of the Office	Total rent EUR/month	Net area (m <sup>2</sup> )	Factor used for Common areas (%)	Gross area (m <sup>2</sup> )	Operational fee EUR/m <sup>2</sup> /month	Price per square meter EUR/m <sup>2</sup> /month	Tenant's design costs EUR	Cost of refurbishment EUR/m <sup>2</sup>	Cleaning Services EUR/month	Utilities EUR/month	Cabling (IT) EUR/all termination point	Fee of car park EUR/space/month

\* The costs are net amounts, without VAT.

Other factors					
Name of the Office	Public transport/ underground within 1 km	Sustainability/ Energy efficiency	Flexibility in extending existing office space	Cost of refurbishment	Penalty for late delivery after customization
	Y/N	Y/N	Y/N	Y/N	Y/N

Signed on behalf of the Applicant

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	