

Pre-qualification Notice

Office Rental in Barcelona'27-28

EIT Urban Mobility - Mobility for more liveable urban spaces

("Contracting Authority" or "CA")

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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.*

EIT Urban Mobility works towards closing the knowledge gap on urban mobility through challenge-based training aimed at students and professionals using the latest education methodologies across disciplines and sectors.

2. General Objectives and Scope of Work

2.1. General terms & conditions

By the present procurement procedure, EIT KIC Urban Mobility S.L.U, EIT Urban Mobility Innovation Hub South S.L and EIT Urban Mobility Foundation (hereinafter referred to as “EIT UM”), is aiming to identify a tenderer who can offer the rental of premises to EIT UM in Barcelona.

- 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 UM 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 UM 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:

2.2.1. Surface

The surface of the dedicated office rooms, forming the subject of the lease, must be stated and should be minimum 524m² (net). Considering the needed flexibility in office space, short rental agreement and unified monthly invoices, EIT UM gives preference as a first choice to a “plug and play” office space and as a second choice an office sublease.

2.2.2. 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 flexibility to extend the workplace if needed in the future.

Considering the main purpose that EIT UM stands for, premises offering a sustainable and innovative work environment are crucial assets in the final decision making process.

2.2.3. 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.
- An independent, self-contained air conditioning system, separately controlled from the central system, providing both heating and cooling functions.
- 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.
- Sustainable premises: energy efficiency equal or below C and preferable in hold of sustainability certificates.

2.2.4. Meeting Rooms

- The office premises or building, or a nearby facility reasonably accessible to the tenant, must include a large auditorium, workshop, or lecture room with a minimum capacity of 65 people, equipped with appropriate furniture and technology, including a projector, whiteboard and/or presentation screen, and video/teleconference equipment.
This auditorium room must be available for use by the tenant for at least two working days per calendar month.
- The office premises or building must include one (1) large meeting room capable of accommodating up to 20 participants for team meetings, workshops, training sessions, and external stakeholder engagements. The room must be fully equipped with appropriate meeting furniture and audio-visual technology.
- The office premises or building must include three (3) smaller meeting rooms suitable for collaborative meetings, project work, and small group discussions. These rooms must be fully equipped with appropriate furniture and technology to support in-person and virtual meetings.
- The office premises or building must include multiple (4-8) soundproof phone booths or private focus rooms designed for confidential telephone calls, virtual meetings, and individual work requiring privacy.

All large/small meeting rooms and phone booths/focus rooms must be readily accessible to occupants of the premises and available throughout normal business hours

2.2.5. IT Requirements

The office space should provide secure, reliable, and scalable IT infrastructure capable of supporting approximately 65 employees in a modern hybrid work environment.

Core Requirements

Network & Connectivity

- Enterprise-grade high-speed internet with SLA
- Redundant internet connectivity/failover
- Full office WiFi coverage with enterprise WiFi 6/6E
- Sufficient access points for high-density usage and 100+ concurrent devices

- Secure corporate and guest WiFi separation
- UPS-backed network infrastructure

Power & Infrastructure

- Sufficient electrical capacity for approximate 65 simultaneous workstations
- Adequate power distribution at all desks and meeting rooms
- Dedicated and secure IT/storage room for spare equipment and staging
- Cooling/ventilation for IT equipment areas

Meeting Rooms

- Large wall-mounted displays/screens in all meeting rooms
- Reliable HDMI/USB-C connectivity
- Fully equipped AV/video conferencing setup preferred

Security

- Secure access control system
- Enterprise firewall and network security standards
- Secure guest network isolation

Additional Considerations

- Adequate HVAC for dense office occupancy
- Good cable management and ergonomic desk setup
- Network printer locations if required
- Optional capacity for future expansion/growth

2.2.6. Maintenance & utilities

The provider shall, throughout the duration of the lease agreement, ensure the continuous provision and maintenance of all utilities and building services required for the operation of the premises, including, but not limited to, internet connectivity, electricity, water, cleaning services, heating, and air conditioning.

Prior to the signing of the lease agreement, the tenant reserves the right to request reasonable modifications to the premises, including the installation of additional equipment, the rectification of defects, or the replacement of existing equipment, where necessary to meet the requirements set out in this Pre-Qualification Notice (PQN) and the operational needs of the tenant.

As part of the tender process, participants shall permit the tenant, or its designated representatives, to inspect the proposed premises during normal business hours. Such inspections may be conducted for up to three shortlisted premises identified as the most advantageous based on the submitted proposals.

2.3. Timing and planning

2.3.1 Start date & period of implementation

The intended start date is, at the latest, 1st January 2027 until 31st December 2028.

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'27-28].

In the course of the pre-qualification procedure the EIT UM will, based upon the presented technical/professional capacity, establish a list of potential Tenderers. During the second phase the EIT UM 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 UM, attached as Annex 1 to the present Notice.

3.2. Indicative time schedule

	DATE
Publishing the PQN	15 th June 2026
Deadline for requesting clarification from the EIT Urban Mobility by 16hrs on	12 th August 2026
Last date for the EIT Urban Mobility to issue clarification indicative by 16hrs on	19 th August 2026
Deadline for submitting Letter of Interest	26 th August 2026
Intended date of notification of pre-qualification	5 th September 2026
Establishing pre-qualification list and sending of Request for Proposals to pre-qualified Applicants	15 th September 2026

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 26th August 2026**, at 16:00h Central European Time, to:

Subject Title : PQN Office Rental in Barcelona'27-28

Contact name Mr. Francisco Ibañez, Chief Financial Officer at EIT URBAN MOBILITY.

E-mail: procurement@eiturbanmobility.eu

The EIT UM notes that Applications will be deemed timely received or submitted by the EIT UM, if they are received by the EIT UM 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 UM will consider Applications submitted after the submission deadline as invalid.

The representative of the EIT UM 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 response to the pre-qualification selection criteria. The Letter of Interest must be fully completed.
- Floor plans showing net usable area, confirming the dedicated office space is at least 524 m²
- Compliance with IT requirements can be demonstrated through supporting documentation such as SLA agreements, network and WiFi architecture diagrams, IT infrastructure and security design (including firewalling and network segmentation), capacity and load calculations, equipment specifications and datasheets, and relevant IT certifications or compliance standards.
- Compliance with Meeting Room requirements can be demonstrated through floor plans and photos showing the auditorium, meeting rooms, and phone booths, plus a simple room list.
- HVAC specs, floor plans, and confirmation the building has adequate air conditioning for the office space.

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. Minimum requirements

The following documents and declarations are to be submitted together with the application by the Applicant (in case of a group of applicants, this applies to each member):

In order to be considered valid, the proposal must include:

- Supporting documents evidencing the legal name of the Tenderer (copy of the official documents showing the name of the natural person or legal person, the address of its head office, and the registration number given to it by the national authorities) must be provided, as well as the form uploaded along with this RfP on the EIT Urban Mobility website.
- Supporting documentation showing compliance with IT requirements in line with point 3.3.

- Supporting documentation showing compliance with Meeting Room requirements in line with point 3.3.
- Supporting documentation showing compliance with Air Conditioning requirements in line with point 3.3.

3.5. Request for clarifications

The Applicant may seek to receive additional information about the provisions of the documentation before the submission deadline from the EIT UM, 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

Subject Title : Additional Information PQN Office Rental in Barcelona´27-28

Contact name Mr. Francisco Ibañez, Chief Financial Officer at EIT URBAN MOBILITY.

E-mail: procurement@eiturbanmobility.eu

EIT UM 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 UM 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:

TECHNICAL CRITERIA	Yes / No
Sustainability certification Does the office space hold a recognised sustainability certification. Supporting document: BREEAM and LEED certificated or any other recognised EU body.	Yes /No
Location	

The subject of the lease is located in Barcelona or the surrounding metropolitan area, with easy access to: ▪ public transport (minimum 2 metro & bus lines) ▪ main train stations ▪ airport Supporting document: Maps showing the location relative to public transport, walking distance times, and listings of nearby metro/train/bus stations.	Yes /No
ECONOMIC AND FINANCIAL CAPACITY	Yes / No
Minimum yearly turnover Does the Applicant have a minimum yearly turnover not exceeding two times the estimated contract value in each of the last two financial years? (To be evidenced by a statement of overall turnover or an extract of the annual accounts.)	Yes /No
Financial standing Does the Applicant have sufficient economic and financial standing to perform the contract? (To be evidenced by a statement from a financial institution and/or annual accounts showing the ratio between assets and liabilities.)	Yes /No
Professional liability insurance Does the Applicant hold valid professional liability (or equivalent relevant) insurance cover? (To be evidenced by an insurance certificate.)	Yes /No

4.2 Election 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 UM** will notify Applicants on the cancellation. In no event shall **EIT UM** be liable for any damages in any way connected with the cancellation of the procedure.

4.4 Appeals / Complaints

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 UM. The Applicants have 5 days to file their complaints from the receipt of the letter of the notification of selection.

4.5 Ethics clauses / Corruptive practices

EIT UM 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 UM 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 UM 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'27-28]

In response to the Pre-qualification Notice published on EIT Urban Mobility website for implementing [Office Rental in Barcelona'27-28] contract, we [REDACTED] (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	< [REDACTED] >
Registered address	< [REDACTED] >
VAT/Tax registration number	< [REDACTED] >
Company registration number	< [REDACTED] >

Contact person

Name	< [REDACTED] >
Address	< [REDACTED] >
Telephone	< [REDACTED] >
e-mail	< [REDACTED] >

I. PRE-QUALIFICATION CRITERIA

1. Description of the Sustainability Certification

Does the office space hold a recognised sustainability certification?

2. Description of the public transport connection

Is the subject of the lease located in Barcelona or the surrounding metropolitan area, with easy access to:

- public transport (minimum 2 metro & bus lines)
- main train stations
- airport?

Please note that supporting documentation of all technical criteria must be submitted as described in point 4.1 of the PQN.

II. MINIMUM REQUIREMENTS CHECKLIST (technical specification)

Please fill in the following table with Yes/No answer.

The subject of the lease should meet the following requirements as described in point 2.2 of the PQN.

Please note that supporting documentation of all requirements here must be submitted as described in point 3.3 of the PQN.

Workplace (2.2.2 of PQN) 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 flexibility to extend the workplace if needed in the future.	YES/NO
Fixture (2.2.3 of PQN) • 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. • An independent, self-contained air conditioning system, separately controlled from the central system, providing both heating and cooling functions. • 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. • Sustainable premises: energy efficiency equal or below C and preferable in hold of sustainability certificates.	YES/NO
Meeting rooms (2.2.4 of PQN) • The office premises or building, or a nearby facility reasonably accessible to the tenant, must include a large auditorium, workshop, or lecture room with a minimum capacity of 65 people, equipped with appropriate furniture and technology, including a projector, whiteboard and/or presentation screen, and video/teleconference equipment. This auditorium room must be available for use by the tenant for at least two working days per calendar month. • The office premises or building must include one (1) large meeting room capable of accommodating up to 20 participants for team meetings, workshops, training sessions, and external stakeholder	YES/NO

engagements. The room must be fully equipped with appropriate meeting furniture and audio-visual technology. • The office premises or building must include three (3) smaller meeting rooms suitable for collaborative meetings, project work, and small group discussions. These rooms must be fully equipped with appropriate furniture and technology to support in-person and virtual meetings. • The office premises or building must include multiple (4-8) soundproof phone booths or private focus rooms designed for confidential telephone calls, virtual meetings, and individual work requiring privacy. All large/small meeting rooms and phone booths/focus rooms must be readily accessible to occupants of the premises and available throughout normal business hours.	
<u>IT Requirements (2.2.5 of PQN)</u> <u>Core Requirements</u> Network & Connectivity • Enterprise-grade high-speed internet with SLA • Redundant internet connectivity/failover • Full office WiFi coverage with enterprise WiFi 6/6E • Sufficient access points for high-density usage and 100+ concurrent devices • Secure corporate and guest WiFi separation • UPS-backed network infrastructure Power & Infrastructure • Sufficient electrical capacity for approximate 65 simultaneous workstations • Adequate power distribution at all desks and meeting rooms • Dedicated and secure IT/storage room for spare equipment and staging • Cooling/ventilation for IT equipment areas Meeting Rooms • Large wall-mounted displays/screens in all meeting rooms • Reliable HDMI/USB-C connectivity • Fully equipped AV/video conferencing setup preferred Security • Secure access control system • Enterprise firewall and network security standards	YES/NO

- Secure guest network isolation <u>Additional Considerations</u> - Adequate HVAC for dense office occupancy - Good cable management and ergonomic desk setup - Network printer locations if required - Optional capacity for future expansion/growth	
<u>Maintenance & utilities (2.2.6 of PQN)</u> The provider shall, throughout the duration of the lease agreement, ensure the continuous provision and maintenance of all utilities and building services required for the operation of the premises, including, but not limited to, internet connectivity, electricity, water, cleaning services, heating, and air conditioning.	YES/NO

Signed on behalf of the Applicant

Name	
Signature	
Date	