



EUROPEAN UNION

DELEGATION TO SERBIA

3rd July, 2017

CALL FOR EXPRESION OF INTEREST

COMMERCIAL PROPERTY FOR LEASE/PURCHASE

The Delegation of the European Union to the Republic of Serbia is searching for new office space to take into lease/purchase.

The purpose of the research is to obtain a total area of around 3700 m² that will be fitted-out by the applicant in accordance with the instructions of the Delegation.

The premises should be located in one of the following areas of Belgrade:

- New Belgrade
- Belgrade city center (wider city center)
- Dedinje-Senjok

The proposed office space should be suitable for hosting around 115 members of staff in individual offices as well as in shared offices and in open space. It should also provide for 2 to 4 meeting rooms, including one large conference room suited for approximately 40 people, archive spaces, storage rooms, server room, kitchenette and lavatories. Energy-efficient, "green buildings" will be considered with preference.

The above-mentioned 3700 m² area should also include corridors, entrance hall, reception area, and internal staircases. Parking spaces and areas entirely dedicated to technical equipment are not to be included in the overall surface calculation.

Around 44 parking slots should be available within the perimeter boundary of the compound.

The office space must be compliant with all local building standards and regulations, in particular in terms of occupational health & safety, fire prevention and anti-seismic construction codes. Compliance with EU standards or other international standards is a valuable asset. The overall quality of finishing as well as the technical and mechanical equipment facilities should be in line with EU or international standards.

The office space should be available for occupation, after fitting-out works completion, on 15 March 2018 at the latest.

The submitted proposal should provide:

- Detailed information on rental conditions, including rental price per square meter and per parking space
- a full description of the plot of land and/or the existing building
- spreadsheets of surfaces in square meters
- detailed information on the construction proposal
- in case of a construction proposal, information on building company
- information on rental and sale conditions, including rental price per square meter.
- floor plans, sections, elevation drawings.

Proposals must be submitted:

- a) either by post or by courier not later than 31st July 2017 at 15h00, to the address indicated hereunder.
- b) or delivered by hand not later than 15h00 on 31st July 2017 to the address indicated hereunder.

For further information please liaise with the Delegation of the European Union to Serbia at delegation-serbia-admin-tenders@eeas.europa.eu

Address of the Delegation of the European Union to Serbia:

Vladimira Popovica 40/V

11070 Belgrade
