



Plot 25 Block 3 K South DDR Avenue – Kololo – Juba, South Sudan

## TENDER FOR OFFICE SPACE

ICAP is seeking proposals for office space to accommodate a team of about 50 staff members, including seven offices along with a large office space capable of accommodating up to 8 people.

### Requirements:

1. **Total Space:** The office space should comfortably accommodate 45 staff members, including designated areas for individual workstations, meeting rooms, and common areas.
  - **Seven Independent Offices:** The office space should include seven independent offices. Each office should be equipped with the necessary amenities to support executive-level work.
  - **Large Office Space/ Indicate the square meter for the overall office space:** A large office space capable of accommodating up to 8 people is required for teams/units that can take workstations for collaborative work and discussions.
2. **Amenities:** The office space should include 2 boardrooms one of them being a large board room that can accommodate up to 30 people equipped with audio-visual facilities, a kitchen or break room, a restroom, and sufficient storage space of 5x10sqm. Note, there must be space also for 40feet container.
3. **Location:** Ideally, the office space should be located in a convenient, safe and easily accessible area with proximity to public transportation, parking facilities, and amenities such as restaurants and shops.
4. **Safety and Security:** The premises should meet all safety and security standards, including fire safety regulations, emergency exits, and secure access control systems.
5. **Flexibility:** The selected office space should offer flexibility in terms of lease terms, allowing for potential expansion or modification of the space to accommodate future needs.
6. **Toilets:** there should be availability of toilets and sewage system in place
7. **Parking Space:** There should be enough parking space which can accommodate up to 5 Vehicles and outside parking for staff members would be an added advantage
8. **Power and Water:** The office should have a good water system and Electricity with power backup, to have constant water and power in the office.

### Submission Requirements:

Interested parties should submit proposals including the following:

1. Detailed description of the proposed office space, including floor plans and square footage.
2. Proposed lease terms, including duration and rental rates.
3. Overview of amenities and facilities available within the office space.
4. Information about the location, accessibility, and proximity to amenities.
5. Details of safety and security measures implemented within the premises.
6. Any additional services or benefits offered as part of the lease agreement.

### Selection Process

ICAP will evaluate proposals based on the following criteria:

- Alignment with the outlined space requirements and amenities.
- Location and accessibility.
- Competitive pricing and lease terms.
- Overall quality and professionalism of the proposal.

### Important Requirements

- Valid Statutory documents and certificates (Incorporation Certificate, Tax Clearance certificates, Tax Identification Certificate, Operations License, IRA Certificate, Chamber of Commerce Certificate)

### Timeline:

- Deadline for submission of proposals: **June 21, 2024**

### Contact Information:

- For inquiries and submission of proposals, please contact: [swm2135@cumc.columbia.edu](mailto:swm2135@cumc.columbia.edu) +211929420222