



TENDER FOR OFFICE SPACE AND ACCOMMODATION ROOMS

REF: 01-17-10-VSFG-2024- OFFICE SPACE AND ACCOMMODATION.

VSFG- known as VSF-GERMANY is seeking proposals for office space to accommodate a team of about 20 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 17 staff members, including designated areas for individual workstations, meeting rooms, and common areas.
 - **Four 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 6 people is required for teams/units that can take workstations for collaborative work and discussions.
 - **Accommodation room:** Three standard rooms not Furnished to accommodate VSFG expert staff's, and the rooms should be located where the office is or in a distance not far from the office.
2. **Amenities:** The office space should include 1 boardroom that can accommodate up to 15 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 40 feet 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

VSFG 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.
- All valid registration legal documents.



Vétérinaires
Sans Frontières
Germany

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: **October 30th, 2024** to email cmt.ssd@vsfg.org copying hr.ssd@vsfg.org and or dropped at VSFG Tender box located at Hai Nimra Talata Plot 27 Block No.1, Juba (Kokora Road) LandMark: Next to Horizon Bank and Queens Medical Centre

Contact Information:

- For inquiries and submission of proposals, please contact: emmajum@gmail.com or through tel. +211 981 109 314.



Vétérinaires
Sans Frontières
Germany

km

17.10.2024.