

REQUEST FOR QUOTATION: OFFICE SPACE FOR RENT

WOMEN AGENCY FOR RESILIENCE AND TRANSFORMATION (WART)



RFQ/HQ/JUL-005/2024

REQUEST FOR QUOTATION (RFQ): OFFICE SPACE FOR RENT

Women Agency for Resilience and Transformation (WART) Invites Quotation for **OFFICE SPACE FOR RENT** as detailed in **Annex 1** of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as **Annex 2**.

Contact for Inquiries E-mail: operations.wart@gmail.com Phone: **+211922700264**

Signed /Stamped and Scanned quotations may be submitted on or before 16:00, **19 July 2024**.

Submitted Response by E-mail: procurement.wart@gmail.com cc: operations.wart@gmail.com

Hand Delivery Call for Directions: +211 928 740 057 +211 981 219 247

Date of RFQ:	15.07.2024.
Currency for RFQ:	USD.
Applicable Taxes:	Must be Inclusive of any Applicable Tax.
Closing Date of RFQ:	21.07.2024.
Required Documents:	<ul style="list-style-type: none">▪ Duly Filled Form Provided in Annex 1▪ Proof of Ownership of the Offered Space.▪ Scanned Passport/s of the space owner/s.▪ In case of realtor signed acknowledgement letter of the owner that the company can act on its behalf.
Expected Delivery Date:	5-7 Days After Closing.
Payment Terms:	Quarterly Advance Payments.
Evaluation Criteria:	<ul style="list-style-type: none">▪ Technical responsiveness/full compliance to the requirements▪ The lowest price;▪ Full acceptance of the Lease Agreement
WART will Award:	One Supplier will be Awarded
Contract to be Signed:	Lease Agreement
Lease Duration:	3-5 Years
Annexed to RFQ	<ul style="list-style-type: none">▪ Premise Technical Specifications (Annex 1)▪ Form for Submission of Quotation (Annex 2) <p>Non-acceptance of the terms of the Lease Agreement shall be ground for disqualification from this procurement process.</p>

RFQ Approved by	Designation:	Signature	Date/Stamp
ROSE ABUK	EXECUTIVE DIRECTOR		15.07.2024



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Annex 1

Technical Specifications

No.	Criteria	Criteria Description
1	Area/Location	Space offered for rent should be Suitable for Office, with good security, water and power infrastructure availability, Enough Parking Space Should be Easily accessible Preferred Locations: Munuki Block A, Tongpiny, Hai Kuwait and surroundings areas
2	Type of Space	Space may be in a residential or commercial building but must be usable as an office
3	Pledge and Seizure	Space offered for rent must be free from any kind of pledge and/or seizure liabilities
4	Number and Type of Rooms	Office space must contain minimum 6 rooms/Separated working space plus a meeting room and a kitchen. The meeting room should be fit for sitting minimum 10 persons. Space must have minimum two independent bathroom units. (Preferably, the facility should have a balcony or a veranda). The space should be in good condition, e.g., newly renovated and should not require repairs.
5	Insulation and Lighting	Rooms should be well lighted and should not have insulation problems
6	Air Conditioning	Availability of/Provision for Air conditioning of the office space .
7	Water and Sewerage System	Water and sewerage network must be functioning properly
8	Utilities Expenses	There must be no debt on utility services at the time of renting
9	Space Entry	Space must have separate/ independent entry that shall not be in use of any other individuals.
10	Parking Space	Parking for at least 4 vehicles

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(WART)



Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

Table 1: Offer Compliant with Technical Specifications and Requirements

	Description of Item/Product Number	Quantity	Unit Price USD	Total Price (USD)
1.	Office space for rent in accordance with Technical Specifications provided in Annex 1	1		
2	Total Final and All-Inclusive Price Quotation			

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Annex 2 Continued

FORM FOR SUBMITTING SUPPLIER'S QUOTATION...Cont.

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

Table 2: Compliance with Premise Technical Specifications Requirements

No.	Criteria	Criteria Description	Response
1	Area/Location	Space offered for rent should be Suitable for Office, with good security, water and power infrastructure availability, Enough Parking Space Should be Easily accessible Preferred Locations: Munuki Block A, Tongpiny,	
2	Type of Space	Space may be in a residential or commercial building but must be usable as an office	
3	Pledge and Seizure	Space offered for rent must be free from any kind of pledge and/or seizure liabilities	
4	Number and Type of Rooms	Office space must contain minimum 6 rooms/Separated working space plus a meeting room and a kitchen. The meeting room should be fit for sitting minimum 10 persons. Space must have minimum two independent bathroom units. (Preferably, the facility should have a balcony or a veranda). The space should be in good condition, e.g., newly renovated and should not require repairs.	
5	Insulation and Lighting	Rooms should be well lighted and should not have insulation problems	
6	Air Conditioning	Availability of/Provision for Air conditioning of the office space.	
7	Water and Sewerage System	Water and sewerage network must be functioning properly	
8	Utilities Expenses	There must be no debt on utility services at the time of renting	
9	Space Entry	Space must have separate/ independent entry that shall not be in use of any other individuals.	
10	Parking Space	Parking for at least 4 vehicles	