

REQUEST FOR INFORMATION (RFI)

| RFI Reference: RW/01/2024 | Date: 10 May 2024 | | | | | | | | | | | | | | | | |
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| Title of the RFI | Request for Information for the Establishment of a Lease Agreement for Office Premises | | | | | | | | | | | | | | | | |
| UNSPSC code(s) | 80131500 | | | | | | | | | | | | | | | | |
| Closing date for receipt of the RFI | 19 May 2024 – 17 HRS Kigali Time If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ . | | | | | | | | | | | | | | | | |
| Address RFI response by e-mail to the attention of: | IOMRwandaProcurement@iom.int | | | | | | | | | | | | | | | | |
| E-mail address: | IOMRwandaProcurement@iom.int | | | | | | | | | | | | | | | | |
| OBJECTIVES OF RFI | | | | | | | | | | | | | | | | | |
| The International Organization (IOM) is searching for new office premises in Kigali, Rwanda fulfilling requirements provided below. | | | | | | | | | | | | | | | | | |
| DESCRIPTION OF REQUIREMENTS | | | | | | | | | | | | | | | | | |
| <p>The following are characteristics of office premises required:</p> <ul style="list-style-type: none"> Locations: Kigali Open space: minimum 4,000 square meters (can be distributed across multiple floors) Available for lease for minimum three (3) years, with possibility of extension for 5 years or more Available occupancy for minimum of 150 pax At least two separate entries to the building and compound Sufficient parking for a minimum of 12 vehicles | | | | | | | | | | | | | | | | | |
| SPECIFIC INFORMATION IOM IS EXPECTING TO RECEIVE | | | | | | | | | | | | | | | | | |
| <p>You are kindly requested to provide your respective feedback against specified below including but not limited to the supporting documents in respect of your ability to rent office premises for IOM.</p> | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; padding: 5px;">Section</th> <th style="padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;">Exact Location</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="padding: 5px;">Size of Building (sqm), size of premises (including open space)</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3</td> <td style="padding: 5px;">Number of floors, rooms, toilets,</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4</td> <td style="padding: 5px;">Floor plans (if available)</td> </tr> <tr> <td style="text-align: center; padding: 5px;">5</td> <td style="padding: 5px;">Estimated number of office workers that can use the premises</td> </tr> <tr> <td style="text-align: center; padding: 5px;">6</td> <td style="padding: 5px;">Approximate distance from road and indication of paved or unpaved</td> </tr> <tr> <td style="text-align: center; padding: 5px;">7</td> <td style="padding: 5px;">Description of neighborhood (any pre-existing business nearby)</td> </tr> </tbody> </table> | Section | Description | 1 | Exact Location | 2 | Size of Building (sqm), size of premises (including open space) | 3 | Number of floors, rooms, toilets, | 4 | Floor plans (if available) | 5 | Estimated number of office workers that can use the premises | 6 | Approximate distance from road and indication of paved or unpaved | 7 | Description of neighborhood (any pre-existing business nearby) | |
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|----|---|
| 8 | Ownership of premises, with available documentation (Proof of ownership) |
| 9 | Consent to allow IOM to make modifications |
| 10 | Year building was constructed and renovated (if applicable) and building class |
| 11 | Construction firm or developer of the building |
| 12 | Current utilization (ie current purpose and/or current tenant) |
| 13 | Any existing or proposed tenants to share premises |
| 14 | Existing amenities on the building |
| 15 | Available infrastructure in the building (fire system, security system, etc.) |
| 16 | Availability of emergency exits |
| 17 | Availability of safety rooms |
| 18 | Availability of access for persons with disabilities |
| 19 | Availability of lease duration minimum of three (3) years with the possible extension of 5 years and more |
| 20 | Availability of parking spaces in private areas belonging to premises or public areas close to the premises |
| 21 | Approximate price per square meter// overall price of the premises |
| 22 | License for building occupation/use issued by Government of Rwanda |

NOTE

Based on this RFI, IOM shall draw up Scope of Services from the gathered information which will be issued later as a Request for Proposals (RFP).

Please also note that IOM **DOES NOT** intend to pay for any information furnished in response to this RFI or will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to preparation of information. This call for RFI does not constitute a solicitation.

Please note that this is not an Expression of Interest (EoI), and therefore the outcome of this survey may not necessarily result in an Invitation to Bid or a Request for Proposal.

The Responses shall be submitted through electronic mail at email address: IOMRwandaProcurement@iom.int with the subject line RFI- RW/01/2024 not later than 03 Mayl 2024, 17:00hrs Kigali time. Receipt confirmations, status updates or clarifications in response to this RFI or planned solicitation, will not be provided.

IOM also reserves the right to require compliance with additional conditions as and when issuing the solicitation documents. Submitting a reply to a call for RFI does not automatically guarantee that a supplier will be invited to tender. All information which comes into IOM's possession or knowledge in connection with the RFI is to be treated as strictly confidential and will not be communicated to any third party. Nothing in this RFI affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Very truly yours,

IOM Rwanda Procurement