

Notice of call for applications: Rental of office space

EBA/2018/05/CSU/SER/NP

The European Banking Authority (“EBA” or “the agency”) is looking for office space to rent to host its services in Paris. The EBA is an agency of the European Union¹.

The agency is looking for a surface area of at least 4,500 square metres in a single building in Paris (*intra muros*) or La Défense. The minimum criteria for the office space are set out in the questionnaire attached to this document.

The agency would also like to receive interest from candidates that have an additional 10,000 square meters available for lease before the end of 2019. This is not a minimum requirement.

The procurement procedure² consists of six phases.

1. Market prospection

All interested parties who meet the minimum requirements should send the completed annex and marketing information of their building or buildings to the following address:

tenders@eba.europa.eu

The deadline for submission is **18 April 2019 at midnight**.

In the case of buildings that were part of the Market Prospection (February 2018 / March 2018) submitted by the agency’s property advisor, it is not necessary to re-send the questionnaire nor the commercial presentation of the building. Candidates whose buildings met the minimum requirements will be invited to participate in a call for tenders (see point 3).

2. Establishment of the list of eligible candidates

All the expressions of interest submitted that meet the minimum criteria will constitute the list of the eligible candidates.

The offerings in this list may be visited by representatives of the agency. Visits will have no effect on the results of the call for applications.

If it turns out that the buildings do not correspond to the summary specifications contained in the attached questionnaire, the corresponding candidates will be excluded from the tendering procedure.

3. Invitation to participate

All the candidates selected in the second phase will be invited to participate in a call for tenders and will have to submit a technical and financial offer in accordance with detailed specifications that will form part of the invitation.

¹ https://europa.eu/european-union/about-eu/agencies/decentralised-agencies_en

² The legal basis for the procurement procedure is Article 134.1(g) of the Rules of Application of the EU Financial Regulation.

4. Establishment of the short list

Applications will be evaluated, scored and ranked according to the criteria specified in the detailed specifications. A minimum of three applications will be selected to go on to the next phase.

Unsuccessful candidates at this stage will be notified.

5. Negotiation

Negotiations will be held with the short-listed candidates with the aim of producing a ranking of the candidates. Legal and financial conditions will be discussed at this stage.

6. Award of the contract

After the negotiations, the highest-ranked application in terms of technical quality, financial and legal conditions will be proposed for internal approval by the agency. This will then be proposed to the European institutions for final approval. The lease can only be signed after this approval is received.

Other

In responding to this notice, the candidates pledge to cooperate with the property advisor retained by the agency and also any other firm involved in the relocation of the agency for example project managers, removal company etc.

Candidates must ensure to provide all the information necessary to determine all the costs of this project.

Annex: Questionnaire on the minimum requirements for the pre-selection of candidates eligible to submit a detailed tender

	Criteria	Minimum requirements	YES ³	NO
1	Geographic sector	Paris (<i>intra muros</i>) and La Défense only.	<input type="checkbox"/>	<input type="checkbox"/>
2	Availability	Must be available after completion of fit-out works by no later than 28 February 2019. The landlord must be prepared to execute fit-out works on behalf of the agency, to the agency's detailed specification and design.	<input type="checkbox"/>	<input type="checkbox"/>
3	Minimum Surface	Minimum surface: 4500m ² .	<input type="checkbox"/>	<input type="checkbox"/>
4	Building Location	<ul style="list-style-type: none"> • Maximum 7 minutes walking distance to the nearest Metro / Train Station (source: google maps) • Access to Roissy Charles de Gaulle and Orly airports: maximum 1h05 by public transport (source: ratp.fr) • Access to Gare du Nord railway station: maximum 45 minutes by public transport (source: ratp.fr). <p>Taxis are not considered public transport.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	Building Specification	<ul style="list-style-type: none"> • The building or the parts to be rented must be classified as Grade A. • Asbestos-free or Asbestos Register that is in conformity with applicable French regulations. • In the case of a multi-tenant building, building security service provides a secure perimeter, 24/7 access control for staff and secure access control for deliveries. 	<input type="checkbox"/>	<input type="checkbox"/>
6	Building Identity	Tenancy neither identified with a bank nor dominated by banks as tenants.	<input type="checkbox"/>	<input type="checkbox"/>
7	Lease term	9 years minimum.	<input type="checkbox"/>	<input type="checkbox"/>

³ For each criterion, check the box to Yes or No, as appropriate.

Not a minimum requirement

8	Flexibility	Indicate if the building proposed offers the possibility to extend the rented space by an additional 10,000 m ² by the end of 2019.	<input type="checkbox"/>	<input type="checkbox"/>
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Company Name:

Name and role of the representative:

Signature: