

NOTICE

on prospection for office premises for the headquarters of the Agency for Support for BEREC in Riga, Latvia

The Agency for Support for BEREC (hereinafter “the BEREC Office” or “the Agency”) intends to rent office premises according to the preliminary specifications provided below (sections 1 and 2), and to launch soon a negotiated procurement procedure for the rent of the offices.

At this stage, the BEREC Office is carrying out a market prospection. Owners or operators of suitable premises who are interested in participating in the negotiated procurement procedure (see section 4) are invited to submit a proposal by 16.00 h (Riga time) on 10 December 2020, according to the instructions provided below (sections 5 and 6).

1. Object of the market prospection

The BEREC Office is looking for new business premises for its headquarters at a suitable location in Riga, provided with a good connection to Riga international airport. The BEREC Office would like to rent premises for its needs in Riga described below and in the annex with a net surface area of approximately 2,000-2,500 m² by 2023 at the latest. The Agency intends to rent these premises for a period of up to 10 (ten) years, including possible renewals.

The new headquarters shall be capable to host a maximum of 65 people including statutory staff, seconded national experts, trainees, staff assigned by the Latvian authorities to the liaison office, security guards, receptionists, trainers offering trainings on site, auditors performing audit on-site, cleaning workers and interim workers – for addressing specific projects or replacement of absent staff. This does not include the visitors for meetings and other events hosted by the BEREC Office.

The net surface of the new premises is envisaged to be between 2,000 m² and 2,500 m². The premises should be designed in such a way to allow for flexible use of space and the incorporation of innovative and digital solutions characterizing the most cutting-edge offices. The aim of having an office with possibility to integrate with the state-of-the-art technology is to promote the best possible use of the resources available, easy integration of the changing needs of the Agency and the wellbeing of the staff, including ensuring balance of private and professional life by remote working, which could enable the introduction of shared desk policy. Such an approach will help the BEREC Office to reduce CO₂ emissions and costs related to rent and maintenance of unused space.

The business premises must meet all specific requirements described in the Preliminary requirements for office space for the Agency for Support for BEREC (BEREC Office)

presented as an annex to the current notice. Additional information about the BEREC Office needs will be provided in the procurement document. The offices must comply with the requirements of the European Commission's Manual of Standard Building Specifications.

The building itself may fall under the following categories:

- a) an existing office building, or
- b) an office building already under development with targeted completion date before deadlines set in the current set of documents, or
- c) an office building that will be developed specifically to suit the needs of the BEREC Office ('built-to-suit'), while landlord/developer is already in possession of appropriate plot of land with a valid building permit (according to Latvian regulations, thus giving a guarantee that the projected building will meet the basic technical requirements as well as adhering to the time of delivery set in this paragraph).

The business premises must be fitted out by the contractor in accordance with the description provided in the Preliminary requirements for office space for the Agency for Support for BEREC (BEREC Office).

2. Availability of the premises

The approximate timeline for moving into the new headquarter is between 2021 and 2023, preferably, not later than the first quarter of 2023 by which dates all the fit-out shall be completed. Fitting shall be understood to include, without limitation, works such as partitioning, wiring, security installations and other completion work which might be required for the premises to be compliant with the requirements of the Agency.

3. Procedure

On the basis of the proposals received within the stated deadline and in line with the Decision MB/2019/13 of the BEREC Office Management Board on the financial regulation applicable to the BEREC Office¹ and the Financial Regulation applicable to the general budget of the Union² the Agency plans to launch a negotiated procedure without prior publication of a contract notice.

The current stage will be concluded with the pre-selection of proposals complying with the Agency's requirements. Based on the outcome of the current prospection, the Agency intends to launch a negotiated procedure, inviting proponents of preselected proposals but not necessarily only them.

¹ [Decision MB/2019/13 of the Management Board of the Agency for Support for BEREC \(BEREC Office\) on the financial regulation applicable to the BEREC Office](#)

² [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#)

This notice is not in any way binding on the Agency as regards contract award procedures. The Agency reserves the right, at any time, to renounce or cancel this notice, without proposers being entitled to claim any compensation. Prior to, or during, the negotiated procedure, the Agency will not sign any exclusivity contracts or similar clauses in favour of any proposer.

The Agency reserves its right to revise its requirement at any time, based on the outcome of the prospection or any other developments, including possible consultations with the BEREC Office Management Board and/or Budgetary Authority, if and when needed.

4. Requirements on the content of the proposals

The information contained in the proposal shall at least include all information requested in the Annexes I to III to this Notice and relevant to the specific situation, as listed in point 2 (a), (b) or (c) above:

ANNEX I Building Fact Sheet for office buildings already in operation

ANNEX II Building Fact Sheet for new office projects

ANNEX III Building Plot Fact Sheet

Any additional information provided by the proponents in addition to the requirements included in the above-mentioned annexes will be welcome. It will be considered as complimentary information and will serve for better assessment of the proposals.

5. Submission of proposals

Proposals have to be delivered to the Agency for Support for BEREC, Z.A. Meierovica blvd.14, Riga, Latvia, LV-1050, not later than **16.00 hours** Riga time on **10 December 2020**³.

The proposals can be sent via e-mail Procurement@berec.europa.eu, registered post, by courier or delivered in person by respecting the applicable COVID-19 restrictions applicable at the time of submission in the Republic of Latvia. It is the proposers' responsibility that the proposal will be delivered to the Agency, at the address specified above, by the specified deadline. In all cases, a receipt will be issued as proof of submission, signed and dated by the staff of the Agency. The Agency is open from 9.00 hours to 17.00 hours Monday to Friday. The Agency is closed on Saturdays, Sundays and the Agency's holidays⁴.

The proposal submitted on paper shall be submitted in three (3) copies, which must be placed inside two sealed envelopes. The inner envelope should be marked as follows:

³ Considering worldwide pandemic situation, BEREC Office invites interested parties not to wait until the last moment and deliver their proposals within reasonable time limits. Deadlines for submission of the proposals might not be extended.

⁴ https://berec.europa.eu/eng/document_register/subject_matter/berec_office/others/8960-berec-office-public-holidays-for-2020

“Response to prospection for BEREC Office premises – not to be opened by the internal mail service”.

Proposals submitted by e-mail must contain in the subject area the following subject: **“Response to prospection for BEREC Office premises. Not to be opened before the final deadline for submission (10/12/2020, 16.00)”.**

6. Agency entity responsible for the market prospection

The entity in charge of the market prospection for new premises of the BEREC Office is the Administration and Finance Unit, Z.A. Meierovica blvd.14, Riga, Latvia, LV-1050. Tel.: + 371 6000 7602, E-mail: procurement@berec.europa.eu

7. Contacts and additional information

The proponents will be informed of the decision taken with regard to their proposals. Any contact between the proponents and the Agency's department responsible for the market prospecting is prohibited, except in exceptional circumstances where clarification needs to be given regarding the prospection notice.

Should additional information be required before the date for submission of proposals, requests should be send by e-mail to the address in point 1, specifying in the object: 'BEREC Office premises - building prospection notice'.

Requests for additional information received less than 6 working days before the closing date for submission of proposals will not be processed.

Proposers are also invited to consult on a regular basis the BEREC website, procurement section, where questions and responses from the Agency will be published regularly.

Riga, 27 October 2020