**ANNEX II**

**Technical Proposal Form**

**UNFPA/BKK/RFQ/23/002 - The Provision of Temporary Office Space Rental for UNFPA**

Bidders are requested to complete this form, sign it and return it as part of their bid. The Bidder shall fill in this form in accordance with the instructions indicated.

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| --- | --- |
| **Criteria description** | **Your response** |
| **Building information**1.Name of building:Full address:Office Floor:2. Name of nearest BTS:Distance from office building:3. Name of nearest hospital:Distance from office building:4. Name of nearest eating place:Distance from office building:5. Name of nearest grocery shop:Distance from office building: |  |
| **Security related** (if the answer is YES, please provide details information and copy of document)* Does the building have Access Control Measures?
* Does the building have Fire Exit?

 * Does the building have Fire Alarm System?
* Does the building have Public Address System?
* Does the building have Building Evacuation Procedures?
 |  |
| **Minimal Fit-Out Cost** * Size of each office room/space (in sqm)
* Please list of available furniture

 * Please list of basic available amenities
* Please describe (day) light conditions

**For the following question, if the answer if YES, please provide details information and/or documentation)*** Does the office have adequate cooling and ventilation?
* Does the office have telephone system?
* Does the office have broadband internet service?
 |  |
| **Building performances*** Age of the building (in year)
* Please provide photo of the building
* Please provide floor-plan/layout and office design/photos
* Number of elevators:
* Number of available parking space:
 |  |
| **Minimal Maintenance Cost*** Number of power supply point per room
* Does the office have back-up power system?
* Does the office have adequate air conditioning and/or ventilation system?
* Does air conditioning facility operating after regular work hours?
 |  |
| **Performance of Landlord/ Managing Agent**Does the Company profile available?If you are managing agent, does your company manage other properties? |  |

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

|  |  |
| --- | --- |
| Company Name:Address:Phone No:Email Address: | Authorized Signature:Date: Name: Functional Title:Email address: |